

Step by Step Guide: Registration of Non Profit Company (NPC) without members with a Standardised Memorandum of Incorporation (CoR 15.1C Registration)

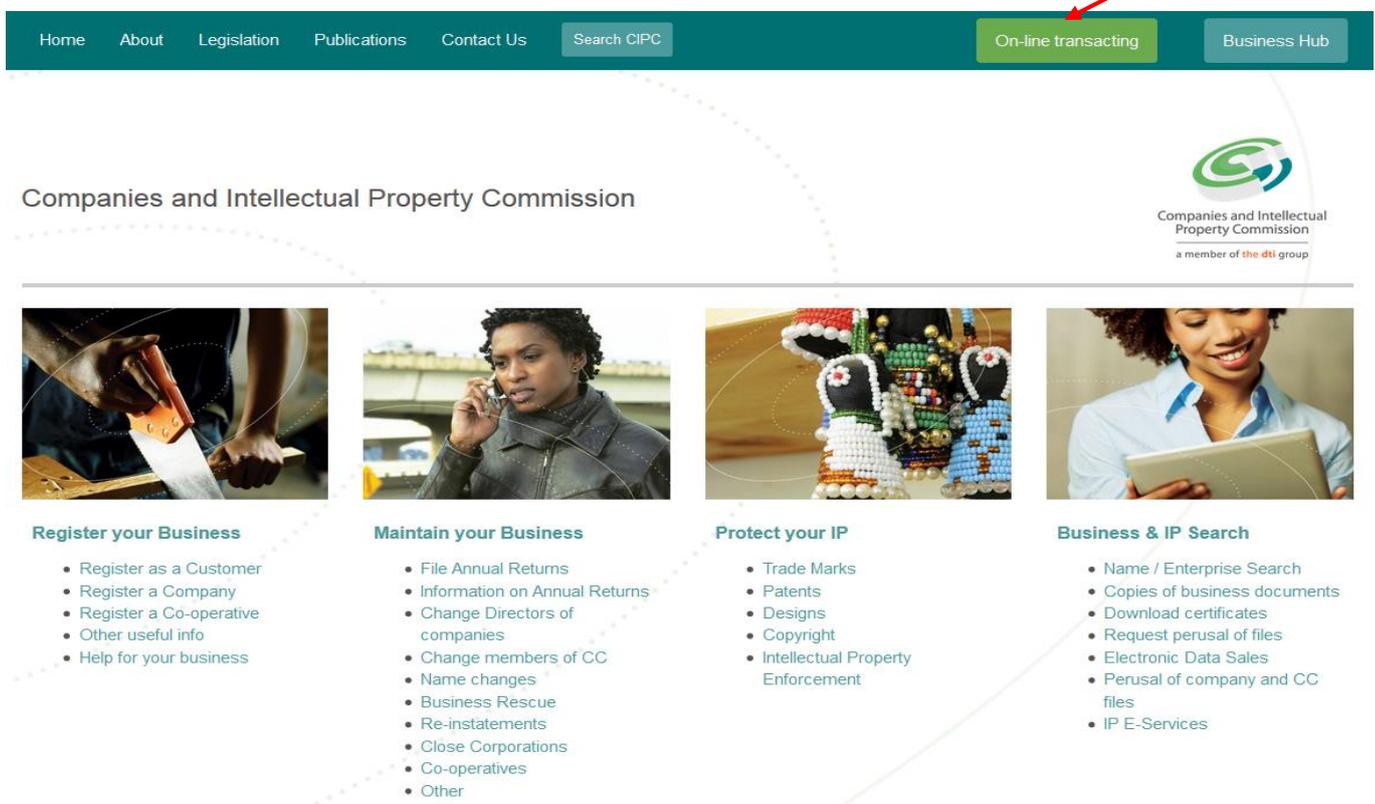
Requirements for registering a non-profit company without members with a Standardised Memorandum of Incorporation:

1. The minimum number of directors must be 3
2. Each director must also be an Incorporator (irrespective of the number of directors)
3. The ID numbers of directors are validated with Department of Home Affairs
4. Only South African Citizens can be appointed as directors and incorporators via E-Services. Foreign directors must make use of the manual process
5. A director may not be an alternate director if a full director is not appointed first.
6. The fee structure: R175 including name reservation and R125 without a name reservation
7. The Form Code for NPC – CoR15.1C with supporting documents

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.

1. Visit the CIPC website www.cipc.co.za, and click on **On-line transacting**.



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 **Login**

You are here: CIPC eServices » Home Logged in as: Not logged in

ENTERPRISE NAME SEARCH ENTERPRISE NUMBER ENQUIRY

eServices Home

Customer Login

Password Reset

Customer Registration

SUPPORTED BROWSERS

GOOGLE CHROME MOZILLA FIREFOX SAFARI MICROSOFT EDGE

You are using: **Firefox 44.0**

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

SERVICES OFFERED

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

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

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 QRS, do not email

PASSWORD RESET

OPTION 1

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

OPTION 2

- Email resetpassword@cipc.co.za, with
- Certified ID or passport copy
- Customer code
- Current email address
- Current cellphone number

PLEASE NOTE

- Send documents to designated email addresses
- All ID or passport copies must be certified
- Format must be PDF or TIFF only
- If transaction is rejected start over

CIPC E-SERVICES v2.1 : © Copyright 2015 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

3. Type your customer code and customer password 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

Note: Select **Forgot Password** if you require your customer password to be resend to you. If you have never used the E-Services and experience challenges to reset your password, send an e-mail to resetpassword@cipc.co.za requesting your password to be reset. Include the following in your email:

- Customer code
- Full name and Surname
- ID number
- Certified copy of your ID document (certification should not be longer than 3 months ago)
- Letter (signed by customer) requested resetting of password
- Updated e-mail address


 Companies and Intellectual Property Commission
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You are here: CIPC eServices » Login Logged in as: Not logged in

ENTERPRISE NAME SEARCH SEARCH ENTERPRISE NUMBER ENQUIRY ENQUIRE

[eServices Home](#)

[Customer Login](#)

[Password Reset](#)

[Customer Registration](#)

SUPPORTED BROWSERS



GOOGLE CHROME MOZILLA FIREFOX SAFARI MICROSOFT EDGE

You are using: Firefox 44.0

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

79oyfm

 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're experiencing problems resetting your password then send an e-mail to resetpassword@cipc.co.za, with the following:

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

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4. The Landing page of e-Services will be displayed. Click on Register a New Company


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You are here: CIPC eServices » Home Logged in as: S50645 | Balance: R 0.00

[Self-help Home](#)

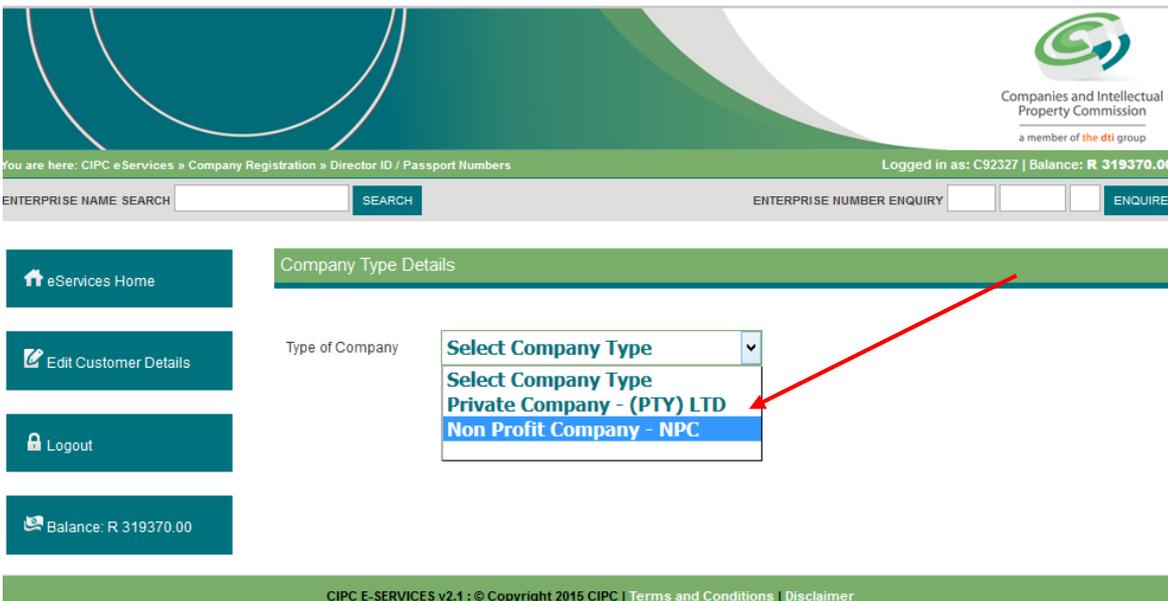
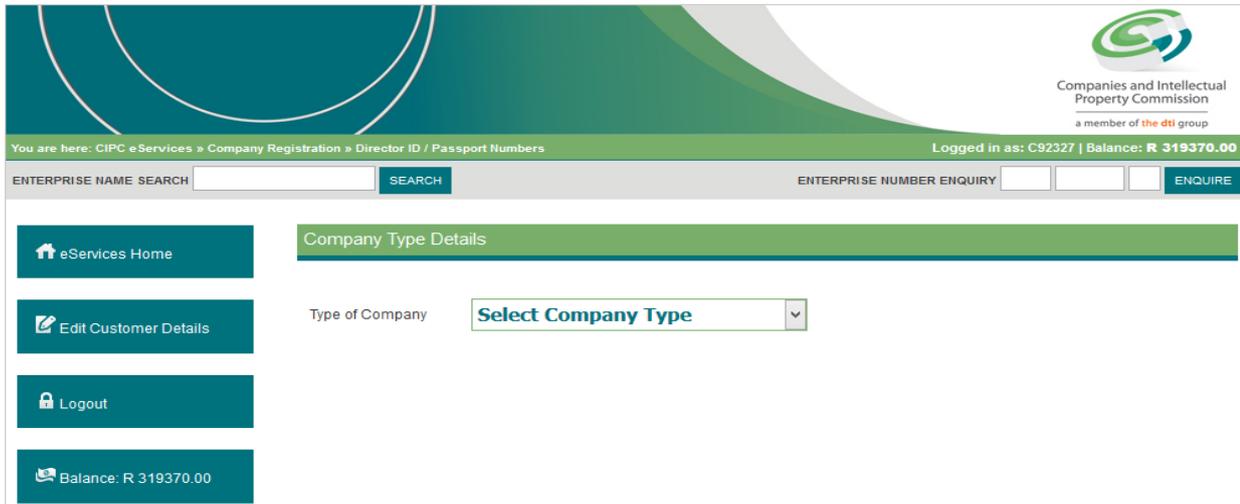
[Edit Customer Details](#)

[Logout](#)

[Balance: R 0.00](#)

 REGISTER A NEW COMPANY	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CLOSE CORPORATION MEMBERS	 FILE ANNUAL RETURNS
 NAME RESERVATIONS	 COMPANY & CC ADDRESS CHANGE	 CO & CC FINANCIAL YEAR END CHANGE	 CERTIFICATES & DISCLOSURES
 ENTERPRISE ENQUIRY	 CUSTOMER TRANSACTIONS	 TRANSACTION STATUS	 AUDITORS & ACCOUNTING OFFICERS

5. A drop-down will be displayed. Click on the arrow and choose the relevant type of company.
 - a. Private Company – Pty Ltd or
 - b. Non Profit Company - NPC



6. Complete the required fields on the screen:
 - a. **How Directors will be appointed:** A drop down will appear, with the following options. Select the relevant option:
 - i. During the annual general meeting held within 6 months after financial year end
 - ii. General directors meeting/ round robin approval by directors, within 10 working days after resignation/death of any director
 - b. **Main Objective:** A drop down will appear, with the following options. Select the relevant option:
 - i. Community Social Welfare
 - ii. Community Youth Development
 - iii. Community Health Services
 - iv. Community Economic Empowerment and Foundation
 - v. Religious Worship and other religious community outreach activities
 - vi. Community Development and Educational Development
 - vii. Home Owner Association
 - c. **ID Number.** Enter the ID number of the Director of the company and click on the **+** (Add) button to add all directors. The system will confirm the validity of the ID Number. Click on the Continue Button.

Company Type Details

Type of Company **Non Profit Company - NPC**

How Directors Will Be Appointed **Select Option**

Main Objective **Select Option**

Non Profit Companies must have at least 3 directors. All directors will also be appointed as incorporators. You cannot appoint an alternate director if a full director is not appointed. Only **South Africans** can be appointed as directors/incorporators using this channel, foreign directors must make use of the manual process.

FORM CODE: **COR15.1C - Short Standard MOI for Non Profit Companies Without Members**
 *MOI - Memorandum of Incorporation

Enter All Director & Incorporator ID Numbers

Type in (all) your director(s) ID or passport number(s) and click the plus sign (+) after each director. After you've captured all of them click the continue button.

ID / Passport Number +

- A screen will display, requesting you to capture the details of the directors. Click on **Edit** and complete the details of the directors (all of them please), and click on **Save**. Please note that directors cannot share email addresses and cell phone numbers

Company Registration: Directors & Incorporators

Please click on edit to capture each of the the director's details. Please note that directors cannot share email addresses and cellphone numbers.

DIRECTOR DETAILS NOT CAPTURED YET:

ID / Passport Number	Surname	Name(s)	Edit
710518 xxx	Mr Donald	MALCOLM BRIAN	
710518 xxx	VAN WYK	CHRIS	
710518 xxx	Smith	GREGOR ANDREW	

DIRECTOR DETAILS CAPTURED:

ID / Passport Number	Surname	Name(s)	Director Type	Cellp	Email
You haven't updated any directors details yet. If you did then please refresh the page before you click continue.					

Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator

CONTINUE →

8. The Company Registration: Directors and Incorporators screen will display. Complete the required fields and click on **Save** and click on **Continue**.
- a. Director Type – click on the drop down menu to display the options
 - i. Director
 - ii. Alternate Director
 - b. Surname
 - c. Name(s)
 - d. Country of Origin
 - e. ID Number
 - f. Director Status – this option is greyed out and cannot be selected
 - g. Appointment Date
 - h. Date of Birth
 - i. Cell phone Number
 - j. Email Address
 - k. Physical Address
 - l. Postal Address

DIRECTOR DETAILS CAPTURED:

ID/ Passport Number	Surname	Name(s)	Director Type	Cellphone No	Email Address
You haven't updated any directors details yet. If you did then please refresh the page before you click continue.					

Director Types : D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator

New Director Details

Director Type:

Surname:

Name(s):

Country of Origin:

ID / Passport Number:

Director Status:

Appointment Date:

Date of Birth:

Cellphone Number:

Email Address:

Physical Address:

Tick to copy your Physical Address to the Postal Address fields

Postal Address:

Is this director also an incorporator:

9. Complete the Company Details on the next screen and click on **Save**.

- a) Financial Year End
- b) Email Address
- c) Website Address
- d) Company Physical Address
- e) Company Postal Address

The screenshot shows the 'Company Details' form in the CIPC eServices portal. The form is titled 'Company Details' and is located in the 'Company Registration' section. The form includes the following fields:

- Financial Year End: Select month (dropdown menu)
- Authorised Shares: Select shares (dropdown menu)
- Email Address: Text input field
- Website Address: Text input field
- Company Physical Address: Three stacked text input fields
- Company Postal Address: Three stacked text input fields

There are also two 'Select province' dropdown menus, one for the physical address and one for the postal address. A checkbox is present with the text 'Tick to copy your Physical Address to the Postal Address fields'. A 'Save' button is located at the bottom right of the form, highlighted with a red arrow. A red arrow also points to the 'Save' button from the right side of the form.

10. The next screen provide options regarding **Name reservation**, namely:

- a. Apply for a name as part of this process;
- b. Use a name that has already been approved;
- c. Register a company using an enterprise number as the name.

Option 1: Applying for a name as part of the process. Click on this option if you want to apply for a name as part of the process. Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail, then the company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a **company name change process**.

Option 2: Name already approved: If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

Option 3: Register using the enterprise number as company name: Your Company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.



Name Reservations



PLEASE NOTE:

- Applying for a name as a part of this process: Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail then this company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a company name change process.
- Name already approved: If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.
- Register using the enterprise number a company name: Your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

11. **Option 1: Applying for a name as part of the process.**

12. **Applying for a name as part of the process.** Enter at least one or a maximum of four proposed names for the enterprise, in order of preference. Click on **Submit Proposed Name**. A screen will display, indicating if the exact name test was successful or not. If the test for one of the proposed names was not successful, you will be requested to indicate another proposed name. Click on Back and propose another name. Click on **Lodge Name Reservation**.

Proposed Name	Result	Status
TESTERS BAKER SOFTWARE		AVAILABLE
UNISA		AVAILABLE
NEDBANK		REGISTERED: M195100009 -> IN BUSINESS
TUKS		AVAILABLE

 Exact name test successful
 Exact name test not successful. Please indicate another proposed name that reflects a result status of "AVAILABLE".

Please note: The results as reflected on this screen is based on a preliminary search conducted on entity names and does not guarantee that one of the proposed names will be reserved. You will be notified of the final results via the e-mail address as per your customer profile.

13. The next screen will indicate that the proposed name(s) has been lodged, and provide you with a Reservation (tracking) number. Click on **Continue**.

You are here: CIPC eServices » Company Registration » Name Reservation

-
-
-
-

PROPOSED NAME(S) RESERVED!

The proposed name(s) you submitted have been reserved under reservation number 717291254. Click continue to proceed to the next step.






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 a member of the dti group

Logged in as: BRMC01 | Balance: R 10000000.00

14. Once the name has been successfully reserved, confirmation of such reservation will be e-mailed. For guidance on the service delivery standards for name reservations consult [About / Our Service Turnaround Times](#).

Mon 08/02/2016 14:18

noreply@cipc.co.za

Name Reservation Lodged

To: Chris Van Wyk

Dear customer,

Please do not reply to this message as it is sent from an unattended mailbox.

You submitted a name reservation as part of company registration on our eServices system. This serves as confirmation that your name reservation was submitted.

Name Reservation Reference No: **930008074**.

Kind Regards,

Option 2: Name already approved:

Click on [Use a name that has already been approved](#).

You are here: CIPC eServices » Company Registration » Company Name

Logged in as: BRMC01 | Balance: R 10000000.00

- [Self-help Home](#)
- [Edit Customer Details](#)
- [Logout](#)
- Balance: R 10000000.00

Name Reservations

 APPLY FOR A NAME AS PART OF THIS PROCESS	 USE A NAME THAT HAS ALREADY BEEN APPROVED	 REGISTER COMPANY USING ENTERPRISE NUMBER AS THE NAME
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PLEASE NOTE:

- Applying for a name as a part of this process: Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail then this company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a company name change process.
- Name already approved: If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.
- Register using the enterprise number a company name: Your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

Enter the Reservation Number of the approved name, and click on Continue.

You are here: CIPC eServices » Company Registration » Approved Name Logged in as: BRMC01 | Balance: R 9999800.00

Company Registration: Approved Name

Please enter reservation number for your approved name

Reservation Number

[Continue](#)

13. All company and director details will be displayed. Verify the correctness, and click on **Modify Company Details** if you need to edit either the company details or the director details. Click on **Lodge Company**. Please note that the names will appear in Duplicate – once as the Incorporator (Director Type – V) and then as Director (Director Type - D).

ARCH ENTERPRISE NUMBER ENQUIRY [ENQUIRE](#)

Company Details

Financial Year End	OCTOBER	Authorised Shares	0.0000000000000000
Physical Address	77 TEST STREET TEST PTA GAUTENG 9999	Postal Address	77 TEST STREET TEST PTA GAUTENG 9999

[MODIFY COMPANY DETAILS](#)

Director Details

ID / Passport Number	Surname	Name(s)	Director Type	Cellphone No	Email Address	View / Modify
<input type="text"/>	HOBDEN	MALCOLM BRIAN	V	<input type="text"/>	<input type="text"/> @IPC.CO.ZA	
<input type="text"/>	HOBDEN	MALCOLM BRIAN	D	<input type="text"/>	<input type="text"/> @IPC.CO.ZA	
<input type="text"/>	VAN WYK	CHRIS	V	<input type="text"/>	<input type="text"/> @PC.CO.ZA	
<input type="text"/>	VAN WYK	CHRIS	D	<input type="text"/>	<input type="text"/> @PC.CO.ZA	
<input type="text"/>	LIDDELL	GREGOR ANDREW	V	<input type="text"/>	<input type="text"/> @IPC.CO.ZA	
<input type="text"/>	LIDDELL	GREGOR ANDREW	D	<input type="text"/>	<input type="text"/> @IPC.CO.ZA	

Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator

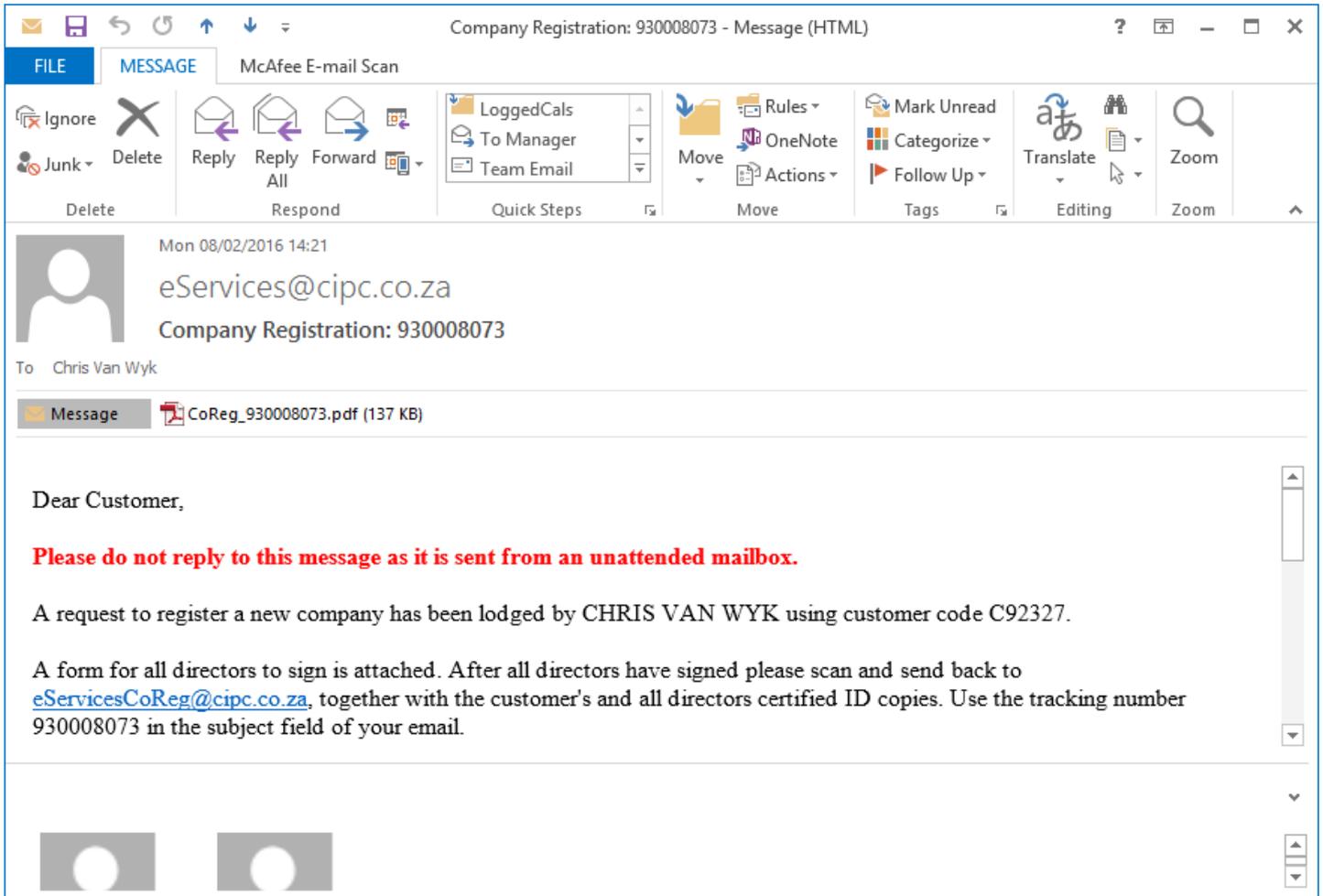
13. The screen below will be displayed if your company registration has been filed. Please note that the transaction is not yet completed.

The screenshot shows the CIPC eServices website interface. At the top right is the CIPC logo and the text 'Companies and Intellectual Property Commission a member of the dti group'. Below this is a breadcrumb trail: 'You are here: CIPC eServices » Company Registration » Company Lodged'. On the right, it says 'Logged in as: C92327 | Balance: R 319370.00'. There are search bars for 'ENTERPRISE NAME SEARCH' and 'ENTERPRISE NUMBER ENQUIRY'. On the left, there are buttons for 'eServices Home', 'Edit Customer Details', and 'Logout'. The main content area features a large green box with the heading 'COMPANY REGISTRATION FILED!' and the following text: 'Your request to register a company has been filed. The transaction will only commence once you have submitted all the required documentation and have enough credit in your CIPC account. Company registration costs R125 and name reservation is R50. Requirements and banking details have been sent to your email address.' To the right of this text is an icon of a yellow folder with a document labeled 'Company Reg'. At the bottom of the page, there is a footer: 'CIPC E-SERVICES v2.1 : © Copyright 2015 CIPC | Terms and Conditions | Disclaimer'.

14. An email will be sent to the email address that you provided, indicating that a request to register a company has been lodged, and that a separate email with to document for all directors to sign has been sent to the customer logged in.

The screenshot shows an email client window titled 'New Company Registration - Message (HTML)'. The sender is 'noreply@cipc.co.za' with the subject 'New Company Registration'. The recipient is 'Chris Van Wyk'. The email content reads: 'Dear customer, Please do not reply to this message as it is sent from an unattended mailbox. A request to register a new company has been lodged by CHRIS VAN WYK using customer code C92327. A separate email with a document for all directors to sign has been sent to the logged in customer, CHRIS VAN WYK with customer code C92327. Requirements are also included on that email. If the document is not received then the customer can resend it to their mailbox from the website by clicking on'. The email client interface includes a ribbon with 'FILE' and 'MESSAGE' tabs, and various action buttons like 'Ignore', 'Delete', 'Reply', 'Forward', 'Move', 'Mark Unread', 'Categorize', 'Follow Up', 'Translate', and 'Zoom'. There are also 'Quick Steps' and 'Tags' sections.

15. The second email will indicate all required supporting documentation needed for registration. Print the e-mailed forms and have indicated directors and incorporators sign at the indicated places.



Company Registration: 930008073 - Message (HTML)

FILE MESSAGE McAfee E-mail Scan

Ignore Delete Reply Reply All Forward
Junk Delete Respond Quick Steps Move Move Tags Editing Zoom

Mon 08/02/2016 14:21
eServices@cipc.co.za
Company Registration: 930008073

To Chris Van Wyk

Message CoReg_930008073.pdf (137 KB)

Dear Customer,

Please do not reply to this message as it is sent from an unattended mailbox.

A request to register a new company has been lodged by CHRIS VAN WYK using customer code C92327.

A form for all directors to sign is attached. After all directors have signed please scan and send back to eServicesCoReg@cipc.co.za, together with the customer's and all directors certified ID copies. Use the tracking number 930008073 in the subject field of your email.

16. Send the signed form and required supporting documents to eServicesCoReg@cipc.co.za for the process to be completed. The following supporting documents are required and must be emailed as a single email – with only one attachment in pdf or tiff format:

- The system generated application form must be signed.
- Scanned certified identity copy of the lodging customer;
- Scanned certified copies of the Identity Documents of the Directors and Incorporators;
- The name confirmation certificate (COR9.4), if applicable;
- Power of attorney (if applicable);

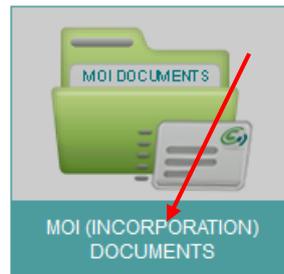
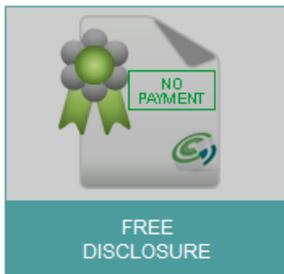
IMPORTANT NOTE

- The **tracking number** (e.g. 937291526) must be clearly stated in the subject heading of your email.
- The scanned document must be in TIFF or PDF format.
- The scanned documents must be attached as ONE attachment.
- The CoR9.4 (Confirmation Notice of Name Reservation) must be attached for an approved name. See **Annexure A** for example of Cor9.4
- The application must be finalised within 31 calendar days from date of lodgement, therefore all forms and supporting documents (with fees paid) **MUST be lodged within 10 calendar days** from date of lodgement. Failure of which will result in the application being rejected.
- Documents must only be lodged once funds are reflecting in the customer code.
- Documents must reflect as an attachment and not form part of the body of the e-mail.
- Documents must be legible and only submitted once.
- Application queried/rejected via the eservicescoreg e-mail cannot be reused. Customers are required to recapture information and get a **new tracking number**. Attach all the supporting documents required email them to dedicated email address for registration (eservicescoreg@cipc.co.za).

17. Once the registration is finalised, the customer will receive an email confirming that the company is registered and a directive back to the CIPC website to retrieve the disclosure certificate and Incorporation (MOI) documents.

18. Go to **On-line transacting/Disclosure**. Sign in with your customer code and password and click on **Disclosures/certificates** and then on **MOI (Incorporation) Documents** to retrieve the documents.

Enterprise Disclosures



For guidance on the service delivery standards for new company registrations consult [About / Our Service Turnaround Times](#).

If you did not receive feedback via email, and the Service Turnaround Times have lapsed, visit the CIPC website, click on “Enquiries” on the home page under Useful Tools, and log an Enquiry on the system.

