



NOTICE TO CUSTOMERS

(Notice 43 of 2021)

EXTERNAL COMPANY REGISTRATION (FORM COR20.1)

The Companies and Intellectual Property Commission (CIPC) in order to improve the efficiency of processing External Company Registration applications (Form CoR20.1), hereby re-confirm the documentary requirements for such process as well as highlighting some general guidance to the content of such applications.

This notice must be read with notices:

- Notice 54 of 2016: Requirements for Certification of Documents
- Notice 63 of 2016: Requirements Relating to Copies of Smart ID Cards
- Notice to Customers: CIPC Scan to E-mail Requirements

Form and Supporting Document Requirements:

- CoR 20.1
- CoR 20.1 Annexure A
- COR 21.2
- Certified copy of the company's founding documents and certificate of incorporation or comparable document (In English)
- If any of the above documents are not in an official South African language, then certified translated copies in English of such documents
- Certified ID and / or Passports copies of all directors and local company representative.

In order to assist in the efficient acceptance and processing of the applications, the below should be adhered to:

- The form and supporting documents MUST be PDF or TIFF and be submitted as a single e-mail to companydocs@cipc.co.za
- It is advised that the maximum scanning resolution be 100 dpi and black and white (ensure before e-mailing to companydocs@cipc.co.za that scanned documents are clear and legible)
- If forms are hand written, it must be PRINT (no cursive), clear and legible. Any special characters within director names should be highlighted within a cover letter.
- If the founding documents and/or certificate of incorporation is not in an official South African language it must be translated into English and such translation must be certified as a true translation.
- The founding documents and/or certificate of incorporation must be certified in the country of incorporation following such countries certification requirements.
- If a director is not a natural person, confirmation in the form of an extract of the country of incorporation legislation that a director may be a juristic person.
- Indication by way of a cover letter, the articles or paragraphs within the company's founding documents indicating the company's financial year end and share capital (the latter only applicable if a for profit external company).
- Certified passports and/or South African identity documents may not be older than three months.

- Certified passports may not have expired.
- The local representative details reflected on Form COR 20.1 under number 4 must be the same as that on Form COR 21.2.
- Not necessary for a CoR9.4 to be submitted since CIPC will internally create the foreign company's name to allow processing.

For any further assistance on this notice or the requirements stated, kindly log a ticket www.cipc.co.za / enquiries.

Yours faithfully,



Adv. Rory Voller
Commissioner: CIPC
Date: 24./08 /2021