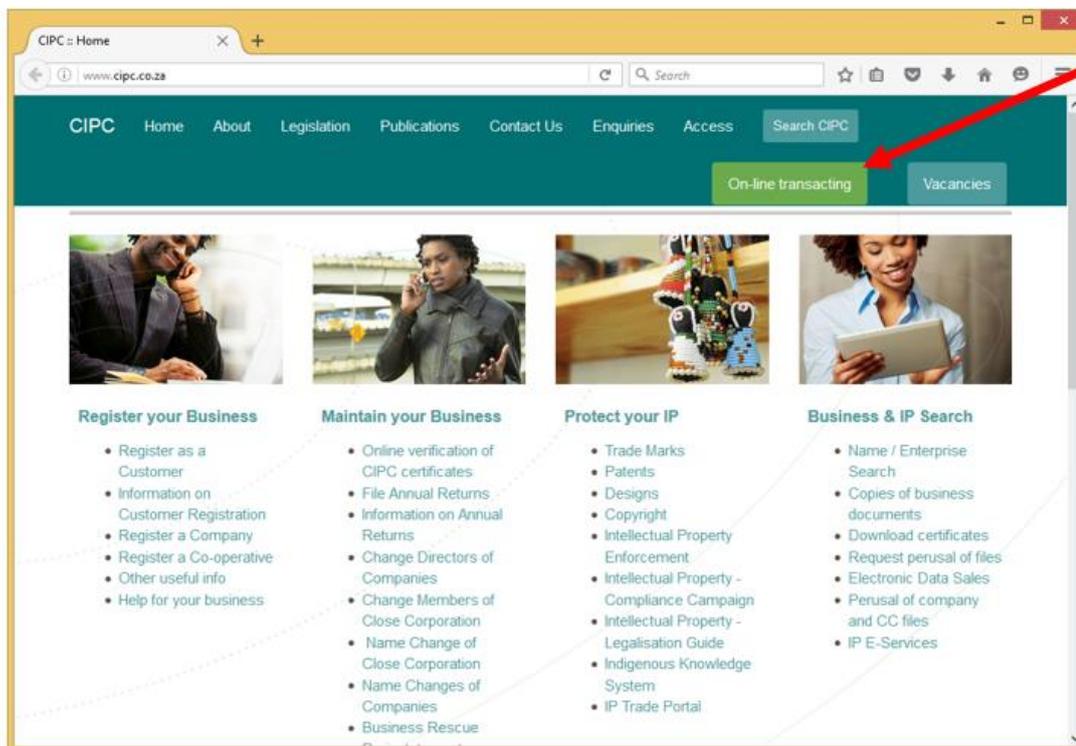


## Step by Step Guide – Document Upload – Member Change – CK2

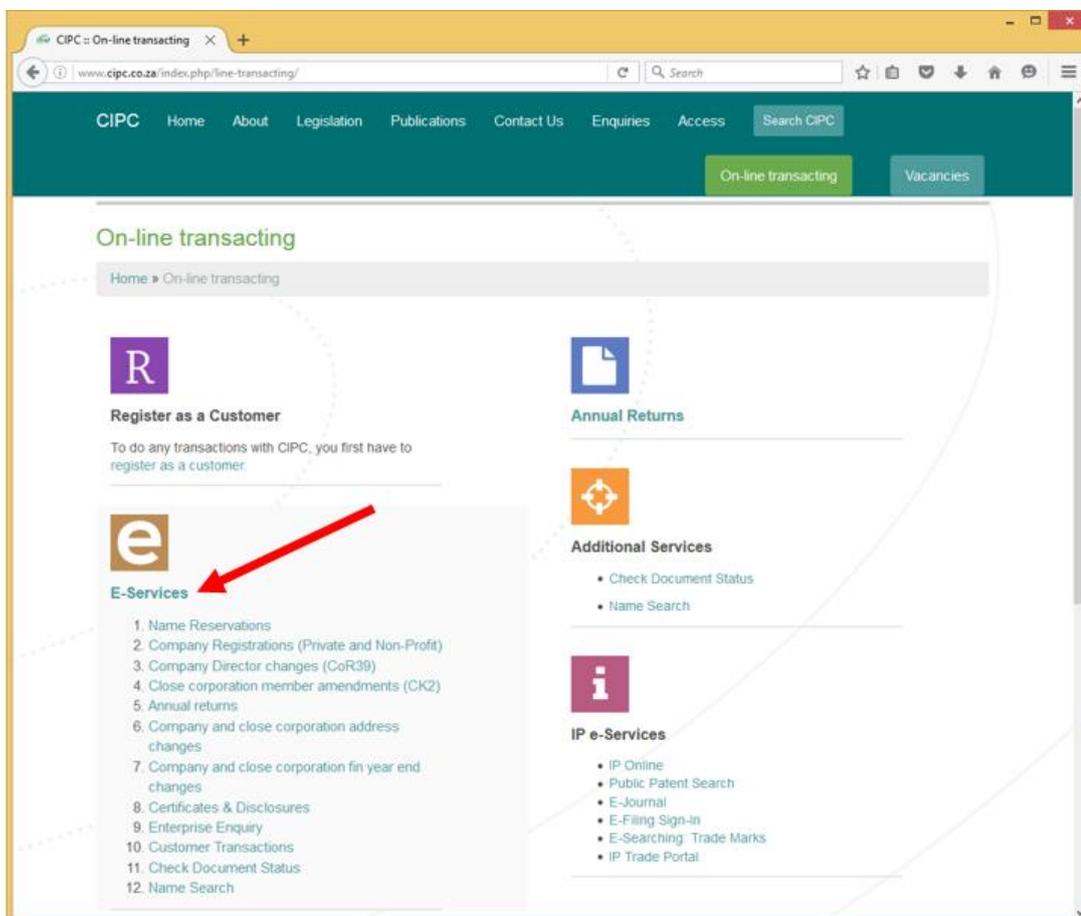
Step 1: Click On-Line transacting

On-line transacting



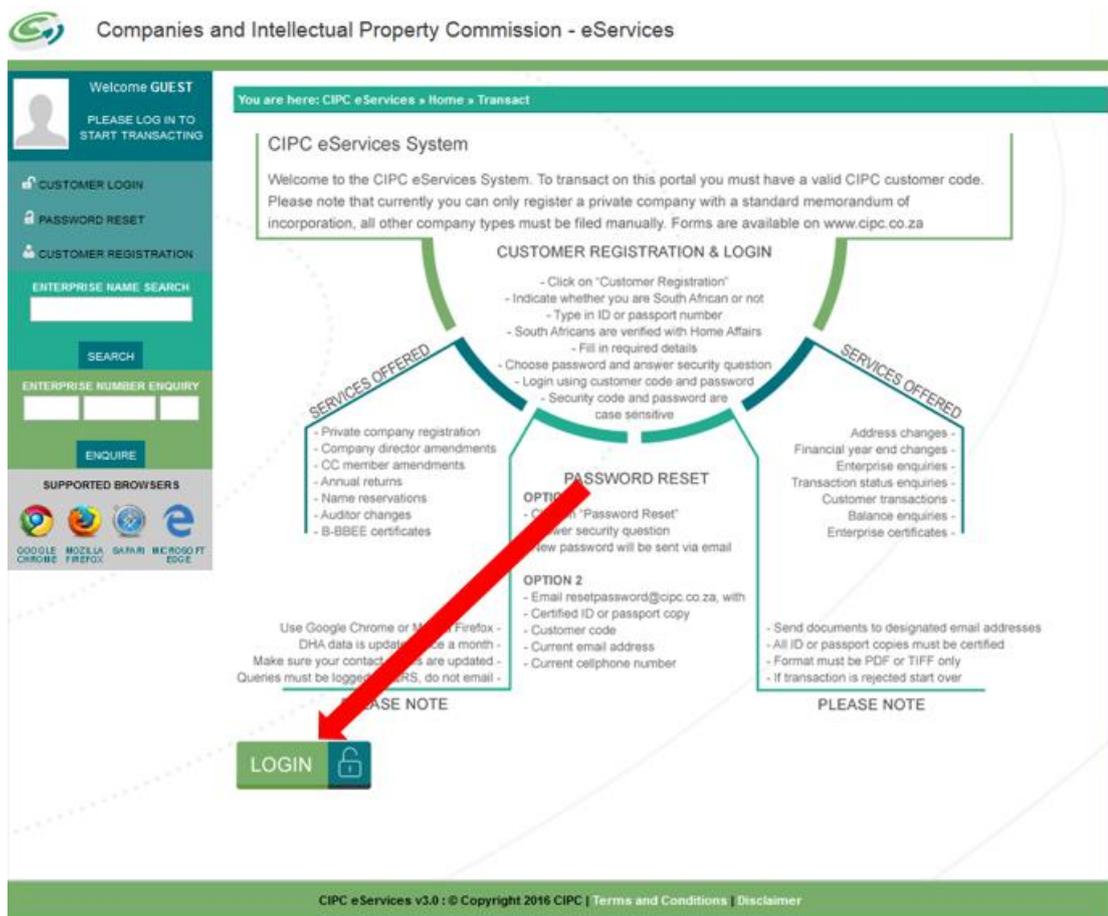
The screenshot shows the CIPC Home page in a web browser. The navigation menu includes CIPC, Home, About, Legislation, Publications, Contact Us, Enquiries, Access, and Search CIPC. Below the menu, there are four main service categories: Register your Business, Maintain your Business, Protect your IP, and Business & IP Search. A red arrow points to the 'On-line transacting' button in the top right corner of the page.

Step 2: Click E-Services



The screenshot shows the CIPC On-line transacting page. The navigation menu is the same as in the previous screenshot. The page content is organized into several sections: Register as a Customer, Annual Returns, Additional Services, and IP e-Services. A red arrow points to the 'E-Services' section, which lists 12 services: Name Reservations, Company Registrations (Private and Non-Profit), Company Director changes (CoR39), Close corporation member amendments (CK2), Annual returns, Company and close corporation address changes, Company and close corporation fin year end changes, Certificates & Disclosures, Enterprise Enquiry, Customer Transactions, Check Document Status, and Name Search.

Step 3: Click on the  button



Welcome GUEST  
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Home » Transact

**CIPC eServices System**  
Welcome to the CIPC eServices System. To transact on this portal you must have a valid CIPC customer code. Please note that currently you can only register a private company with a standard memorandum of incorporation, all other company types must be filed manually. Forms are available on [www.cipc.co.za](http://www.cipc.co.za)

**CUSTOMER REGISTRATION & LOGIN**

- Click on "Customer Registration"
- Indicate whether you are South African or not
- Type in ID or passport number
- South Africans are verified with Home Affairs
  - Fill in required details
- Choose password and answer security question
- Login using customer code and password
- Security code and password are case sensitive

**PASSWORD RESET**

**OPTION 1**

- Click on "Password Reset"
- Enter security question
- New password will be sent via email

**OPTION 2**

- Email [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za), with
- Certified ID or passport copy
- Customer code
- Current email address
- Current cellphone number

**SERVICES OFFERED**

- Private company registration
- Company director amendments
- CC member amendments
- Annual returns
- Name reservations
- Auditor changes
- B-BBEE certificates

**SERVICES OFFERED**

- Address changes
- Financial year end changes
- Enterprise enquiries
- Transaction status enquiries
- Customer transactions
- Balance enquiries
- Enterprise certificates

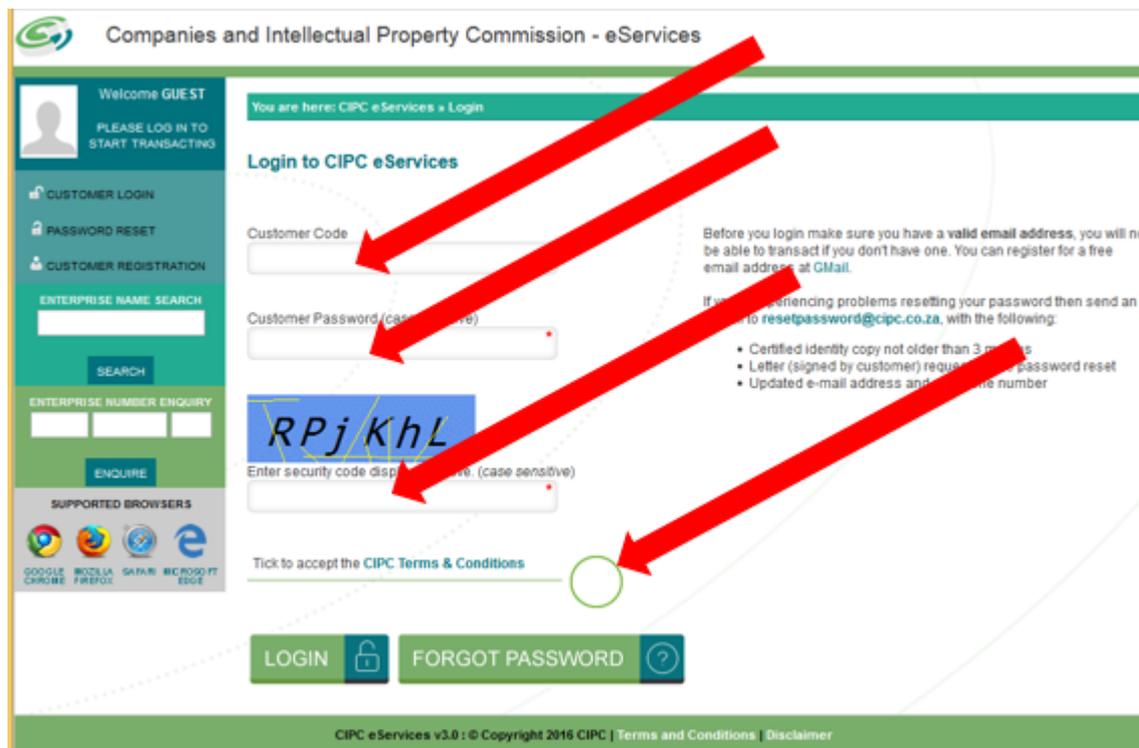
PLEASE NOTE

Use Google Chrome or Mozilla Firefox - DHA data is updated once a month - Make sure your contact details are updated - Queries must be logged on GPRS, do not email - PLEASE NOTE

**LOGIN** 

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Step 4: Enter Login credentials and click on the  button



Welcome GUEST  
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

**Login to CIPC eServices**

Customer Code

Customer Password (case sensitive)

Enter security code displayed above. (case sensitive)

Tick to accept the CIPC Terms & Conditions

**LOGIN**  **FORGOT PASSWORD** 

Before you login make sure you have a valid email address, you will not be able to transact if you don't have one. You can register for a free email address at Gmail.

If you are experiencing problems resetting your password then send an email to [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za), with the following:

- Certified identity copy not older than 3 months
- Letter (signed by customer) requesting password reset
- Updated e-mail address and cellphone number

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Step 5: Click on the **TRANSACTION** button:

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Home

**ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION**

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
		IN BUSINESS	CLOSE CORPORATION	NO	
		IN BUSINESS	CLOSE CORPORATION	NO	
		IN BUSINESS	CLOSE CORPORATION	YES	
		IN BUSINESS	CLOSE CORPORATION	YES	
		IN BUSINESS	CLOSE CORPORATION	NO	
		DEREGISTRATION PROCESS	CLOSE CORPORATION	NO	
		IN BUSINESS	PRIVATE COMPANY	YES	
		IN BUSINESS	PRIVATE COMPANY	YES	
		IN BUSINESS	PRIVATE COMPANY	YES	
		IN BUSINESS	PRIVATE COMPANY	YES	

**CURRENT PROCESSING DATES**

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	2016-05-15	2016-05-15 10:00:00 AM
NEW COMPANY REGISTRATION [MANUAL]	2016-05-15	2016-05-15 10:00:00 AM
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	2016-05-15	2016-05-15 10:00:00 AM
DIRECTOR AMENDMENTS [eSERVICES]	2016-05-15	2016-05-15 10:00:00 AM
DIRECTOR AMENDMENTS [MANUAL]	2016-05-15	2016-05-15 10:00:00 AM
MEMBER AMENDMENTS [eSERVICES]	2016-05-15	2016-05-15 10:00:00 AM
MEMBER AMENDMENTS [MANUAL]	2016-05-15	2016-05-15 10:00:00 AM
NAME CHANGES [MANUAL]	2016-06-24	2016-07-14 12:28:42 PM

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Step 6: Click on the **DOCUMENT UPLOAD** button

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Home » Transact

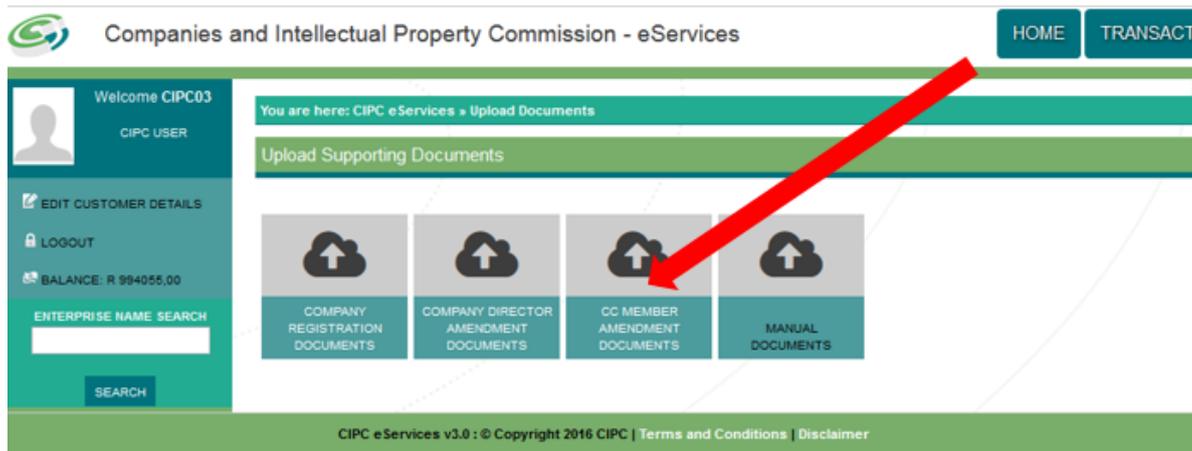
COMPANY REGISTRATION | AMEND COMPANY DIRECTOR DETAILS | AMEND CC MEMBERSHIP DETAILS | NAME RESERVATIONS | FILE ANNUAL RETURNS | AUDITORS & ACC. OFFICERS

CO & CC ADDRESS CHANGES | FINANCIAL YEAR END CHANGES | CERTIFICATES & DISCLOSURES | ENTERPRISE ENQUIRY | TRANSACTION STATUS | CUSTOMER TRANSACTIONS

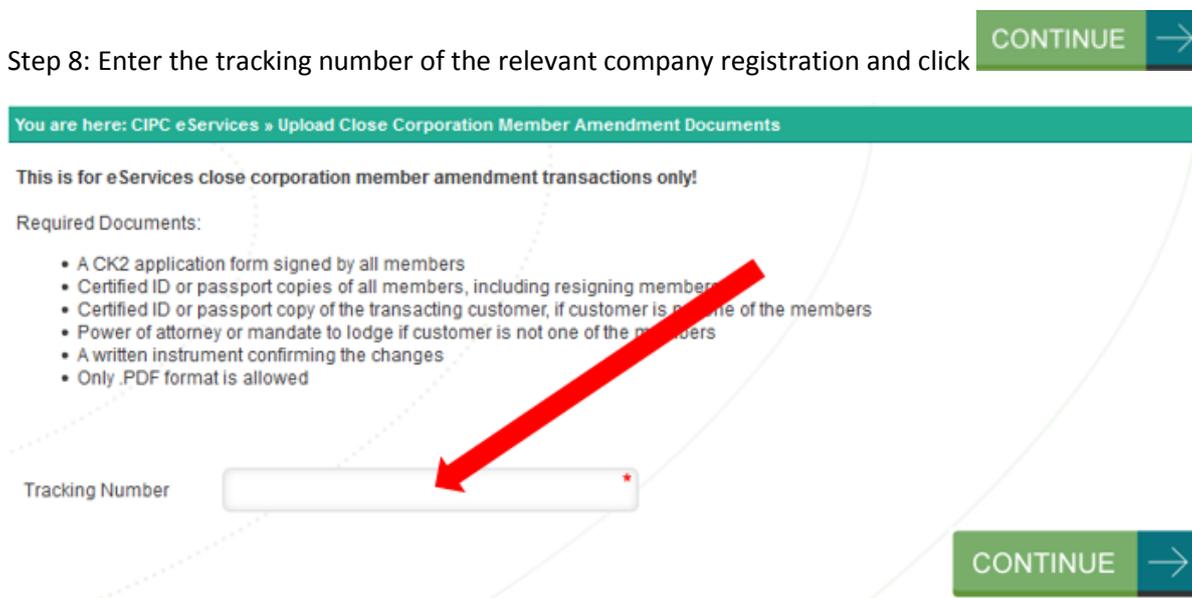
DOCUMENT UPLOAD | THIRD PARTIES | HOW-TO VIDEOS | BANKING DETAILS

CIPC eServices v3.0 : © Copyright 2016 CIPC | Terms and Conditions | Disclaimer

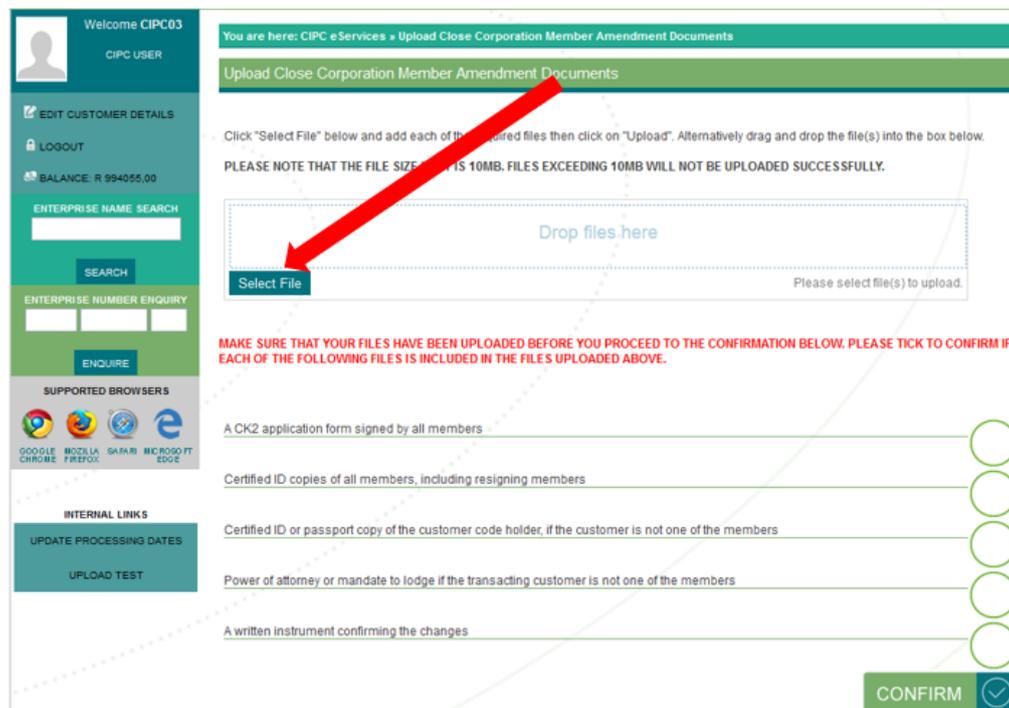
Step 7: For New Company Director Amendment documents upload click **CC MEMBER AMENDMENT DOCUMENTS** button



Step 8: Enter the tracking number of the relevant company registration and click **CONTINUE**



Step 9: Click on the **Select File** button to choose the files to upload or click and drag the files into the drop box



Step 10: Once the files have been selected or dragged into the drop box click **Upload** button to submit the documents, PDF files preferred.

Drop files here

Select File 4 file(s) in queue.

<b>Certified.ID.Copy.All.pdf</b> (application/pdf) - 33.61 kb <i>(pending)</i>	Remove
<b>CK2.20160927-signed.pdf</b> (application/pdf) - 1.43 MB <i>(pending)</i>	Remove
<b>Mandate.PDF</b> (application/pdf) - 141.21 kb <i>(pending)</i>	Remove
<b>Minutes.pdf</b> (application/pdf) - 4.83 MB <i>(pending)</i>	Remove
<b>Upload</b>	

If the documents were successfully uploaded there will be a message next to the attachment (Uploaded)

Drop files here

Select File All Files Uploaded. Please select file(s) to upload.

<b>Certified.ID.Copy.All.pdf</b> (application/pdf) - 33.61 kb <i>(Uploaded)</i>
<b>CK2.20160927-signed.pdf</b> (application/pdf) - 1.43 MB <i>(Uploaded)</i>
<b>Mandate.PDF</b> (application/pdf) - 141.21 kb <i>(Uploaded)</i>
<b>Minutes.pdf</b> (application/pdf) - 4.83 MB <i>(Uploaded)</i>

Step 11: Click each of the buttons to confirm that each of the files is included in the upload

Drop files here

Select File All Files Uploaded. Please select file(s) to upload.

<b>Certified.ID.Copy.All.pdf</b> (application/pdf) - 33.61 kb <i>(Uploaded)</i>
<b>CK2.20160927-signed.pdf</b> (application/pdf) - 1.43 MB <i>(Uploaded)</i>
<b>Mandate.PDF</b> (application/pdf) - 141.21 kb <i>(Uploaded)</i>
<b>Minutes.pdf</b> (application/pdf) - 4.83 MB <i>(Uploaded)</i>

**MAKE SURE THAT YOUR FILES HAVE BEEN UPLOADED BEFORE YOU PROCEED TO THE CONFIRMATION BELOW. PLEASE TICK TO CONFIRM IF EACH OF THE FOLLOWING FILES IS INCLUDED IN THE FILES UPLOADED ABOVE.**

A CK2 application form signed by all members	<input type="checkbox"/>
Certified ID copies of all members, including resigning members	<input type="checkbox"/>
Certified ID or passport copy of the customer code holder, if the customer is not one of the members	<input type="checkbox"/>
Power of attorney or mandate to lodge if the transacting customer is not one of the members	<input type="checkbox"/>
A written instrument confirming the changes	<input type="checkbox"/>

**CONFIRM**

CONFIRM



Once the buttons have been ticked and you verify that the conditions are met click

- Certified ID or passport copy of the customer code holder, if the customer is not one of the members [NOT MANDATORY]
- Power of attorney or mandate to lodge if the transacting customer is not one of the members [NOT MANDATORY]

**MAKE SURE THAT YOUR FILES HAVE BEEN UPLOADED BEFORE YOU PROCEED TO THE CONFIRMATION BELOW. PLEASE TICK TO CONFIRM IF EACH OF THE FOLLOWING FILES IS INCLUDED IN THE FILES UPLOADED ABOVE.**

A CK2 application form signed by all members



Certified ID copies of all members, including resigning members



Certified ID or passport copy of the customer code holder, if the customer is not one of the members



Power of attorney or mandate to lodge if the transacting customer is not one of the members



A written instrument confirming the changes



CONFIRM



Step 12: When all is done a message is displayed that the Documents are uploaded

You are here: CIPC eServices » Upload Documents » Uploaded

### DOCUMENTS UPLOADED!

**Documents for enterprise number B1999006694, tracking number 932637158 have been uploaded. Transaction will now be forwarded to the processing queue. Please refer to the CIPC service standards to determine turnaround times for processing.**

