STEP BY STEP GUIDE:
NEW E-SERVICES NEW COMPANY REGISTRATION
V3.3

the dti Campus (Block F - Entfutfukweni), 77 Meintjies Street, Sunnyside, Pretoria I P O Box 429, Pretoria, 0001
Call Centre: 086 100 2472
Website: www.cipc.co.za

CIPC   @theCIPC   CIPC Companies and intellectual Property Commission

Step by Step Guide: New E-services New Company Registration

Note:
- Consult the step by step guide for Customer Registration for assistance on registering on the new e-services platform.
- **Recommended browsers are Internet Explorer or Chrome. (FireFox is not advised)**
- **When using the new e-services platform, the only payment option is via credit or debit card. Payments will only occur when a customer transacts with CIPC. The deposit system will be phased out, and it not available for company registration via New E-Services platform.**
- **Payment must be made within 5 calendar days, failure of which the transaction will be deleted and the processes restarted.**
- No supporting documents need to be send via email to CIPC unless one of the directors and/or incorporators are foreign nationals. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree to them when they register on the New E-services platform.
- CIPC may at any time require any documents that each company must keep record of according to the Companies Act (Act 71 of 2008).
- **Registration certificate of the new company as well as the Memorandum of Incorporation, Web Disclosure and Welcoming Letter, is available for download. The customer who submitted the new company registration and the appointed directors, may download the registration information free of charge for a period of 30 calendar days, where after a fee of R30.00 will be chargeable for each download.**

Important: In order to use this step by step guide, you should have registered on the New Eservices platform and verified your details.

NB: Names approved via New E-services platform cannot be used on any other platform e.g Mobile App, BizPortal or E-Services. The registration of a company or name change must be done via New E-services.
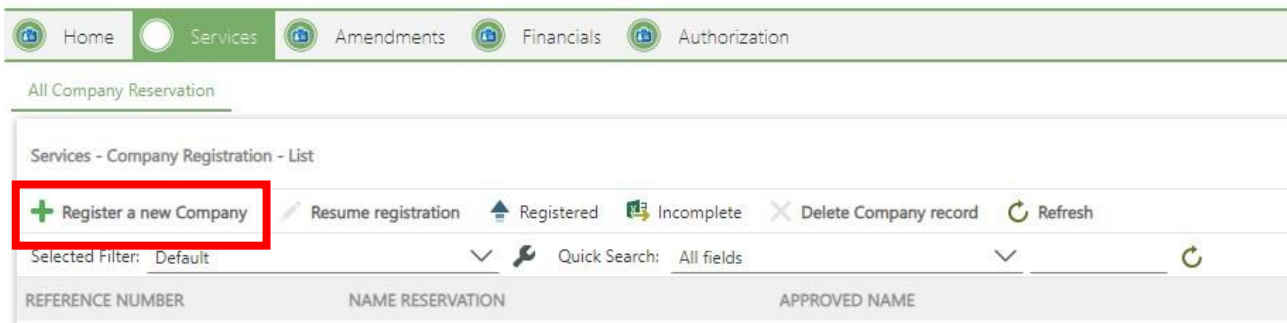
1. Visit the CIPC website www.cipc.co.za and click on **On-line transacting/New E-services.**

2. Complete your Username (e-mail address and Password. Click on **Login.**
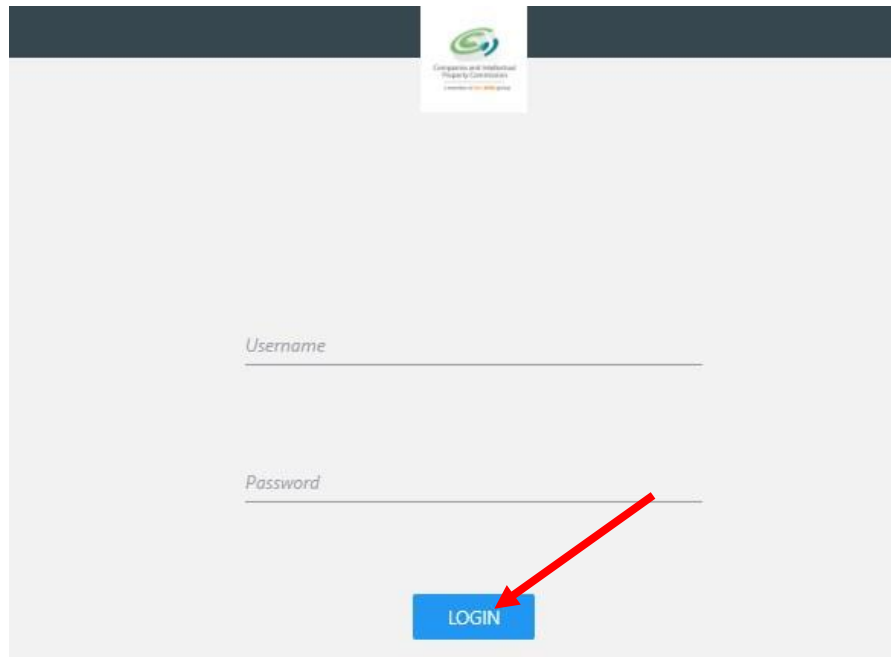
3. Click on **Services/Company Registration.**
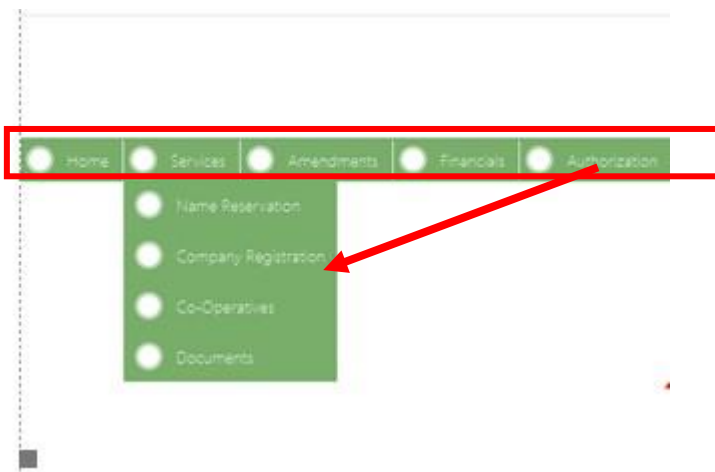
4. Click on **+ Register a new Company.**

5. If you have not applied for a name reservation yet, you can click on **Apply for A Name.** Consult the step by step guide on Name Reservation to apply for a name.

   • The Companies Act (Act 71 of 2008) makes also provision for registering a for profit company without a name. You can use the registration number with the suffix (South Africa) of the company as a name. Alternatively, you may apply for a name later, and do an automated company name change. If you prefer this option, select **Continue without a Name**
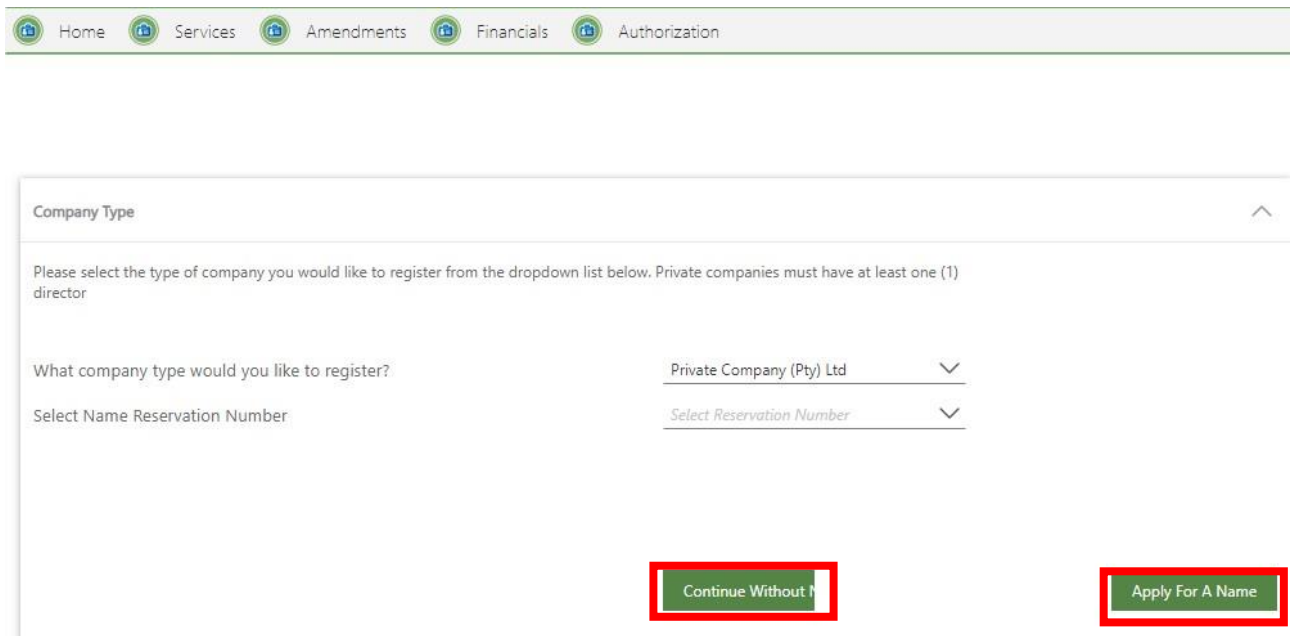
6. If you applied for a name already, click on the **type of company** you would like to register (currently private company is the only option available via this channel). Click on the drop down for the **Enterprise name**, and select the relevant Name reservation to link to the private company. Click on **Next.**

7. Complete the required Enterprise information and click on **Next**
   - Financial Year End
   - Enterprise email
   - Authorised shares that will be issued ⬜ Enterprise Contact Number
   - ⬜ Customer Email (pre-populated)

8. A notice will display, confirming that the Enterprise e-mail address will be regarded as *domicilium citandi et executandi* for purposes of all legal notices to be served by CIPC on the company. Click on **Yes** to continue.

NB: This means that CIPC may e-mail legal notifications (including notices that must be issued by registered mail), instead of posting it to the company.

9. Complete the Enterprise Location information and click on **Next**
    • Business Adress
    • Postal Address
    • Location address if not the same as business address

10. Click on **+ Add Director** under Manage Directors to add directors to the company. You may save the information and continue later. Click on **Next**
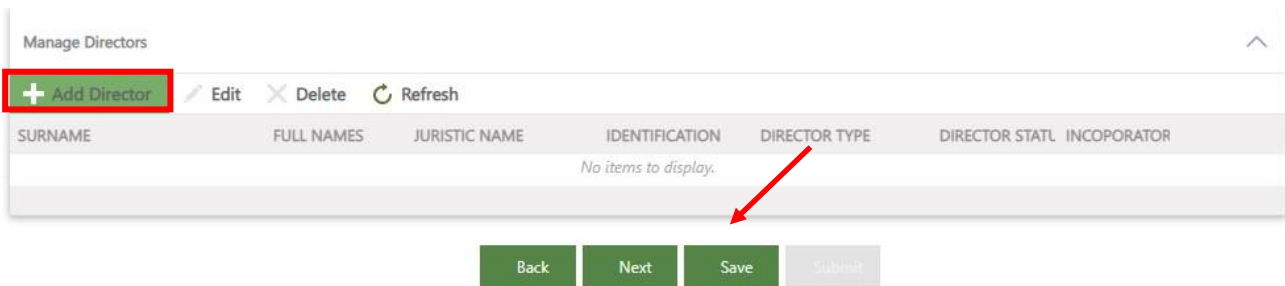
11. Complete the Director's detail and click on **Verify Director Info.**
    - For the first director, the question will be asked Add yourself as a Director
    - If you ticketed Yes, you need to indicate if you are a ZA Resident (Yes/No)
    - Surname
    - Date of Birth
    - ID Number
    - Full Names
    - Date of issue of ID document

Note:
    - A director cannot be a minor, and must at least be 18 years of age.
    - Companies can only be registered via this channel if all directors are **South African citizens with a RSA Identity Document / Smart Card**. Verification is done via the Department of Home Affairs. Each director's detail is verified. If married, you will need the details from your marriage certificate as well.
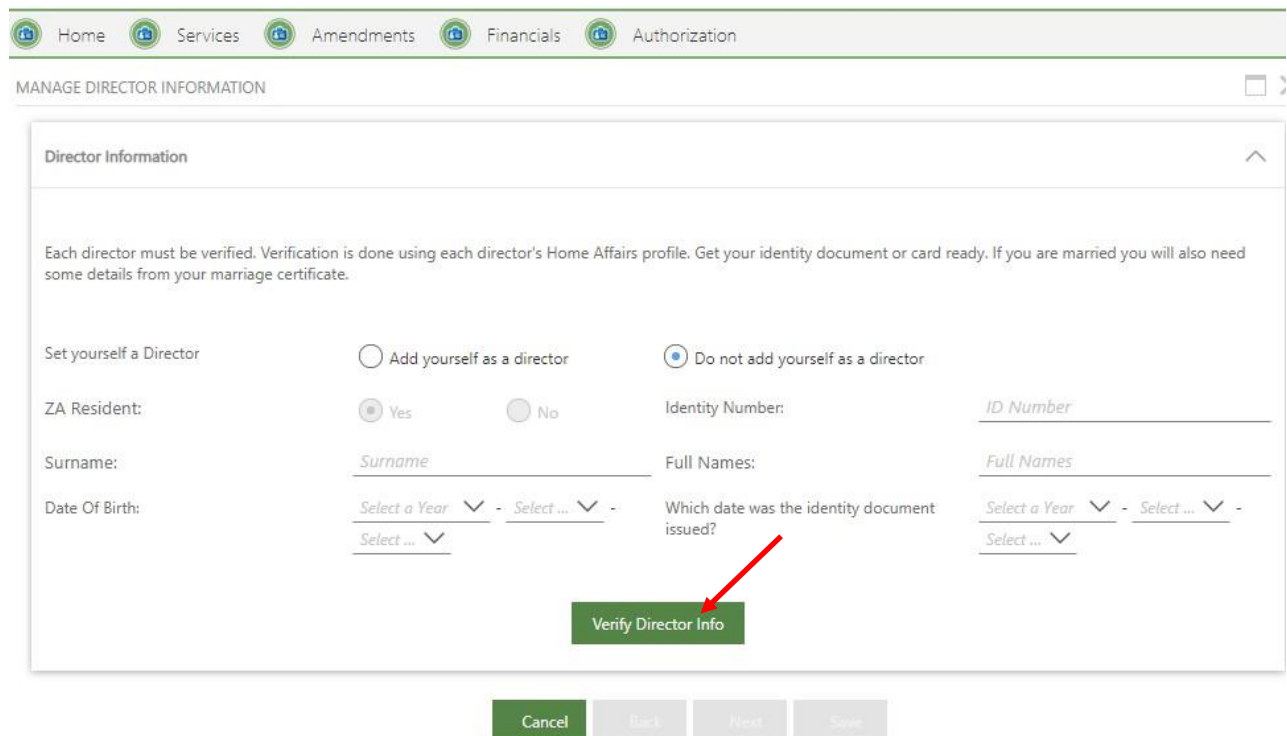
12. You will receive confirmation once each director has been verified. Click on **OK.**

13. Click on **Next** to Continue.

14. Complete the contact details of the director and click on **Next**

- The Director's cellphone number
- The Director's e-mail adress
- **Director Type** ○ Alternate Director ○ Director ○ Non Executive Director
- Click the tick box if the Director is also an Incorporator. The first director will automatically be an incorporator.
- Indicate if the relevant director will be responsible for company tax

Note: An incorporator MUST be a director.

15. Complete the location for the director and click on **Save** ꠶ Residential address
   • Postal address if not the same as residential address

16. The details of the director will display. To edit, click/highlight the name of the director, and click on Edit. To add another director, click on **+Add**. Repeat the steps until all directors of the company have been added. Click on **Next.**
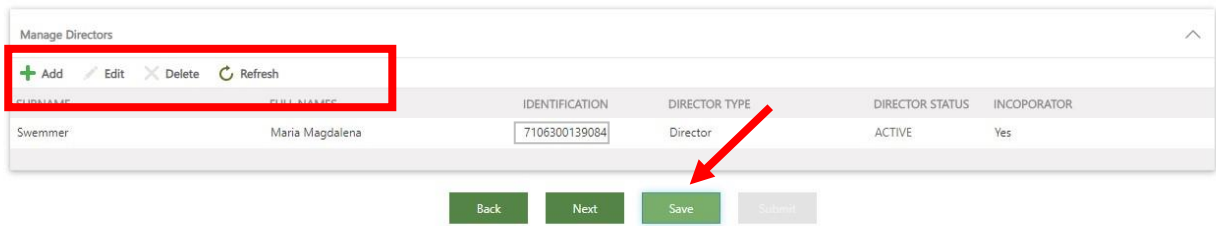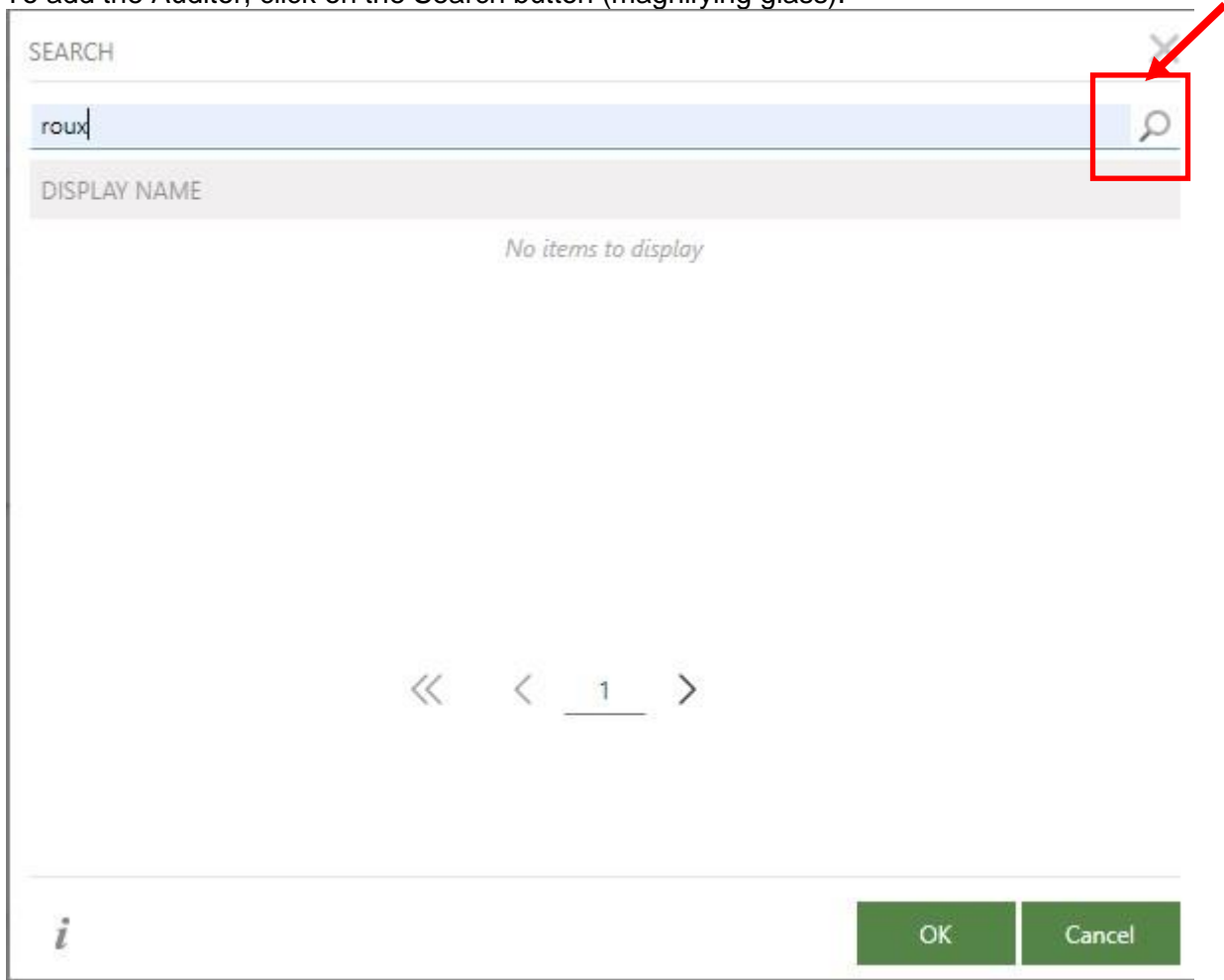
17. To add an Auditor, click on **Add**, or click on **Next** to Continue.

NB: Appointing an Auditor on a private company is voluntary.
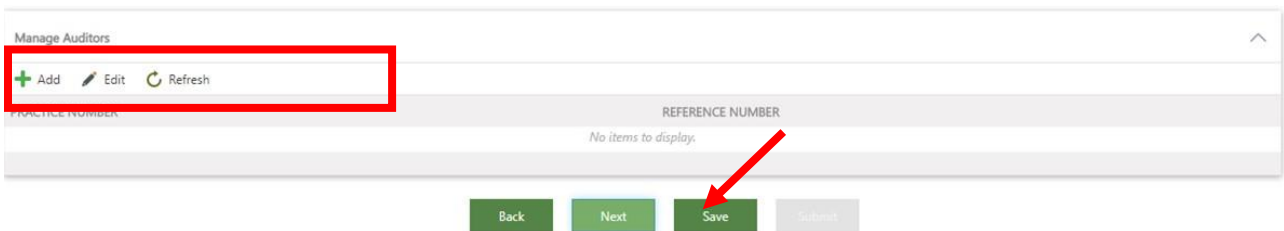
18. To add the Auditor, click on the Search button (magnifying glass).

19. Type in the surname of the auditor and click the search button. Highlight/click on the relevant auditor and then on **OK.**

20. The details of the auditor, as well as the Practice Number will be displayed. Click on **Save.**

21. The practice number of the Auditor and the reference/tracking number of the company registration will display. Click on **Next.**

22. The payment details will display. Click on **Proceed to Payment.**

23. Alternatively, you can finalise all transactions, and click on **Financials/Shopping Cart** . All unpaid cart items will be listed. Select the transactions that you would like to pay, and click on "**Add Item".** The relevant items will move to the bottom of the screen under **"Selected Items to pay".**

24. Complete required payment information and click on **Pay.**

PAYMENT INFORMATION

Card Number

Currency:
ZAR

Expiry Date:
00   0000

CVV Number:
000

Amount:
R50.00

Pay   Cancel

25. Authenticate the transaction and click on **Continue.**

Examples FNB and Capitec
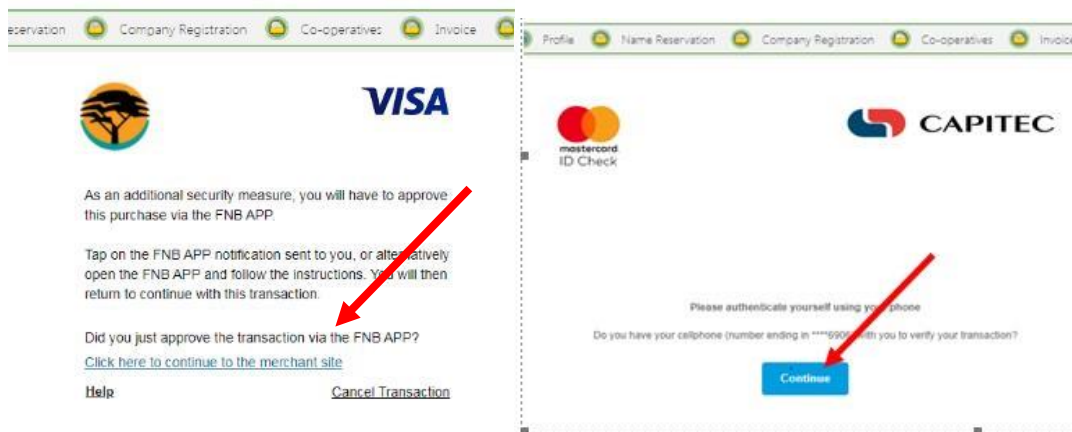
26. A message will display, confirming that the card holder has been authenticated. Click on **OK.**

CIPC

Card Holder Authenticated!

Your payment information provided
has been successfully authenticated.

Your payment is being processed. Please
do not close or refresh your browser.

OK   Cancel
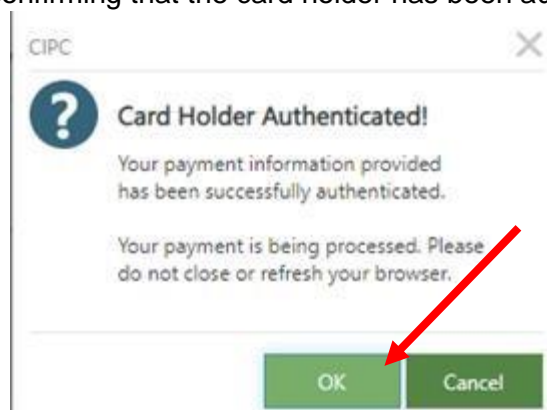
A payment confirmation message will display. Click on **OK.**

27. To continue, click on the relevant menu button to proceed to the following transaction.

Home   Services   Amendments   Financials   Authorization

Payment Successful
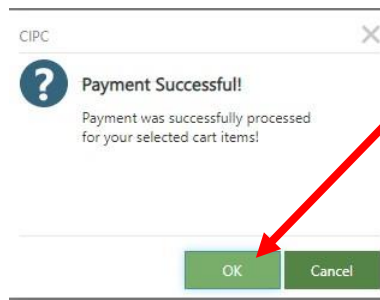
Dear Customer, MARIA MAGDALENA SWEMMER

Thank you for transacting with the CIPC.

Your payment for the below listed cart items were processed successfully!

Items Successfully Paid

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Name Reservation	60000006331	12/3/2020	Paid	1.00
Name Reservation	60000007102	2/17/2021	Paid	1.00
Name Reservation	60000007105	2/17/2021	Paid	1.00
Name Reservation	60000007121	2/18/2021	Paid	1.00
Name Reservation	60000006292	11/26/2020	Paid	1.00
Name Reservation	60000006293	11/26/2020	Paid	1.00
Company Registration	60000007103	2/17/2021	Paid	1.00
			Total Amount Paid :	R7,00

Dear Customer, Please use the Menu System to continue transacting with CIPC and navigate away from this page.