

Step by Step Guide: Enterprise Enquiry

In order to use this step by step guide, you should have registered a [customer code](#). Consult the step by step guide for Customer Registration for assistance in registering a customer code.

1. Visit the CIPC website www.cipc.co.za, and click on **Download certificates**.

The screenshot shows the CIPC website homepage. At the top, there is a navigation bar with links for Home, About, Legislation, Publications, Contact Us, and Search CIPC. There are also buttons for 'On-line transacting' and 'Business Hub'. The main heading is 'Companies and Intellectual Property Commission'. Below this, there are four service categories: 'Register your Business', 'Maintain your Business', 'Protect your IP', and 'Business & IP Search'. A red arrow points to the 'Download certificates' link in the 'Business & IP Search' category.

Home About Legislation Publications Contact Us Search CIPC On-line transacting Business Hub

Companies and Intellectual Property Commission

Companies and Intellectual Property Commission
a member of the dti group

Register your Business

- Register as a Customer
- Register a Company
- Register a Co-operative
- Other useful info
- Help for your business

Maintain your Business

- File Annual Returns
- Information on Annual Returns
- Change Directors of companies
- Change members of CC
- Name changes
- Business Rescue
- Re-instatements
- Close Corporations
- Co-operatives
- Other

Protect your IP

- Trade Marks
- Patents
- Designs
- Copyright
- Intellectual Property Enforcement

Business & IP Search

- Name / Enterprise Search
- Copies of business documents
- Download certificates
- Request perusal of files
- Electronic Data Sales
- Perusal of company and CC files
- IP E-Services

2. Click on **Customer Login**.

The screenshot shows the CIPC eServices system login page. At the top, there is a navigation bar with links for Home, About, Legislation, Publications, Contact Us, and Search CIPC. There are also buttons for 'On-line transacting' and 'Business Hub'. The main heading is 'Companies and Intellectual Property Commission'. Below this, there is a 'Welcome to CIPC eServices system' section. A red arrow points to the 'Customer Login' button in the left menu.

You are here: CIPC eServices » Home

Companies and Intellectual Property Commission
a member of the dti group

Logged in as: Not logged in

Self-help Home

Customer Login

Password Reset

Customer Registration

Welcome to CIPC eServices system

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

Please note:

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

Login

3. 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.

4. The landing page of E-services will be displayed. Click on **Enterprise Enquiry**.

5. Enter the Enterprise Number and click on **Validate**.

6. The following detail regarding the enterprise will be displayed:

- a. Enterprise Number
- b. Enterprise Name
- c. Enterprise Type
- d. Enterprise Status
- e. Registration Date
- f. Physical Address
- g. Postal Address
- h. Registered Directors/Members

ID / Passport Number	Name(s)	Surname	Type	Status
641003 XXXX 08 X	NEISHA	RAMPERSAD	Member	Active
661002 XXXX 08 X	RAVI MEGHRAJ	RAMPERSAD	Member	Active