



Companies and Intellectual  
Property Commission

a member of the dti group

## IMPORTANT NOTICE TO CUSTOMERS

### DEDICATED MAILBOX FOR COMPANY NAME CHANGES

The Companies Act of 2008 provides that a company can amend its registration name at any time by lodging a Memorandum of Incorporation (MOI) amendment together with any other amendment to its MOI, such as capital changes, etc.

The CIPC has however recognized the demand for quick and efficient processing of name changes where no other amendments to the MOI is required. To facilitate this requirement, CIPC has now established a separate mailbox for the filing of **name changes only**.

Therefore, where only name changes of companies are required, the following documentation must be lodged:

- COR15.2 (completed and signed by active director / company secretary);
- Copy of the resolution confirming the approval of the name change;
- Copy of the approved name reservation – COR9.4;
- Copy of the certified ID of the COR form signatory;
- Approved names which include the word “sure” (e.g telesure, insurance, etc) must lodge an approval by the Financial Services Board (FSB) to use the name;
- Ensure the customer code is clearly visible on the COR form for tracking purposes;
- Fee is R250;
- Fee waiver of companies changing its name from a registration number to a reserved name is still applicable.

Applications meeting the above criteria can either be scanned and lodged via the dedicated e-mail address to [namechange@cipc.co.za](mailto:namechange@cipc.co.za) or it can be uploaded via the CIPC website.

**Important to note is that the above filing mailbox is only applicable in instances of name changes.**

If any additional amendment is required, such as main business, authorized shares, etc, the application must still be lodged via [moiamendments@cipc.co.za](mailto:moiamendments@cipc.co.za).

Sincerely

**Astrid Ludin**  
Commissioner: CIPC

23. September 2014