

STEP BY STEP GUIDE:

NEW E-SERVICES PRIMARY CO- OPERATIVE REGISTRATION

V0.1

STEP BY STEP GUIDE: NEW CO-OPERATIVES REGISTRATIONS

This document describes the event of a new Co-operative registration with CIPC on the online system.

In order to use this step by step guide, you should have registered a customer code.

NOTE: Kindly consult the step by step guide for Customer Registration for assistance in registering a customer code.

THE FOLLOWING APPLY FOR CO-OPERATIVE REGISTRATION

- Minimum 5 natural persons 2 juristic persons or a combination of any 5 persons.
- Minimum of 2 directors
- Members fee must be equal for all the members of the Co-operative.
- Directors must not share the same contact details such as E-mail address and cellular phone number.

LEGAL REQUIREMENTS

- All Co-operatives must reserve a name before lodging a new Co-operative registration.

PRIMARY CO-OPERATIVE MUST SUBMIT THE FOLLOWING:

- Completed, printed and signed system generated Co-op1 Form.
- Pages of the system generated constitution signed by all founding members.
- The Cor9.4 (Confirmation Notice of Name reservation) must be attached for an approved name.
- Certified ID copies for South African citizens and passport copies for non RSA citizens for all the founding members must be uploaded during the capturing process

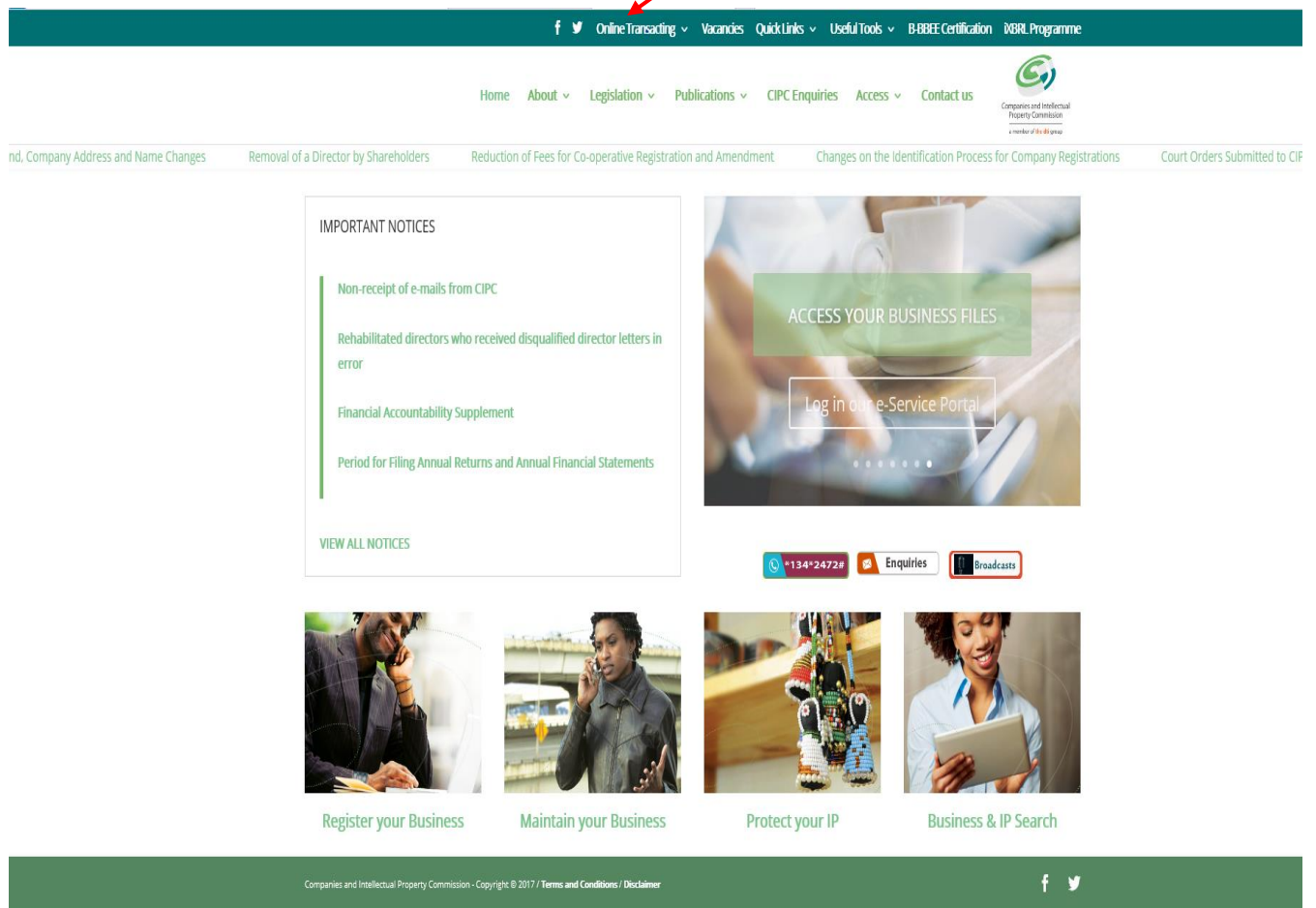
JURISTIC PERSON

- Any entity registered at CIPC and must be in business.
- One of the directors of the Company, Close Corporation or Trust must be the representative of Juristic Person for the Co-operative.

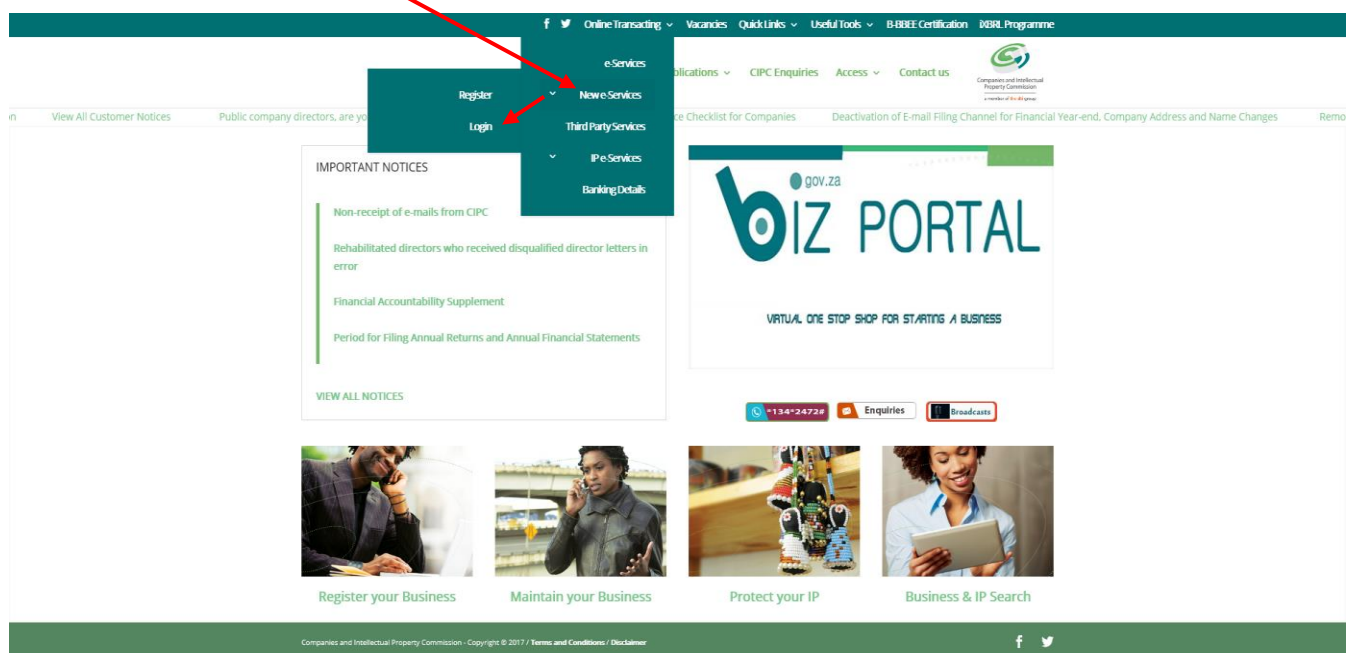
IMPORTANT NOTICE

1. The scanned documents must be in PDF format.
2. Documents must be legible and only submitted once.
3. The application must be finalised within 5 calendar days from date of lodgement. Failure of which will result in the application being rejected.
4. Co-operatives must keep a copy of their constitution and registration documents.
5. 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 and log an enquiry on the system.

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



2. Click on New eservices and thereafter login.



3. Enter the Username (Email address) and Password and click on **Login**.

The screenshot shows a login interface with a green header bar. Below the header, there are two input fields: 'Username' and 'Password'. A red arrow points to the 'Username' field, another red arrow points to the 'Password' field, and a third red arrow points to the 'LOGIN' button.

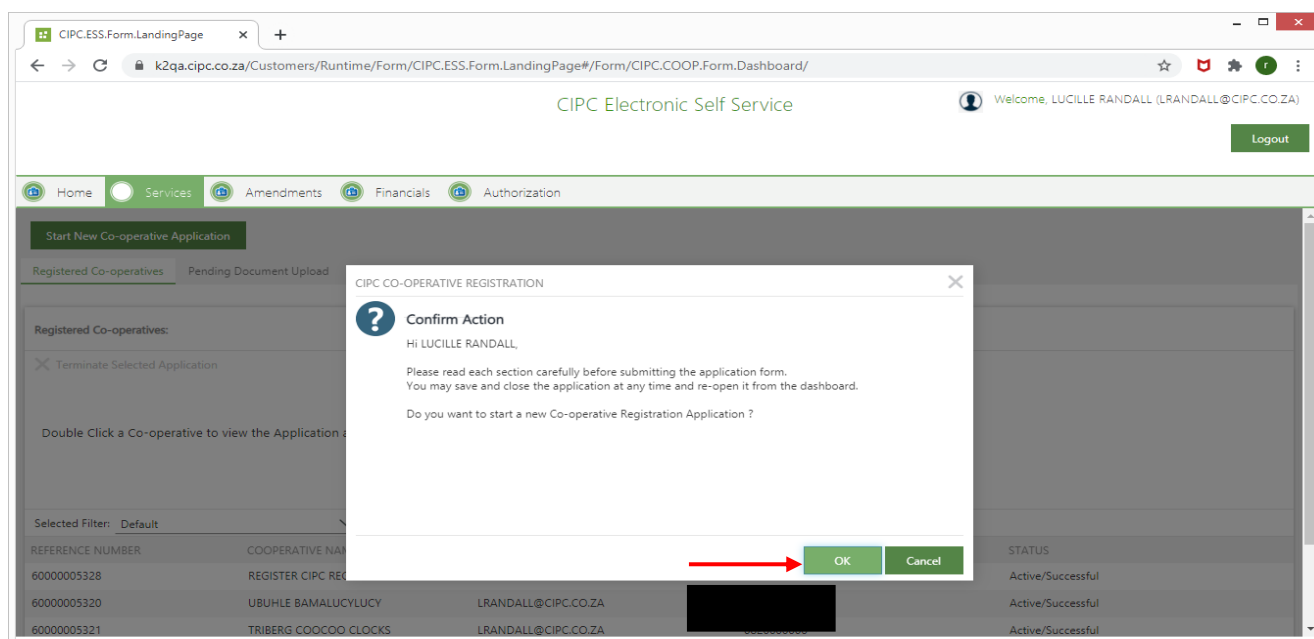
4. The landing page of E-services will be displayed. Click on **Services**, then **co-operatives** thereafter click on **Start New Co-operative Application**

The screenshot shows the 'CIPC Electronic Self Service' landing page. The 'Services' menu is open, and a red arrow points to the 'Co-Operatives' option. The page also displays a 'Welcome, LUCILLE RANDALL (LRANDALL@CIPC.CO.ZA)' message and a 'Logout' button.

The screenshot shows the 'Start New Co-operative Application' page. A red arrow points to the 'Start New Co-operative Application' button. Below the button, there is a table of registered co-operatives.

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005328	REGISTER CIPC REGISTRATIONS	A		Active/Successful
60000005320	UBUHLE BAMALUCYLUCY	A		Active/Successful
60000005321	TRIBERG COOCOO CLOCKS	A		Active/Successful

5. A screen will display a pop up message for you to confirm you want to Start New Co-operative application. Click on **OK**.



6. If you have not applied for a name for the Co-operative yet, you need to apply first by clicking next on **To create a new name reservation, please click here.**

The screenshot shows the 'Co-operative Details & Objectives' form. It displays instructions for creating a new name reservation, stating that a name approved by the CIPC is required. A red arrow points to the link 'To create a new name reservation Please click here'. Below the instructions, there are two dropdown menus: 'Please select the form of the Co-operative' and 'Please select the type of the Co-operative'. At the bottom of the form are three buttons: 'Cancel', 'Save & Close', and 'Next'.

7. If you applied for a name reservation already, select the following:

- (a) Form of Co-operative
- (b) Type of Co-operative
 - Select the Type of co-operative.
 - Agricultural primary co-operative
 - Financial services primary co-operative
 - Housing primary co-operative
 - Non-specific primary co-operative
 - Social primary co-operative
 - Worker primary co-operative

(c) Objectives: Click on the + sign next to **objectives**

The screenshot shows the CIPC Electronic Self Service dashboard. The user is logged in as LUCILLE RANDALL (LRANDALL@CIPC.CO.ZA). The dashboard has a navigation bar with links to Home, Services, Amendments, Financials, and Authorization. The main content area is titled 'To create a new name reservation Please click here'. Below this, there are two dropdown menus: 'Please select the form of the Co-operative' (set to PRIMARY COOPERATIVE) and 'Please select the type of the Co-operative' (set to AGRICULTURAL PRIMARY CO-OPERATIVE). A green button labeled '+ Add Objectives' is highlighted with a red arrow. Below the button, it says 'Number of Objectives Added :0'. At the bottom, there are three buttons: 'Cancel', 'Save & Close', and 'Next'.

A screen will display and ask if you want to add your own objectives. Option 1: Click **yes** if you want to add your own objectives and capture the objectives under “your co-operative objectives” Option 2: Click **No** if you want to choose from the drop box. Click in the boxes.

Thereafter click on **add selected objectives and save & close**.

The screenshot shows the 'ADD CO-OPERATIVE OBJECTIVES' screen. The user is prompted to 'do you want to add your own objectives :'. The 'Yes' option is selected in the dropdown menu, highlighted with a red arrow. Below this, the user is asked to 'Please Specify Your Co-operative Objective:' and has entered 'Beauty spar and nail', also highlighted with a red arrow. A green button labeled 'Add Selected Objectives' is highlighted with a red arrow. Below this, it says 'Number of Objectives Added :0'. At the bottom, there is a 'Save & Close' button, also highlighted with a red arrow.

CIPC Electronic Self Service

Welcome, LUCILLE RANDALL (LRANDALL@CIPC.CO.ZA)

Logout

Home Services Amendments Financials Authorization

ADD CO-OPERATIVE OBJECTIVES

Do you want to add your own objectives?

No

Please select objectives to add:

- ☒ Farming Services
- ☒ Fishing
- ☒ Livestock Farming
- ☐ Piggery
- ☐ Poultry
- ☐ Skill Labour For Cooperative Members
- ☐ Vegetables Production

Add Selected Objectives

Number of Objectives Added :0

DESCRIPTION
No items to display.

Save & Close

A screen will display all the objectives. You may add more objectives by clicking on the **add objectives + sign** or to continue click on **next**.

CIPC Electronic Self Service

Welcome, LUCILLE RANDALL (LRANDALL@CIPC.CO.ZA)

Logout

Home Services Amendments Financials Authorization

You will be able to select a name from a list of approved names when you submit this co-operative application for approval.

Please select the form of the Co-operative

PRIMARY COOPERATIVE

Please select the type of the Co-operative

NON-SPECIFIC PRIMARY CO-OPERATIVE

+ Add Objectives

Number of Objectives Added :4

DESCRIPTION
Mining
Sewing and related services
SEWING,CAR WASH,BRICK LAYER
Training and development

Cancel Save & Close Next

8. The **Co-operative Contact Details** screen will display. Complete the required fields and click on **next**
- Co-operative email address
 - Co-operative Cell phone number
 - Co-operative telephone number
 - Physical address
 - Business address
 - Postal Address

CIPC Electronic Self Service

Welcome, LUCILLE RANDALL (L.RANDALL@CIPC.CO.ZA)

Logout

Home Services Amendments Financials Authorization

Co-operative Details & Objectives **Co-operative Contact Details** Co-operative Financial Details Co-operative Members Application Summary

Co-Operative Email Address: *

Co-Operative Cellphone Number: *

Co-Operative Website: www.lucylucylucy@gmail.com

Co-Operative Telephone Number: *

Is the business address the same as the physical address ? ☒ Yes ☐ No

Is the Postal address the same as the physical address ? ☐ Yes ☐ No

Physical Address

Street Address: * THE LIGHTS 767

City: * PORT ELIZABETH

ZIP | Postal Code: * 6001

Country: * South Africa

Region | Area | Province: * Eastern Cape

Business Address

Street Address: * THE LIGHTS 767

City: * PORT ELIZABETH

ZIP | Postal Code: * 6001

Country: * South Africa

Region | Area | Province: * Eastern Cape

Postal Address

Street Address: *

City: * PORT ELIZABETH

ZIP | Postal Code: * 6001

Country: * South Africa

Region | Area | Province: * Eastern Cape

Back Save & Close Next

9. The Co-operative **Financial Details** screen will display. Complete the required fields and click on **next**.
- Minimum number of Directors
 - Maximum number of Directors
 - Co-operative Financial year end
 - Date of interested persons meeting
 - Membership Fees
 - Co-operative Annual membership fee
 - Initial Co-operative membership entrance fee
 - Membership shares
 - Authorized number of shares for Co-operative
 - Minimum number of shares a member must have
 - Nominal value of co-operative member shares.

CIPC Electronic Self Service

Welcome, LUCILLE RANDALL (L.RANDALL@CIPC.CO.ZA) [Logout](#)

Home Services Amendments Financials Authorization

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary

Minimum Number Of Directors (Minimum 2): *

2

Maximum Number Of Directors: *

2

Co-Operative Financial Year End: *

April

Date of interested persons meeting : *

2021/01/04

Membership Fees

Co-Operative Annual Membership Fee: *

R285,00

Initial Co-Operative Membership Entrance Fee:

R50,00

Member Shares

Authorized Number Of Shares For Co-Operative: *

150

Minimum Number Of Shares a Member Must Have: *

10

Nominal Value Of Co-Operative Member Share: *

R20,00

Back Save & Close Next

10.A screen will display **member details**. You may either add a natural person or **juristic person**. To add a **Natural Person**, click on the **+ Add Natural Person**.

Home Services Amendments Financials Authorization

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary

Minimum no. of Founder Members for a Co-operative Application:

Primary Co-operative	Secondary Co-operative	Tertiary Co-operative
A Minimum of 5 Founding Members	A Minimum of 2 Founding Members	A Juristic Person Member is by default a Founding Member
5 Natural Persons (if only Natural Person members);	A Minimum of 2 Primary Co-operatives as Members	A Minimum of 2 Primary Co-operatives as Members
Juristic Persons (Can only be either 0 or 2);	A Juristic Person Member is by default a Founding Member	A Juristic Person Member is by default a Founding Member
Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)		
A Juristic Person Member is by default a Founding Member		

Number of Members Added: 0 Number of Founders: 0 Number Of Directors: 0

+ Add Natural Person(s) View/Update Natural Person Remove Natural Person Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
No items to display.									

Number of Juristic Members Added: 0 Number of Juristic Member Founders: 0

+ Add Juristic Member Delete Juristic Member Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
No items to display.		

Number of Auditors: 0

+ Add Auditor Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

Back Save & Close Next

11.(1) You may either add an existing customer of CIPC or non existing customer.

To add a **Non Existing** customer, click on **No** and complete the required fields. Thereafter click on **next**.

- (a) Is the member a citizen of South Africa
- (b) Is the member a director of the Co-operative
- (c) Is this a founding member of the Co-operative
- (d) Member first name
- (e) Member Surname
- (f) Date of Birth
- (g) Click on add document and upload certify id copy or passport
- (h) Member origin
 - (i) Country of origin
 - (ii) Id Number or passport number
- (i) Member Contract Details
 - (i) Email address
 - (ii) Cellphone number
 - (iii) Telephone number
- (j) Member Description
 - (i) Gender
 - (ii) Demographic
 - (iii) Does this member have a disability

Attach the ID or Ppassport

ADD NATURAL PERSON

Natural Person Details Personal Information Physical Address Postal Address Co-operative Natural Person Summary

Natural Person (Member) Details

Is this member a citizen of South Africa? ☒ Yes ☐ No

Is this member a director of the Co-operative? * ☒ Yes ☐ No

Is this a founding member of the Co-operative? * ☒ Yes ☐ No

Member Origin

Country of origin: *
South Africa

ID Number: *
[Redacted]

ID Issue year: *
[Redacted]

ID Issue Month: *
02

Passport Number: *

Passport Expiry Date: *

Please Attach Your Passport Document: *

Note: 2.00 MB max file size allowed

Member Contract Details

Member First Name: *
[Redacted]

Member Surname: *
[Redacted]

Date of Birth: *
[Redacted]

Email Address: *
DANYRAYRAY09@GMAIL.COM

Cellphone Number: *
[Redacted]

Telephone Number: *
Please enter a telephone number

Member Description

Gender: *
Female

Demographic: *
Caucasian

Does this member have a disability? *
Not Disabled

Back Next

Add the physical address and click on **Next**. If the postal address is the same as physical address click on **Yes**, alternatively click on **No** and add the postal address. To add another natural member click on **save & add Another Natural Member**

The first screenshot shows the 'Physical Address' tab. The fields are: Physical Address Street: * (98 DANIRRAY STREET), Physical Address City: * (PORT ELIZABETH), Physical Address Postal Code: * (6001), Physical Address Country: * (South Africa), and Physical Address Region: * (Eastern Cape). A red arrow points to the 'Next' button.

The second screenshot shows the 'Postal Address' tab. The question is 'Is the Postal address the same as the physical address?'. The radio buttons are 'Yes' and 'No'. A red arrow points to the 'No' button. Below the question are the same fields as in the first screenshot. A red arrow points to the 'Save & Add Another Natural Member' button.

11. (2) To add an **existing** customer click on **Yes**. Add the ID number / Passport number and email address. Click on **search for customer**.

The form is titled 'Adding existing CIPC customers as Natural Person(s) (Member(s))'. It contains the following fields and buttons:

- Is the member an existing customer? (Dropdown menu set to 'Yes')
- Select Identification Type: (Dropdown menu set to 'ID Number')
- Identity/Passport Number of Existing Customer: (Text field with a redacted number)
- Email Address of Existing Customer: (Text field with a redacted email)
- Search for Customer (Button)
- Next (Button)

The customer details will display. Click **Yes** or **No** if the Customer is a director / member. Thereafter click on **next**.

Natural Person (Member) Details

Is this member a citizen of South Africa?
☒ Yes ☐ No

Is this member a director of the Co-operative? *
☐ Yes ☒ No

Is this a founding member of the Co-operative? *
☐ Yes ☒ No

Member Origin
 Country of origin: *
 ID Number: *
 ID Issue year: *
 ID Issue Month: *
 Passport Number: *
 Passport Expiry Date: *
 Please Attach Your Passport Document: *
 Note: 2.00 MB max file size allowed

Member First Name: *
Member Surname: *
Date of Birth: *

Member Contact Details
 Email Address: *
 Cellphone Number: *
 Telephone Number:

Member Description
 Gender: *
 Demographic: *
 Does this member have a disability? *
 Please select a disability status

Back **Next**

The physical address information will display. Click on **Next**. Thereafter the postal address will reflect. If the postal address is the same as the physical address click on **Yes** or **No** and thereafter on **Save and add another Natural Person**

Physical Address
 Physical Address Street: *
 Physical Address City: *
 PRETORIA
 Physical Address Postal Code: *
 0001
 Physical Address Country: *
 South Africa
 Physical Address Region: *
 Gauteng

Back **Next**

Postal Address
 Postal Address Street: *
 Postal Address City: *
 PRETORIA
 Postal Address Code: *
 0001
 Postal Address Country: *
 South Africa
 Postal Address Region: *
 Gauteng

Is the Postal address the same as the physical address?
☒ Yes ☐ No

Close **Back** **Save & Add Another Natural Member** **Save & Finish**

12.(1) To add a **Juristic Member** click on **+Add Juristic member**.

If the Juristic member is a Trust click in the block and add information. Attach the Trust documentation. Capture the Physical /Business and Postal Address. Thereafter click on **Add Juristic Member** and the representative screen will display.

12.(2) Add the representative details and click on **save and add representative / director**.

Juristic Representatives

+

Add Coop Representative as Director

ENTERPRISE NUMBER

FIRST NAME

SURNAME

No items to display.

<< < 1 > >>

Juristic Representative Details

ID Issue Month*
02

ID Issue Year*
[REDACTED]

Juristic Representative ID Number: *
[REDACTED]

Juristic Representative First Name: *
LUCILLE

Juristic Representative Surname: *
[REDACTED]

Juristic Representative Cellphone Number: *
[REDACTED]

Juristic Representative Email Address: *
Type a value

Is the Postal address the same as the physical address ?
☒ Yes ☐ No

Physical Address

Physical Address Street :
51 MAIN ROAD

Physical Address City :
PORT ELIZABETH

Physical Address Postal Code :
6001

Physical Address Country :
South Africa

Physical Address Region :
Eastern Cape

Postal Address

Postal Address Street :
51 MAIN ROAD

Postal Address City :
PORT ELIZABETH

Postal Address Postal Code :
6001

Postal Address Country :
South Africa

Postal Address Region :
Eastern Cape

Close

Save & Add Representative / Director

LR V.1

15

12.(3) To add a Company or Close Corporation as a member, add the registration number and all the information of the entity will display. Click on **Add Juristic representative**.

The screenshot shows the 'CIPC.COOP.FORM.JURISTICPERSON' form. At the top, there is a checkbox for 'Juristic Person Is A Trust'. Below it are fields for 'Juristic Number' and 'Juristic Name', both with red arrows pointing to them. The form is divided into three columns for 'Physical Address', 'Business Address', and 'Postal Address'. Each column has fields for 'Street', 'City', 'Postal Code', 'Country', and 'Region'. At the bottom right, there is a green button labeled 'Add Juristic Representative' with a red arrow pointing to it. A 'Close' button is at the bottom left.

The next screenshot will reflect all the members / directors of the Company / Close Corporation. Click on the member/director name and thereafter on **+Add Coop Representative as Director**.

The top screenshot shows the 'Juristic Representatives' section of the form. It includes a table with columns 'ENTERPRISE NUMBER', 'FIRST NAME', and 'SURNAME'. There are two entries: Shirley and Gileam. Below the table is a link for 'Juristic Representative Details' and two input fields for 'Juristic Representative ID Number' and 'Juristic Representative First Name'. A red arrow points to the '+ Add Coop Representative as Director' button.

The bottom screenshot shows the same form, but the first entry in the table (Shirley) is highlighted in green. A red arrow points to the '+ Add Coop Representative as Director' button, and another red arrow points to the first entry in the table.

Add the representative cellphone number and email address and click on **Save & Add Representative / Director**.

The image displays two screenshots of a web application interface for adding a juristic representative. The top screenshot shows the initial form with the following fields:

- Juristic Representative ID Number: *
- Juristic Representative First Name: *
- Juristic Representative Surname: *
- Juristic Representative Cellphone Number: *
- Juristic Representative Email Address: * (containing REMIA48765@GMAIL.COM)

The bottom screenshot shows the form with physical and postal address details filled in. The physical address fields are:

- Physical Address Street : 46 [redacted]
- Physical Address City : PORT ELIZABETH
- Physical Address Postal Code : 6001
- Physical Address Country : South Africa
- Physical Address Region : Eastern Cape

The postal address fields are:

- Postal Address Street : [redacted]
- Postal Address City : PORT ELIZABETH
- Postal Address Postal Code : 6000
- Postal Address Country : South Africa
- Postal Address Region : Eastern Cape

At the bottom of the form, there are two buttons: "Close" and "Save & Add Representative / Director". A red arrow points to the "Save & Add Representative / Director" button.

13. To add an Auditor click on **+ Add Auditor**. A list of Auditors will display. Click on the **Auditors name** and add. Thereafter click on **Next**.

Home Services Amendments Financials Authorization

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary

Primary Co-operative
A Minimum of 5 Founding Members
5 Natural Persons (if only Natural Person members):
Juristic Persons (Can only be either 0 or 2):
Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)
A Juristic Person Member is by default a Founding Member

Secondary Co-operative
A Minimum of 2 Founding Members
A Minimum of 2 Primary Co-operatives as Members
A Juristic Person Member is by default a Founding Member

Tertiary Co-operative
A Juristic Person Member is by default a Founding Member
A Minimum of 2 Primary Co-operatives as Members
A Juristic Person Member is by default a Founding Member

Minimum no. of Founder Members for a Co-operative Application:

Number of Members Added: 5 Number of Founders: 4 Number Of Directors: 2

+ Add Natural Person(s) View/Update Natural Person Remove Natural Person Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
GEORGE ANTONIO	CARIDO	No		JHT987676	0721436276	121KFJLSDFKJ@GMAIL.CO...	Yes	No	No
SYDNEY AUSTIN	RAMOS	No		RA9878765	0724582634	LSDKFJSLKFJLSDFKJ@GM...	Yes	Yes	No
JOHN ARTHUR	CORDIRORA	No		RE5412541	0820000000	LSDKFJ33KFJLSDFKJ@GM...	Yes	No	No
						DANYRAYRAY09@GMAIL...	Yes	Yes	Yes
JORGO	AGRIKANI	No		YT9898887	0722468462	33JSLKFJLSDFKJ@GMAILC...	No	No	No

Number of Juristic Members Added: 0 Number of Juristic Member Founders: 0

+ Add Juristic Member Delete Juristic Member Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
No items to display.		

Number of Juristic Members as Directors: 0

+ Add Juristic Representative as Director Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
No items to display.		

Number of Auditors: 0

+ Add Auditor Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

Back Save & Close Next

Number of Juristic Members: 0

+ Add Juristic Representative as Director

FIRST NAME	SURNAME	ENTERPRISE NUMBER
No items to display.		

Number of Auditors: 0

+ Add Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

Back Save & Close Next

Number of Auditors: 1

+ Add Auditor Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
004837	A	16/02/2021	G J K MARAIS	A

Back Save & Close Next

14. The next screen will display all the members captured. You may remove a member, click on the member and click on the **x remove natural member**. You may **save & close** the application and continue at a later stage or continue by clicking on **next**.

Home Services Amendments Financials Authorization

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary

Primary Co-operative
A Minimum of 5 Founding Members
5 Natural Persons (if only Natural Person members);
Juristic Persons (Can only be either 0 or 2);
Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)
A Juristic Person Member is by default a Founding Member

Secondary Co-operative
A Minimum of 2 Founding Members
A Minimum of 2 Primary Co-operatives as Members
A Juristic Person Member is by default a Founding Member

Tertiary Co-operative
A Juristic Person Member is by default a Founding Member
A Minimum of 2 Primary Co-operatives as Members
A Juristic Person Member is by default a Founding Member

Natural Member:
Number of Members Added: 4 Number of Founders: 4 Number Of Directors: 3
+ Add Natural Person(s) View/Update Natural Person Remove Natural Person Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
HENDRIK	LODEWYK	Yes					Yes	Yes	Yes
LUCIANO		No		EN8767			Yes	Yes	No
SYDNEY		No		SRA987877			Yes	No	No
WINSTON		No		POL987656			Yes	Yes	No

Juristic Members:
Number of Juristic Members Added: 1 Number of Juristic Member Founders: 1
+ Add Juristic Member Delete Juristic Member Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
B2006046783	BLUE DISA TRADING 783	Yes

Juristic Members Representatives:
Number of Juristic Members as Directors: 1
+ Add Juristic Representative as Director Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
SHIRLEY	RAYMOND	B2006046783

Auditors:
Number of Auditors: 1
+ Add Auditor Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
	A	19/02/2021		A

Back Save & Close Next

Natural Member:
Number of Members Added: 4 Number of Founders: 4 Number Of Directors: 3
+ Add Natural Person(s) View/Update Natural Person Remove Natural Person Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
							Yes	Yes	Yes
							Yes	Yes	No
SYDNEY	AUBREY	No		SRA987877	0722468462	REM28765@GMAIL.COM	Yes	No	No
							Yes	Yes	No

15. A screen will display the following:

If all information have been captured a correct mark (✓) will display next to each category.
If a cross reflects next to a category, kindly revisit the category and complete the capturing.

- (a) Co-operatives details and objectives ✓
- (b) Co-operatives contact details ✓
- (c) Co-operatives financial details ✓
- (d) Co-operative members X

You may click on **save & close** and continue the application at a later stage or click on **submit**

Home Services Amendments Financials Authorization

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary

Co-operative Details & Objectives: ✓

Co-operative Contact Details: ✓

Co-operative Financial Details: ✓

Co-operative Members: X

Back Save & Close Submit

16. After you click on submit a screen will display all your name reservations approved under your customer code.

Select the approved name and click on **Use selected name**. If the box are reflecting no names, you do not have any name reservations approved.

Home Services Amendments Financials Authorization

Co-operative Details & Objectives Co-operative Contact D CIPC CO-OPERATIVE REGISTRATION

Please select a name from the list below for you enterprise.

Please note: Once you select a name and submit the application the name cannot be used for any other applications.

Only names that have been approved by the CIPC will appear in this list !

If the name you are looking for is not in this list please review the status of the application on your dashboard.

DEBELENE

PLANTERS SEED

REA LIKA CORP

REALIKA CONSTRUCTION

SIGQOI SABAFASI

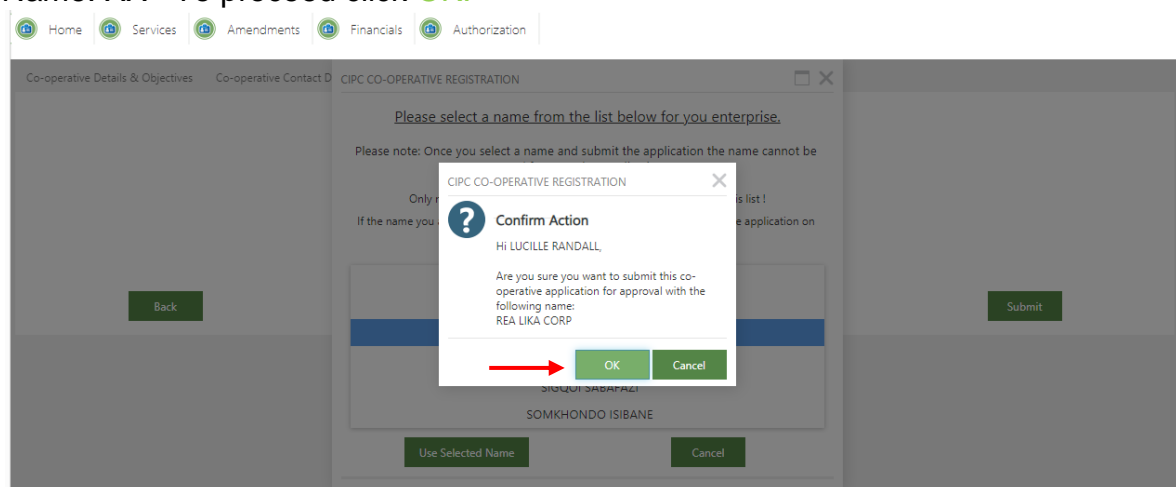
SOMKHONDO ISIBANE

Use Selected Name Cancel

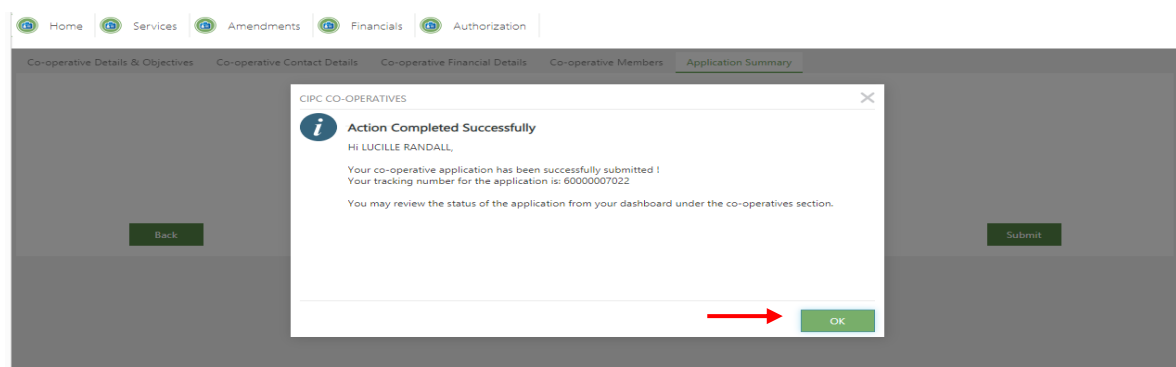
Submit

17. A pop up screen message will display the following:

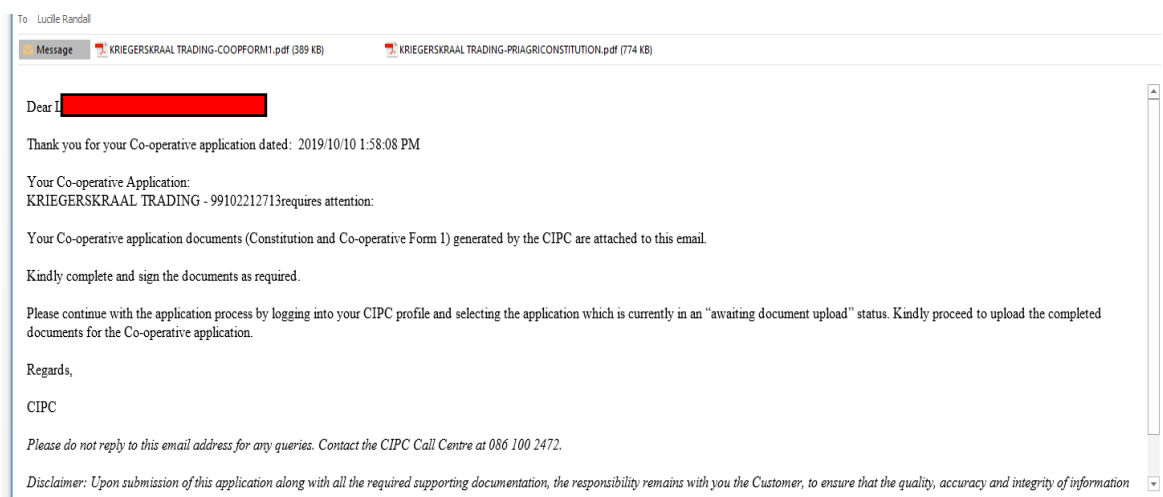
“Are you sure you want to submit the co-operative application for approval with the following Name: XX To proceed click **OK**.”



18. A pop up message will display the tracking number of the application. Click on **OK** to proceed



19. **Please note that the transaction is not yet completed.** An email with a Co-op1 form and Constitution will be sent to the email address of the co-operative that you provided. The Co-op1 form and constitution must be signed by all members and uploaded on the system.



20. (1) Continue with the application process by logging into your CIPC profile and select **Services**, then **Co-operatives** and thereafter on **pending document upload**. Click on the specific co-operative and thereafter on **Upload the Signed Constitution and Co-ops form1**.

- All new applications of co-operatives lodged directly or by the third party on behalf of the co-operatives, must over and above existing requirements, take note of the following requirements regarding the constitution of a co-operative:
- **Note:** Exception only applies to financial services co-operative where permission must be obtained from CBDA (Co-operative Bank Development Agency). The entire financial service constitution must be uploaded.

MODEL CONSTITUTION	ADDITIONAL REQUIREMENT
<ul style="list-style-type: none"> • Non-specific Model Constitution • Agricultural Model Constitution • Social Model Constitution • Worker Model Constitution • Housing Model Constitution 	<p>Effective from the date of New Eservices online functionality.</p> <p>Co-operative members are required to upload only the signed pages of the Co-op1; Constitution and certified id copies (certification date to be within 3 months, smart id to be copied both side in the same page).</p> <p>NB: Co-operatives must keep original constitution with their records for reference and safekeeping. CIPC will not be returning copies of the constitution after the registration process, other than the one dispatched to your email for signing.</p>

20.(2) Click in the block **Upload signed Constitution here** and attach the document. Click in the block **Upload the Co-operative form here** and attach the document. Thereafter click on Upload documents and **save & close**.

The screenshots illustrate the process of uploading documents for a co-operative application. The first screenshot shows the 'Pending Document Upload' tab with a table of applications. The second screenshot shows the application details for 'REA LIKA CORP'. The third screenshot shows the 'COOPERATIVE DOCUMENTATION UPLOAD' dialog box with the 'Upload Signed Constitution Here' field selected. The fourth screenshot shows the 'Upload the Co-operative Form 1 Here' field selected. The fifth screenshot shows the 'Upload Documents' button being clicked. The final screenshot shows the 'Save & Close' button being clicked.

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005346	SIGQOI SABAFASI			Customer Action Required - Upload Documentat...
60000007022	REA LIKA CORP			Customer Action Required - Upload Documentat...

COOPERATIVE DOCUMENTATION UPLOAD

Co-operative Name : REA LIKA CORP

Upload Signed Constitution Here : Click here to attach a file

Note: 5.00 MB max file size allowed

Upload the Co-operative Form 1 Here : Click here to attach a file

Note: 5.00 MB max file size allowed

FC120.pdf (PDF File) 148.89 KB

FC116.pdf (PDF File) 402.07 KB

Upload Documents

Save & Close

The application will now reflect “Under Review by CIPC.”

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Services, Amendments, Financials, and Authorization. Below the navigation bar is a section titled 'Start New Co-operative Application' with a sub-menu containing 'Registered Co-operatives', 'Pending Document Upload', 'Under Review By CIPC' (highlighted with a red arrow), 'Awaiting Payment', and 'Not Submitted'. The main content area is titled 'Co-operative Applications Under Review by the CIPC' and includes a 'Terminate Selected Application' button. Below this is a table with columns: REFERENCE NUMBER, COOPERATIVE NAME, EMAIL ADDRESS, CELLPHONE NUMBER, and STATUS. The table contains one entry: REFERENCE NUMBER 60000007022, COOPERATIVE NAME REA LIKA CORP, EMAIL ADDRESS LRANDALL@CIPC.CO.ZA, CELLPHONE NUMBER 0827301718, and STATUS Currently Under Review. At the bottom of the table are navigation arrows and a page number '1'.

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000007022	REA LIKA CORP	LRANDALL@CIPC.CO.ZA	0827301718	Currently Under Review

21. Your documents will be added to the co-operative registration queue immediately. Once the co-operative application has been registered, you will receive an email advising that the application has been approved by the CIPC and is now awaiting payment to complete the application process.

Subject: Co-operative Registration Application Approved and Awaiting Payment : THE MOUNTAIN BETWEEN US - 60000000700

Dear LUCILLE RANDALL,

Thank you for your Co-operative registration application dated: 2020/01/28 11:20:04 AM.

Co-operative Details:

THE MOUNTAIN BETWEEN US - 60000000700

Your Cooperative application has been approved by the CIPC and is now awaiting payment to complete the application process.

Please complete the application payment process by logging into your CIPC profile and selecting the application which is currently in an “awaiting payment” status. Kindly proceed to check out the Cooperative application to the payment cart and then follow the payment process.

Regards,

CIPC

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

Disclaimer: Use of this application along with all the required supporting documentation, the responsibility remains with you the Customer to ensure that the application is accurate and complete.

22. Complete the application payment process by logging into your CIPC profile and select **Finances, Shopping Cart**. When clicking on **“Shopping Cart”**, all unpaid cart items will be listed. Select the transactions that you would like to pay, and click on **“Add Item”**. The transactions will reflect under Selected items to pay and click on proceed to pay.

The screenshot shows the CIPC application payment process. The top navigation bar includes Home, Services, Amendments, Financials, and Authorization. The 'Financials' tab is selected, and the 'Authorization' sub-tab is active, indicated by a red arrow. The main content area displays 'Unpaid Cart Items' with a table of items. The first item, 'Cooperative Registration' with ID 60000007022, is highlighted in green and has a red arrow pointing to it. Below the table, the 'Selected Items To Pay' section shows the same two items, now marked as 'Selected To Pay'. A red bracket on the left side of this section groups the items. At the bottom right, a 'Proceed to Payment' button is highlighted with a red arrow.

Unpaid Cart Items

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000007022	19/02/2021	Not Paid	1.00
Cooperative Registration	60000005312	23/10/2020	Not Paid	1.00
Name Reservation	60000005261	08/09/2020	Not Paid	1.00

Selected Items To Pay

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000007022	19/02/2021	Selected To Pay	1.00
Name Reservation	60000005261	08/09/2020	Selected To Pay	1.00

Total Amount Due : R2.00

[Proceed to Payment](#)

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

The screenshots illustrate the payment process in a web application. The first screenshot shows the 'PAYMENT INFORMATION' dialog with fields for Card Number, Currency (ZAR), Expiry Date (08/2021), CVV Number (004), and Amount (R2.00). A red arrow points to the 'Pay' button. The second screenshot shows three authentication options: NEDBANK, VISA, and CAPITEC. Red arrows point to the 'Continue / Use my phone' button for NEDBANK, the 'Click here to continue to the merchant site' link for VISA, and the 'Continue' button for CAPITEC. The third screenshot shows a table of items to be paid: Cooperative Registration (R1.00) and Name Reservation (R1.00). A 'CIPC Card Holder Authenticated!' dialog is shown with a red arrow pointing to the 'OK' button. The fourth screenshot shows the 'Payment Successful' page with a 'CIPC Payment Successful!' dialog and a red arrow pointing to the 'OK' button.

Payment Information Dialog:

Card Number	50000000000000000000000000000000
Currency	ZAR
Expiry Date	08 / 2021
CVV Number	004
Amount	R2.00

Authentication Options:

- NEDBANK:** Continue / Use my phone
- VISA:** Click here to continue to the merchant site
- CAPITEC:** Continue

Items to be Paid:

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000007022	19/02/2021	Selected To Pay	1.00
Name Reservation	60000005261	08/09/2020	Selected To Pay	1.00

Payment Confirmation Dialogs:

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.

CIPC Payment Successful!

Payment was successfully processed for your selected cart items!

Payment Successful Page:

Dear Customer, LUCILLE RANDALL

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	ITEM STATUS	AMOUNT
Cooperative Registration	60000007022	Paid	1.00
Name Reservation	60000005261	Paid	1.00
Total Amount Paid :			R2.00

24. A pop up message will display that the payment was successful.

Home Services Amendments Financials Authorization

Payment Successful

Dear Customer, LUCILLE RANDALL

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
Cooperative Registration	60000007022	19/02/2021	Paid	1.00
Name Reservation	60000005261	08/09/2020	Paid	1.00
Total Amount Paid :				R2,00

25. The registration documents will be emailed.

Fri 19/02/2021 10:58
CIPCQA <cipcscv_k2qa@linux.co.za>
Co-operative Registration for REA LIKA CORP - 60000007022 Completed !
o Lucille Randall; hsz@mvweb.co.za
c Hanno Schultz

Message REA LIKA CORP-COOP 11.pdf (463 KB)

Dear LUCILLE RANDALL,

Thank you for your Co-operative application dated: 2021/02/19 10:57:43 AM

Co-operative Details:
Name:
REA LIKA CORP
Number:
C2021600114
Reference Number:
60000007022

Your application has been successfully completed and the Co-operative has been registered.

Kindly find attached to this email the Co-operative registration certificate document.

Regards,
CIPC

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.

26. You may also retrieve all documents under your profile. Click on **Services**, then **co-operatives**. All successful registrations will reflect under **registered co-operatives**. Click on the transaction and the documents will reflect.

Registered Co-operatives: ←

✕ Terminate Selected Application

Double Click a Co-operative to view the Application and documentation

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005328	REGISTER CIPC REGISTRATIONS	LRANDALL@CIPC.CO.ZA	0827301718	Active/Successful
60000005320	UBUHLE BAMALUCYLUCY	LRANDALL@CIPC.CO.ZA	0827301718	Active/Successful
60000005321	TRIBERG COOCOO CLOCKS	LRANDALL@CIPC.CO.ZA	0820000000	Active/Successful
60000007022 ←	REA LIKA CORP	LRANDALL@CIPC.CO.ZA	0827301718	Active/Successful

Selected Filter: Default Quick Search: All fields

COOP 11

C2021600114-COOP11-New.pdf (PDF File) ←

Selected Filter: Default Quick Search: All fields

27. If your application has been rejected, you will receive notice via email, advising you of the reasons and request you to rectify your application. Log into your profile and accessing the application which is currently in a **“Not submitted”** status.

Dear LUCILLE RANDALL,

Thank you for your Co-operative application dated: 2020/01/28 11:06:18 AM.

Co-operative details:
SHIRLEY AND KIDS - 60000000788

Your Co-operative application has been rejected for the following reason(s):

No alterations or correction fluid are allowed on forms.
Omitted to attach Co-op 1 form.

Kindly rectify the error(s) in your application by logging into your CIPC profile and accessing the application which is currently in a “not yet submitted” status.

Please resubmit your corrected Cooperative application with all the necessary updated documentation.

Regards,

CIPC Cooperative Team

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.

Click on the registration you want to rectify and thereafter on **Edit Selected Application**. Complete the process and submit again.

Home	Services	Amendments	Financials	Authorization
Registered Co-operatives	Pending Document Upload	Under Review By CIPC	Awaiting Payment	Not Submitted
Unsubmitted/Open Co-operative Applications :				
Edit Selected Application				
<div> <div>Selected Filter: Default</div> <div>Quick Search: All fields</div> </div>				
REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005311	Application Not Submitted			Application In Progress
60000005314	DEBELENE	LRANDALL@CIPC.CO.ZA	0827301718	Application Rejected
60000005318	Application Not Submitted			Application In Progress

28. All Members and Directors will receive an email confirming that they have been added as a director.

Fri 19/02/2021 08:17
 CIPCQA <cipcscv_k2qa@linux.co.za>
 You have been added as a member to a Co-operative Application: SIGQOI SABAFASI - 60000005346
 To: Lucille Randall; hsz@mmweb.co.za; Hanno Schultz

Dear [REDACTED]

Kindly note that you have been added as a Member to the Co-operative application submission for dated: 2021/02/19 8:16:54 AM

Tracking Number for the application is: 60000005346

You have been added as a member to the Co-operative by: LUCILLE RANDALL

Kindly contact the CIPC if you have not given consent to being added as a member to this Co-operative application.

Regards,

CIPC

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.