



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

STEP BY STEP GUIDE: BUSINESS RESCUE PRACTITIONER LICENSE RENEWAL V0.1

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

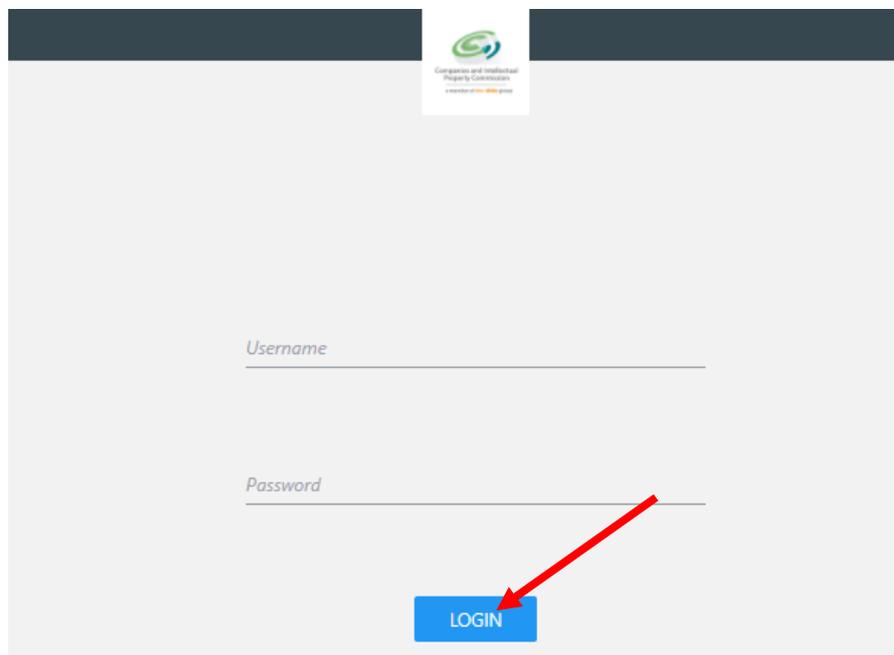
Step by Step Guide: Business Rescue Practitioner Licensing

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).

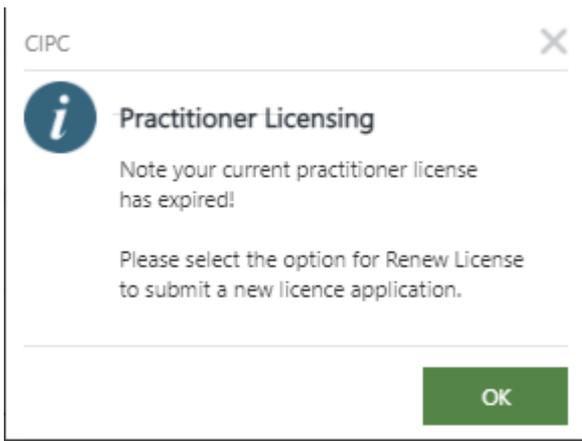
Important: In order to use this step by step guide, you should have registered on the New E-services platform and verified your details.

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**.



The image shows a screenshot of the CIPC login interface. At the top center, there is the CIPC logo with the text 'Companies and Intellectual Property Commission' and 'www.cipc.co.za'. Below the logo, there are two input fields: 'Username' and 'Password'. A blue button labeled 'LOGIN' is positioned below the password field, with a red arrow pointing to it from the right.

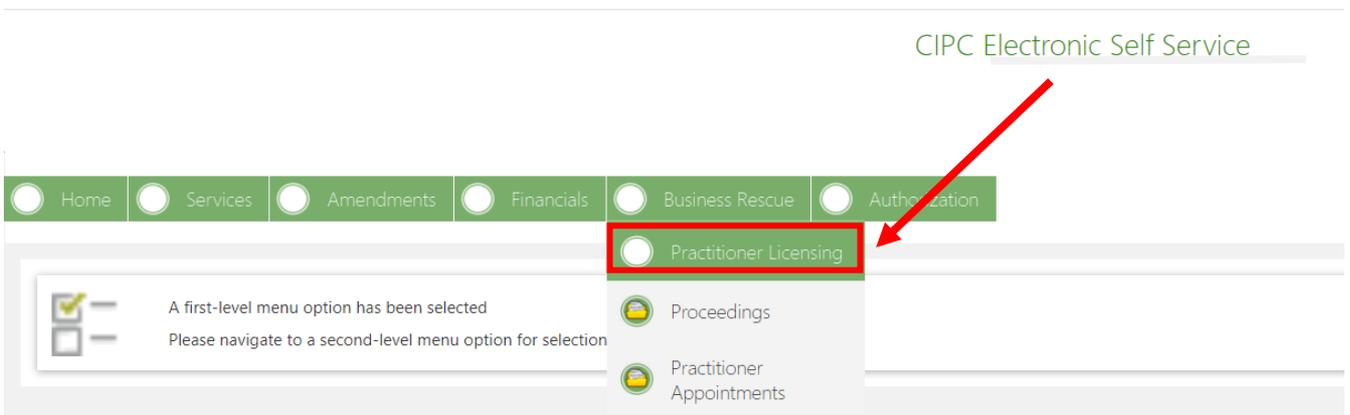
3. A message will display informing the Business Rescue Practitioner to **Renew** his / her license.



4. Click on **Business Rescue**.



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



6. 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: -

- i. Approved Status – will only reflect once back office have approved the application.
- ii. License Status – will reflect **License Expired**
- iii. Reference: reference or tracking number for the application



7. 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

Business Rescue - Practitioner Licensing - Customer Information

Firstname:	[REDACTED]	Lastname:	[REDACTED]
Email:	[REDACTED]	Cellphone:	[REDACTED]
ID:	86618	Code:	[REDACTED]
Identification:	[REDACTED]	RSA Citizen:	Yes

Business Rescue - Practitioner Licensing - License Information

Issued On:	2021/05/25	Licensed To:	2021/05/26
Licensed From:	2021/05/26		

8. Business Rescue – Practitioner Licensing – Application Information:

- i. Associated body: The previous selected information will reflect, this cannot be changed as it is grayed out.
- ii. Self-Rating: The previous selected rating will reflect, this cannot be changed as it is grayed out.

Business Rescue - Practitioner Licensing - Application Information

Professional Body

Associated Body:

Rating Level

Self Rating:

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

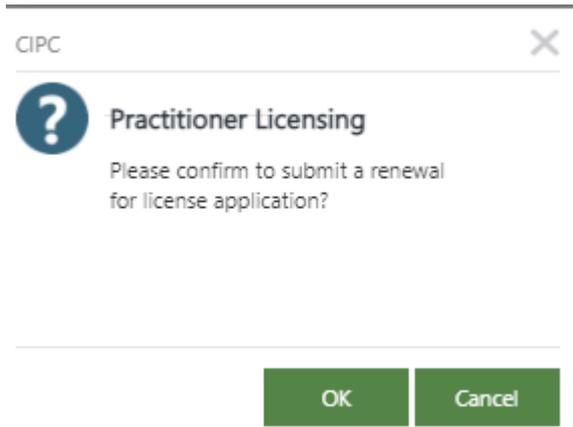
- iii. Required documents: Upload required documents will be made available
 - 1. Latest LOG (letter of good standing from Accredited Professional Body).
 - 2. Latest TCC (personal Tax clearance certificate).

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

Curriculum Vitae:	<input type="text"/>	Letter of Good Standing:	<input type="text"/>
Section 138(1)(c)(d) Compliance:	<input type="text"/>	Tax Clearance Certificate:	<input type="text"/>

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

10. Message will display to confirm the application is for a **license renewal** select **OK** to continue.



It should be noted that no payment will be requested for renewal of a license. If the system request such, please verify if there was a license issued before as the dates **MUST** reflect on your profile, if this does not reflect, then urgently log a Ticket for investigation.

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

Business Rescue - Practitioner Licensing - Approval History

Selected Filter: Default Quick Search: All fields

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

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

13. After back office have approved the license for another 3 years, the new license will be issued by e-mail to the customer code provided for the submittance of the license information.

14. When the Business Rescue Practitioner log into his / her profile, the renewal dates will reflect.

- i. Approval: the approval status will reflect Approved when the application was successful
- ii. 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:	██████████	Lastname:	██████████
Email:	████████████████████	Cellphone:	██████████
ID:	86421	Code:	AAAADP
Identification:	██████████	RSA Citizen:	Yes

Business Rescue - Practitioner Licensing - License Information

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

Business Rescue - Practitioner Licensing - Application Information