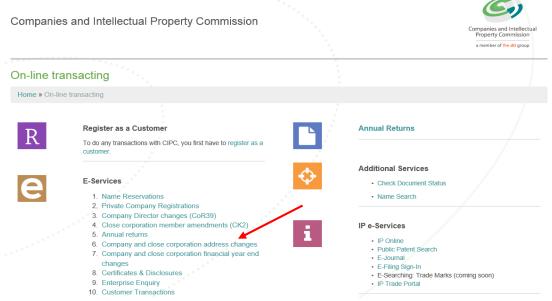
Step by Step Guide: Company & CC Address Change

In order to use this step by step guide, you should have registered a customer code and have adequate credit in your customer code.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.





3. Click on Customer Login.



To transact with CIPC you must:

- · Have a valid CIPC customer code
- Have a valid cellphone number and email address

To register as a CIPC customer

- Click on Customer Registration on the left menu and complete required details
- Your username and password will be emailed and SMSed to you
- Log in by clicking on Customer Login and provide your customer code and password each time you transact

To login into the Self-help system

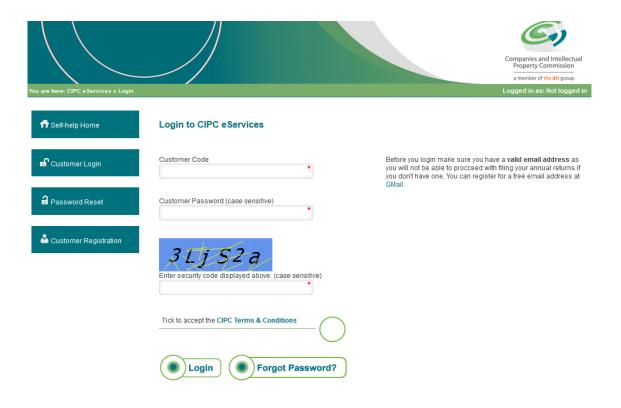
- Click on Customer Login on the left menu
- If you have forgotten your username, click on Customer Login and type in your ID number
 If you have forgotten your password, click on Password Reset and type in your ID number

• This process only caters for the registration of private companies with the standard Memorandum of Incorporation



- 4. Complete the required fields and click on Login.
 - a. Customer Code
 - b. Customer Password (case sensitive)
 - c. Security code (case sensitive)
 - d. Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

Select Forgot Password if you require your customer password to be resend to you.

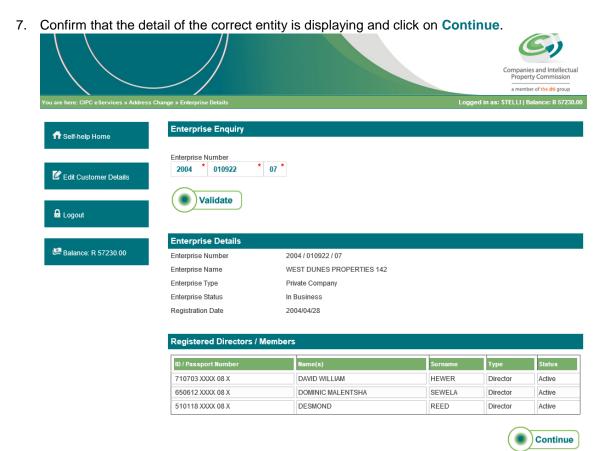


5. The landing page of E-services will be displayed. Click on Company & CC Address Change.



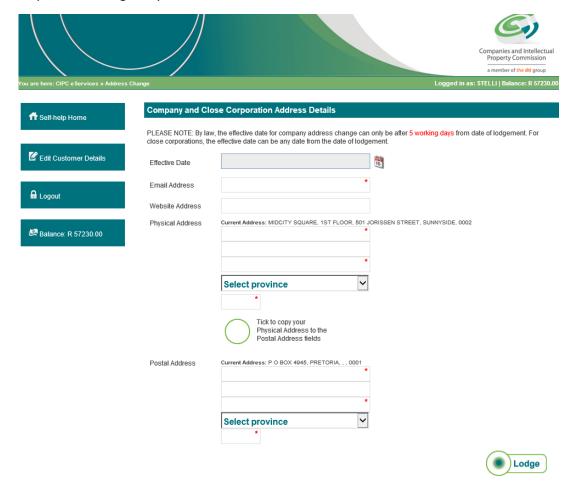
6. Enter the Enterprise Number and click on Validate.



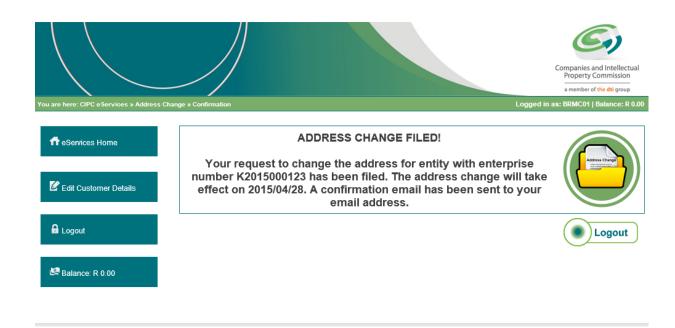


- 8. Complete the required fields and click on Lodge. Compulsory fields are indicated with an asterisk (*). The fields are:
 - a. Effective Date
 - b. *Email Address
 - c. Website Address
 - d. *Physical Address
 - e. *Postal Address

Companies may only select an effective date 5 working days from the date of lodging the change. Close corporation change may be immediate.



- 9. The next screen will confirm that the address change has been lodged. The address change is updated on the system.
- 10. The customer will receive an e-mail confirmation that the application has been lodged, and indicating the date when the request will be processed.



11. To display/confirm the changes, you can generate a new disclosure certificate by clicking on "Home" and then on "Certificates & Disclosures".