



Companies and Intellectual
Property Commission
a member of **the dtic** group

STEP BY STEP GUIDE: BUSINESS RESCUE PRACTITIONER APPOINTMENT V0.2

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

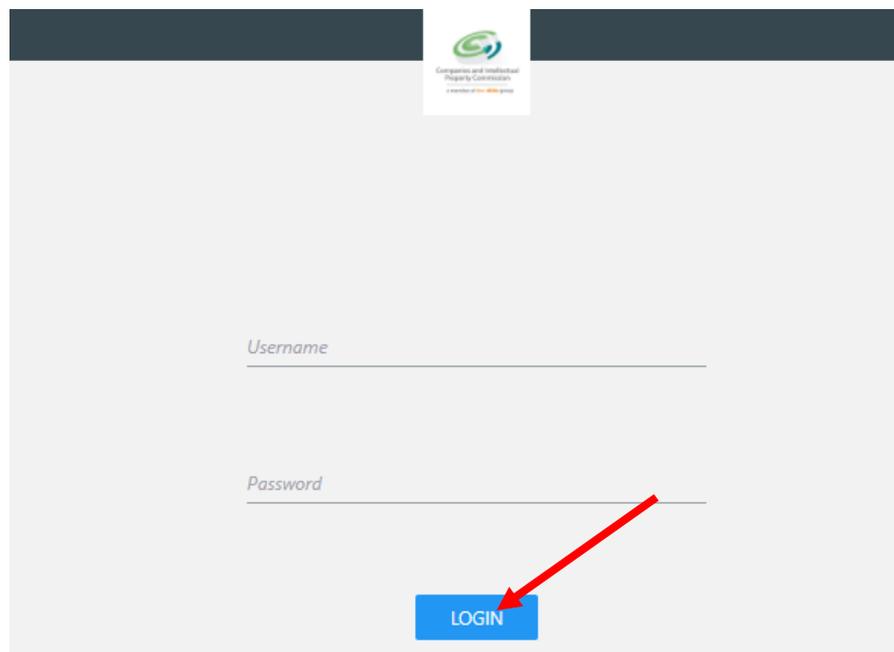
Step by Step Guide: Business Rescue Practitioner Appointment

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 has been phased out, and it not available for company registration.**
- No supporting documents need to be send via email to CIPC. 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 must keep record of 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 K2 new-services platform and verified you 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**.

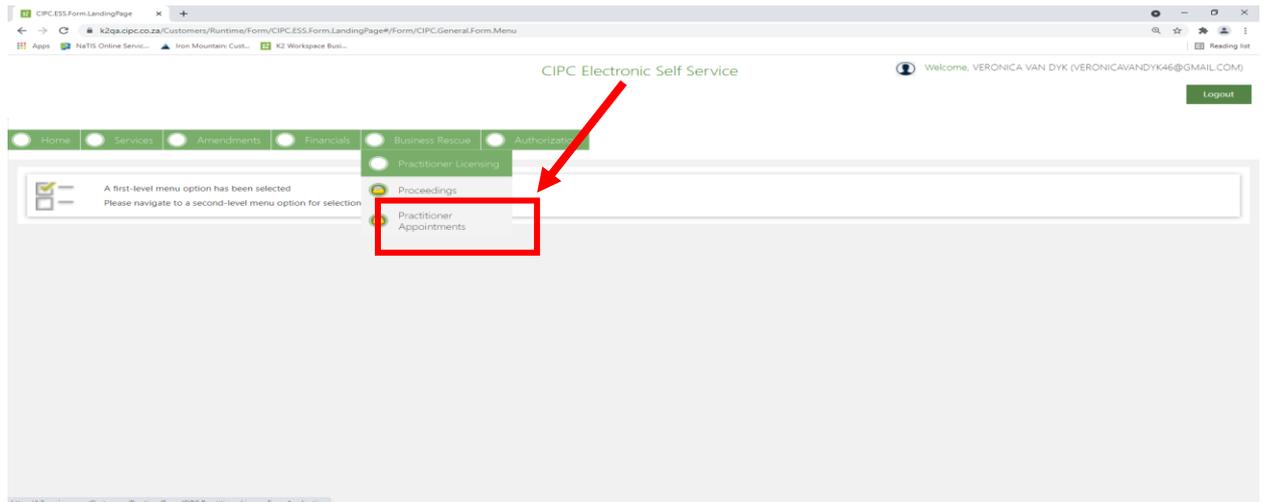


The image shows a screenshot of the CIPC login page. At the top center, there is the CIPC logo with the text "Companies and Intellectual Property Commission" and "a member of the SAGISA group". Below the logo, there are two input fields: "Username" and "Password". A red arrow points to a blue "LOGIN" button located below the password field.

3. Click on **Business Rescue**.



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



5. All business rescue proceeding applications (form CoR123.1 and court orders commencing business rescue proceedings) submitted via the logged in customer code will appear together with the following information relating to each application: -

- a. Date: the date application was submitted via the portal
- b. Reference: reference or tracking number for the application
- c. Type: whether a court order (section 131 of Companies Act, 71 of 2008) or CoR123.1 (section 29 of Companies Act, 71 of 2008) was submitted to commence business rescue
- d. Application Status: the processing status of the application
- e. Enterprise: the name of the company or close corporation
- f. Enterprise Type: the category of company or close corporation
- g. Enterprise Status: the status of the company or close corporation on the companies' registry
- h. Approval: the approval level of the application within the processing queue

6. To commence the appointment of the business rescue practitioner, select a company or close corporation already approved and under business rescue, click **Select Enterise**.

Home Services Amendments Financials **Business Rescue** Authorization

Cancel **Select Enterprise**

Business Rescue - Practitioner Appointments - Enterprise Proceedings

Selected Filter: Default Quick Search: All fields

ID	DATE	REFERENCE	TYPE	APPLICATION STATUS	ENTERPRISE	ENTERPRISE TYPE	ENTERPRISE STATUS	APPROVAL
441	2021/06/15	60000008038	Court Order	In Progress	THIMBA WOOD	Private Company	Business Rescue	Proceedings Approval Rejected, await Rework
440	2021/06/15	60000007887	Court Order	In Progress	STELETO IT	Private Company	In Business	Proceedings Approval Rejected, await Rework
420	2021/06/11	60000008458	CoR123.1	Completed	OUTDOOR CAMPING	Private Company	Business Rescue	Approved
416	2021/06/11	60000008419	CoR123.1	Completed	ENTER TO BE IT	Private Company	Business Rescue	Approved

7. Complete the information relating to the **Business Rescue Practitioner Appointment** click on **New Application**

a. Enterprise Information will reflect.

Home Services Amendments Financials **Business Rescue** Authorization

View Application Cancel **New Application**

Business Rescue - Practitioner Appointments - Enterprise Information

Name: OUTDOOR CAMPING Type: Private Company
 ID: 1452 Status: Business Rescue
 Application Reference: 60000008458 Application Type: CoR123.1

Business Rescue - Practitioner Appointments - Application Information

Selected Filter: Default Quick Search: All fields

APPLICATION	REFERENCE	STATUS	PROCESS	PROCESS DATE	PROCESS STATUS
No items to display.					

8. The Customer Information will show and also the Enterprise Information **Business Rescue – Practitioner Appointments – Customer Information**.

Business Rescue - Practitioner Appointments - Customer Information

Firstname: [REDACTED] Lastname: [REDACTED]
 Email: [REDACTED] Cellphone: [REDACTED]
 ID: 86421 Code: AAAADP
 Identification: [REDACTED] RSA Citizen: Yes

Business Rescue - Practitioner Appointments - Enterprise Information

Name: OUTDOOR CAMPING Type: Private Company
 ID: 1452 Status: Business Rescue
 Application Reference: 60000008458 Application Type: CoR123.1

- a. The application type will reflect CoR123.1 as this was the company selected under business rescue where the practitioner will be appointed to.

9. Complete the information relating to **Business Rescue – Practitioner Appointments - Practitioner Information** click on **Add**

Business Rescue - Practitioner Appointments - Current Enterprise Members

Selected Filter: Default Quick Search: All fields

ZA RESIDENT	BIRTH DATE	IDENTIFICATION	FIRST NAMES	SURNAME	EMAIL	CELLPHONE	STATUS	TYPE
Yes	27/01/1971	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Director

Business Rescue - Practitioner Appointments - Practitioner Information

+ Add ~~×~~ Delete

Selected Filter: Default Quick Search: All fields

ID	DATE	ACTION	REFERENCE	IDENTIFICATION	NAME	LASTNAME
No items to display.						

10. The Practitioner Add information screen will show **Business Rescue – Practitioner ADD.**

The basic information will appear when you have logged in as business rescue practitioner.

- a. **Business Rescue Information reflecting**
 - a. Effective Date for the proceedings
 - b. Application type will reflect the CoR123.1 (proceedings selected)
- b. **Search Criteria – Search for a practitioner by Identification (ID/Passport No)**
 - a. Type the identification number of the license practitioner and select search (the practitioner information will display)
 - b. Identification: the ID number and Business Rescue Practitioner name will reflect
- c. **Practitioner License Information**
 - a. Rating Level of the business Rescue Practitioner: Junior, Experience or Senior
 - b. Status: Licensed
 - c. Number: system generated “file” number allocated

d. Practitioner Basic Information

- a. Name of practitioner
- b. Surname of practitioner
- c. E-mail address
- d. Cell phone number
- e. Telephone number (office / home)

The screenshot shows a web form titled "PRACTITIONER ADD". It is divided into several sections:

- Business Rescue Information:**
 - Effective Date: 06/06/2021
 - Application Type: CoR123.1
- Search Criteria:**
 - Note: Search for a practitioner by Identification (ID/Passport No)
 - Identification: [Redacted] HAYLIE DELPORT (The "Identification:" label and the search icon are highlighted with red boxes)
- Practitioner License Information:**
 - Rating Level: Senior Practitioner
 - Status: Licensed
 - Number: 82
- Practitioner Basic Information:**
 - Name: HAYLIE
 - Lastname: DELPORT

e. Practitioner Postal Information – Information that was migrated to K2 for the business Rescue Practitioner

- a. Street address
- b. City
- c. Region
- d. Country
- e. Code

f. Action Information

- a. Select effective date from the calendar
- b. Select action from drop down box

PRACTITIONER ADD

Email Address: [REDACTED]

Cellphone: [REDACTED]

Telephone: _____

Practitioner Postal Information

Street: [REDACTED]

City: Gauteng

Region: Gauteng

Country: South Africa

Code: 0082

Action Information

Effective Date: *Select a date* [Calendar icon]

Action: *Select an item* [Dropdown arrow]

g. **Documentation Information** (uploading of required documentation for the appointment of the Business Rescue Practitioner)

- a. Upload documents:
- b. Copy of ID
- c. Letter of Good Standing
- d. Tax Clearance Certificate
- e. Letter of Consent (acceptance of appointment as Business Rescue Practitioner)

h. Click on **Save**

Documentation Information Note: Max file size of 5MB each

Copy of ID: [REDACTED] Click to attach Copy of ID

Letter of Good Standing: [REDACTED] Click to attach Letter of Good Standing

Tax Clearance: [REDACTED] Click to attach Tax Clearance

Letter of Consent: [REDACTED] Click to attach Letter of Consent

Save
Cancel

11. When you have a joint appointment follow steps 7 to 10 again

12. Additional documentation to be uploaded – **Business Rescue – Practitioner Appointments – General documentation**

- a. Upload document: Copy of ID Active director and click submit
- b. Attached the certified ID copy of the Active Director who signed the notice of appointment.

13. Select **Submit** to complete the submission of information

Business Rescue - Practitioner Appointments - General Documentation

Note: Max file size of 5 MB each

Copy of ID Active Director:

Click to attach ID Copy Active Director

CancelSubmit

14. Message will display on screen whether application was successfully submitted with **Reference Number** for the application.

15. Email will be send to the applicant as confirmation of the Business Rescue Practitioner appointment, reflecting the Reference Number.

----- Forwarded message -----

From: CIPC CLIENT SERVICES <svc_prod2srv@cipc.co.za>

Date: Tue, 08 Jun 2021, 09:57

Subject: CIPC - Business Rescue Practitioner Appointments - Received #60000008393

To: >

Dear Customer,

Your application for Business Rescue Practitioner Appointments has been successfully received with Reference #60000008393, submitted for:

Customer Information

Code: XXXXXX

Name:

Business Rescue Enterprise Information
Application Type: Court Order
*Name: **ZERO TO TEN CONTRACTORS***

Please find attached a document i.e. CoR123.2 which is required to be signed and uploaded to the application for approval.

Once all signatures for the document are obtained, please log back into the system; select the application in question, and upload the signed CoR123.2 document.

After approval is complete, communication and supporting output documentation will be issued.

Regards,
CIPC Back Office Team.

Please do not reply to this email address. For any queries kindly contact the CIPC Call Centre on 086 100 2472.

Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.

16. Once the application for appointment was filed and the document was signed by the Active Director reflecting on the company, a approval status will reflecting that the notice of appointment must be uploaded.
 - a. Click on the company in rescue where the appointment was made
 - b. Click on **View Application**
 - c. Go to Upload Notice of appointment
 - d. Upload the signed CoR123.2 with the Certified ID copy of the Active Director who signed the form and then click **Submit**.

ID	DATE	REFERENCE	TYPE	APPLICATION STATUS	ENTERPRISE	ENTERPRISE TYPE	ENTERPRISE STATUS	APPROVAL
212	2021/05/26	60000008040	Court Order	In Progress	BEACH BAR CLUB RESORT	Private Company	In Business	Proceedings Approval Rejected, await Rework
211	2021/05/26	60000008146	CoR123.1	Completed	OIOINFSDP	Private Company	Business Rescue	Approved
210	2021/05/26	60000008145	CoR123.1	In Progress	NEWCO NENE IT	Private Company	In Business	Proceedings CA Approval

17. Once the signed notice of appointment is received, then the Backoffice will either approve or reject the application, depending if all the required documents was received.

18. You will be directed back to the list of proceedings that was filed on your profile, if you have another filing then follow steps **6 to 13** and **16**.

ID	DATE	REFERENCE	TYPE	APPLICATION STATUS	ENTERPRISE	ENTERPRISE TYPE	ENTERPRISE STATUS	APPROVAL
212	2021/05/26	6000008040	Court Order	In Progress	BEACH BAR CLUB RESORT	Private Company	In Business	Proceedings Approval Rejected, await Rework
211	2021/05/26	6000008146	CoR123.1	Completed	OIOINFSDF	Private Company	Business Rescue	Approved
210	2021/05/26	6000008066	CoR123.1	In Progress	NEWCO NENE IT	Private Company	In Business	Proceedings QA Approval
209	2021/05/26	6000008042	Court Order	Completed	KPMJ DIKGOLO ENTERPRISE	Non Profit External Company	Business Rescue	Approved
205	2021/05/25	6000008139	Court Order	Completed	K2020500202 (SOUTH AFRICA)	Private Company	Business Rescue	Approved
185	2021/05/24	6000008075	Court Order	Completed	K2020500144 (SOUTH AFRICA)	Private Company	Business Rescue	Approved
184	2021/05/24	6000008070	CoR123.1	Completed	HAYLIE NAEL SALON	Private Company	In Business	Approved
171	2021/05/21	6000008044	CoR123.1	In Progress	2 PUMPED	Private Company	Deregistration Process	Proceedings QA Approval
169	2021/05/21	6000008041	CoR123.1	In Progress	PRETORIA CHICKEN SHOP	Private Company	In Business	Proceedings Approval Rejected, await Rework
168	2021/05/21	6000008071	CoR123.1	In Progress	CODODK	Private Company	In Business	Proceedings Approval
163	2021/05/21	6000008059	Court Order	Completed	K2020500251 (SOUTH AFRICA)	Private Company	Business Rescue	Approved

19. After approval from Back Office, a confirmation letter and the output document, CoR123.2, will be issued to confirm the appointment of the Business Rescue Practitioner.

----- Forwarded message -----

From: CIPC CLIENT SERVICES <svc_prodk2srv@cipc.co.za>

Date: Tue, 01 Jun 2021, 02:07

Subject: CIPC - Business Rescue Practitioner Appointments - Approved #6000008144

To: >

Dear Customer,

Your application for Business Rescue Practitioner Appointments has been successfully reviewed with Reference #6000008144, submitted for:

Customer Information

Code: XXXXXX

Name:

Business Rescue Enterprise Information

Application Type: Court Order

Name: K2020500052 SOUTH AFRICA

We hereby wish to congratulate you on the approval of your application!

The enterprise has been amended to include the approved practitioners as latest members.

Please find attached the supporting output documentation i.e. CoR123.2 for your records.

Regards,

CIPC Back Office Team.

Please do not reply to this email address. For any queries kindly contact the CIPC Call Centre on 086 100 2472.

Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained.

The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.