STEP BY STEP GUIDE:
BUSINESS RESCUE PRACTITIONER LICENSING
V0.1

the dti Campus (Block F - Entfutfukweni), 77 Meintjies Street, Sunnyside, Pretoria I P O Box 429, Pretoria, 0001
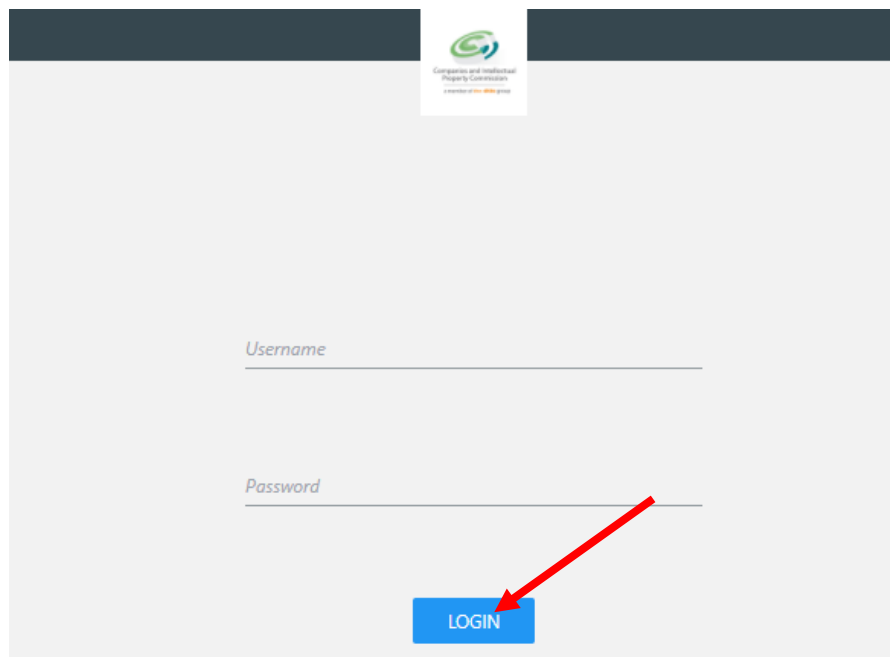Call Centre: 086 100 2472
Website: www.cipc.co.za

Step by Step Guide: Business Rescue Practitioner Licensing

Note:

- Consult the step by step guide for Customer Registration for assistance on registering on the New E-services platform.
- **When using the New E-services platform, the only payment option is via credit or debit card. Payments will only occur when a customer transacts with CIPC. The deposit system is not available on this platform and is in the process of being phased out by CIPC.**
- No supporting documents need to be send via email to CIPC, once it has been uploaded via the New E-Services platform. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree to them when they register on the New E-services platform.
- CIPC may at any time require any documents that each company is legally required to keep according to the Companies Act (Act 71 of 2008).

Important: In order to use this step by step guide, you should have registered on the New E-services platform and verified your details.

1. Visit the CIPC website www.cipc.co.za and click on **On-line transacting/New E-services.**

2. Complete your Username (e-mail address) and Password. Click on **Login.**
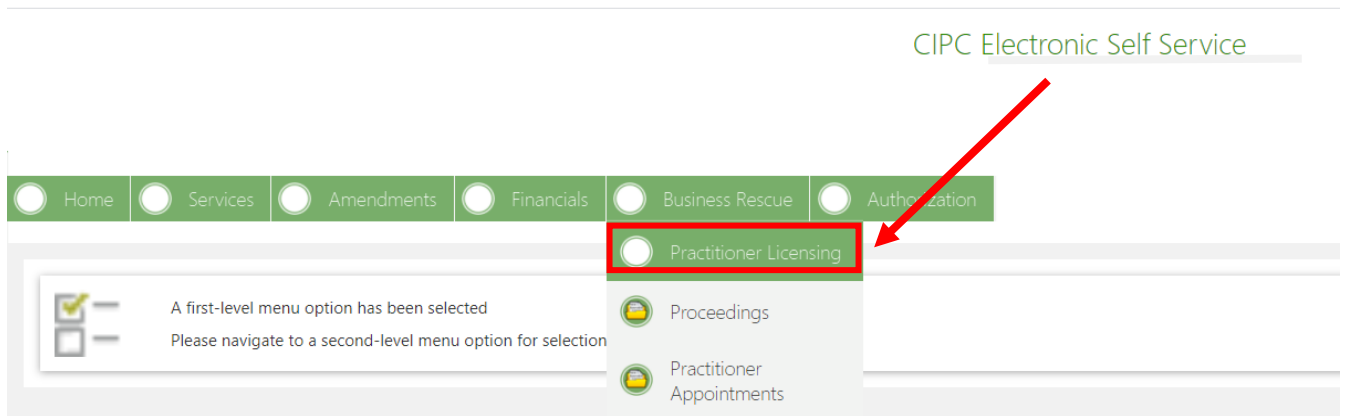
3. Click on **Business Rescue.**

4. Click on **Practitioner Licensing** in drop down menu.

5. All business rescue practitioner licensing (form CoR126.1) submitted via the logged in customer code **(each person who want to be licensed as a business rescue practitioner, must register with his / her own customer code)**, will appear together with the following information relating to the licensing application: -

   a. Reference: reference or tracking number for the application

   b. Business Rescue – Practitioner Licensing – License Information:
      i. Issued On: the date on which the practitioner license was issued by CIPC
      ii. Issued From: the date from which the license is valid
      iii. Issued To: the date on which the license will expire

   The application will start blank; therefore, no information will reflect when you start the application.

Home | Services | Amendments | Financials | **Business Rescue** | Authorization

Approval Status: Approved		License State: Licensed		Reference No: 60000007956

Business Rescue - Practitioner Licensing - Customer Information

Firstname:	HAYLIE	Lastname:	DELPORT
Email:	▮▮▮▮▮	Cellphone:	▮▮▮▮
ID:	86421	Code:	AAAADP
Identification:	▮▮▮▮	RSA Citizen:	Yes

Business Rescue - Practitioner Licensing - License Information

Issued On:	2021/06/03		
Licensed From:	2021/06/03	Licensed To:	2024/06/03

Business Rescue - Practitioner Licensing - Application Information

c. Business Rescue – Practitioner Licensing – Application Information:
    i. Associated Body: select from drop down box your Accredited Professional Body to be licensed under
    ii. Self-Rating: selected from the drop down box to commence practitioner licensing

Business Rescue - Practitioner Licensing - Application Information

Professional Body

Associated Body:	The Cape Law Society ⌄

Rating Level   **Rating Level Description:**

| Self Rating:	Senior Practitioner ⌄	Satisfied the Commission that it has actively engaged in business turnaround practice before the effective date of the Act, or as a business rescue practitioner in terms of the Act, for a combined period of at least 10 years

iii. Required documents: Upload required documents

Required Documentation: Note: Please supply documentation in PDF format, max 5 MB each

Curriculum Vitae:		Letter of Good Standing:	
Section 138(1)(c)(d) Compliance:		Tax Clearance Certificate:	

d. Additional documents: Upload required documents if necessary

Business Rescue - Practitioner Licensing - Additional Supporting Documentation
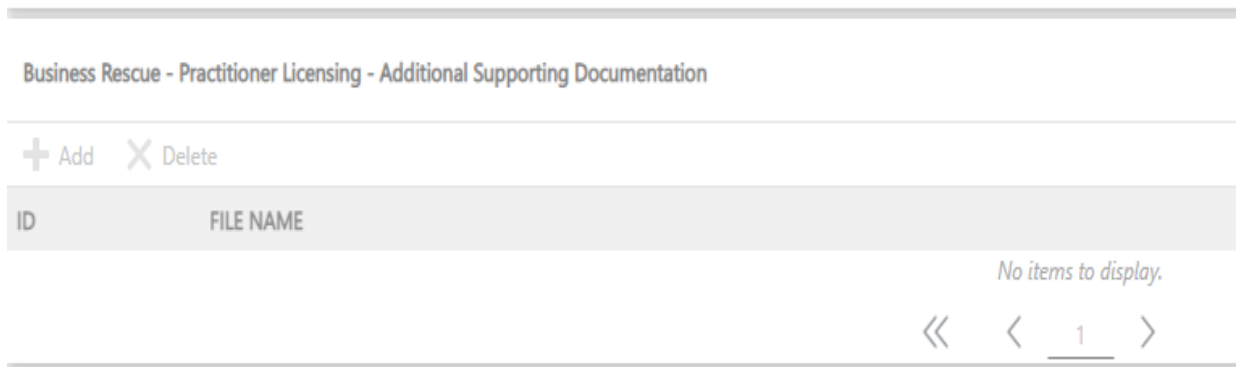
6. Select **Submit** to complete the submission of information

7. Message will display whether application was successfully submitted with **Reference Number** for the application. If any validations failed, a message will appear indicating that information is outstanding or otherwise the validation failures will be highlighted with red underlining within the electronic submission form.

Note: Business Rescue Practitioner Licensing will be confirmed with the electronically signed License (CoR126.2).

8. **Business Rescue – Practitioner Licensing – Approval History** will show the history of the application.

DATE	STAGE	PROCESSED BY	OUTCOME	COMMENT
2021/05/24	Approved	VERONICA VAN DYK	Paid	Application approved, payment received
2021/05/24	Vetting Committee Approval	Veronica van Dyk	Approve	Applicant does not have the relevant experience for Senior or Experienced Practitioner.
2021/05/24	Official Approval	Veronica van Dyk	Approve	
2021/05/24	Official Rejected, await Rework	VERONICA VAN DYK	Rework	Application Reworked
2021/05/24	Official Approval	Veronica van Dyk	Reject	need experience in business rescue for at least 10 years
2021/05/24	Submitted, await Approval	VERONICA VAN DYK	Submit	Application Submitted

9. The application will be send to back office for approval / rejection or rework

    a. Committee Assigned Rating: Select assigned rating from the drop down box

Business Rescue - Practitioner Licensing - Committee Assigned Rating

Rating Level

Assigned Rating: Senior Practitioner ∨

Rating Level Description:

Satisfied the Commission that it has actively engaged in business turnaround practice before the effective date of the Act, or as a business rescue practitioner in terms of the Act, for a combined period of at least 10 years

10. Once the status show Approved a notification will be send to the applicant to make a payment for his / her license

    a.   Select **Financials**

    b.   Select **Shopping Cart** to make payment for the license
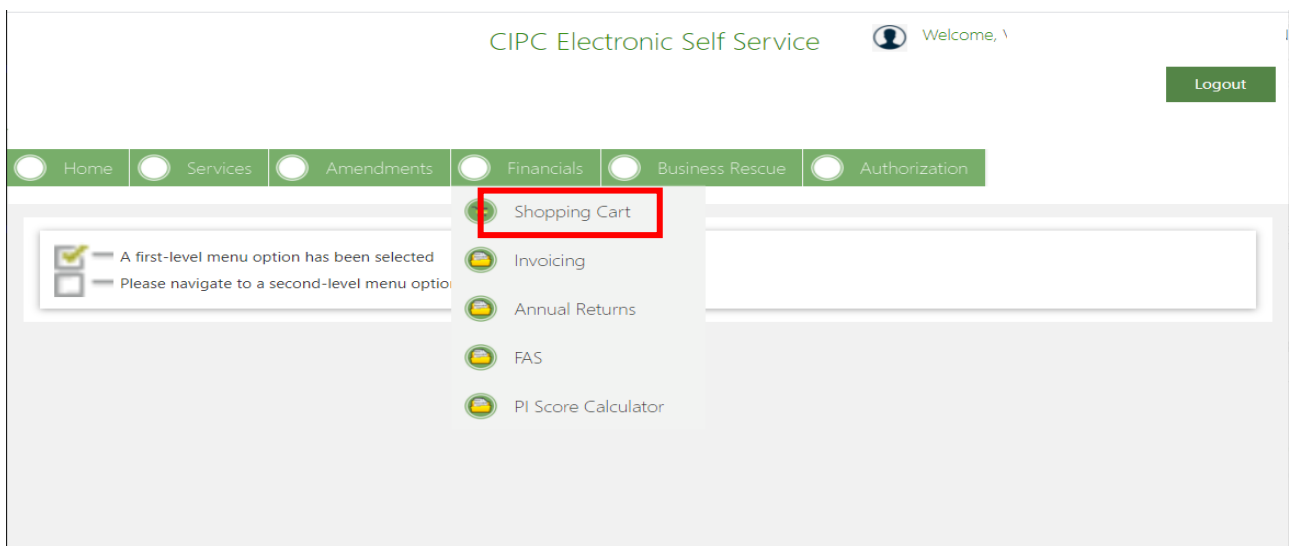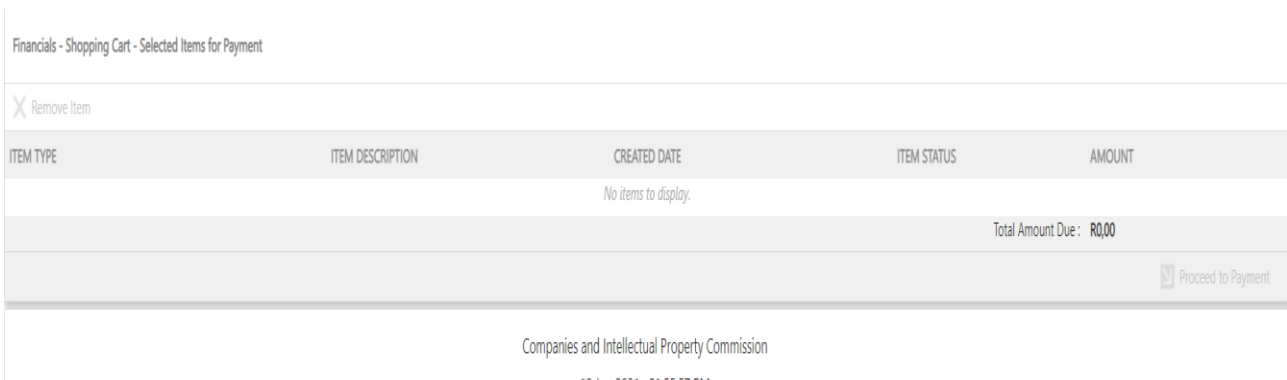

    c.   Financials – Shopping Cart – **Unpaid Items**

    d.   The approved license will reflect for payment
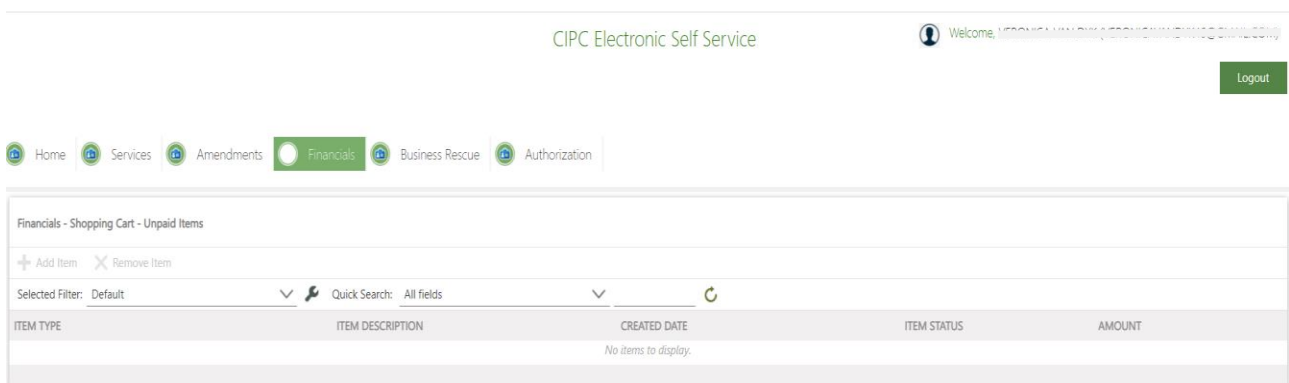
    e.   Financials – Shopping Cart – **Selects items for Payments**
    f.   Select the item for payment

g. Select **Proceed to Payment**
h. Applicant will be taken to the credit card payment screen.

Financials - Shopping Cart - Selected Items for Payment

✕ Remove Item

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
		No items to display.		
			Total Amount Due :	R0,00
				📄 Proceed to Payment

Companies and Intellectual Property Commission

11. After payment was successful, the license will be issued by e-mailing it to the customer code provided for the submittance of the licensing information

a. Approval: the approval status will reflect Approved when the application was successful
b. License Information: the date when the license was approved (Issued on) and from (Licensed from) as well as the renewal date (license to date)

🏠 Home	🏠 Services	🏠 Amendments	🏠 Financials	⭕ Business Rescue	🏠 Authorization

Approval Status: Approved   License State: Licensed   Reference No: 60000007956

Business Rescue - Practitioner Licensing - Customer Information

Firstname:	HAYLIE	Lastname:	DELPORT
Email:	▮▮▮▮▮▮▮	Cellphone:	▮▮▮▮▮
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