



Companies and Intellectual
Property Commission
a member of the dti group

NOTICE TO CUSTOMERS

(Notice 5 of 2016)

NEW E-SERVICES FUNCTIONALITY: REGISTRATION OF NON-PROFIT COMPANY WITHOUT MEMBERS WITH STANDARD MEMORANDUM OF INCORPORATION (MOI)

Dear Customer

The CIPC is continually striving to provide excellent service and faster turnaround times. In its endeavor to improve its services, CIPC has developed a functionality to register a non-profit companies without members with a standardised Memorandum of Incorporation (MOI) electronically.

This service will be launched on the 16 February 2016.

The process will be the same as for the Electronic registration of a private company with a standardised MOI with additional fields as required by a NPC. The cost for registration will be R175 (including the name reservation). Ensure that the funds are available in the customer account before transacting.

Customers need to capture the required information, e.g incorporators, directors, main objectives and addresses on the system. Identity Numbers will be verified with the Department of Home Affairs (DHA). Once captured successfully, customers will receive an email which all directors must sign and email back to the CIPC, together with the required supporting documents (Certified copies of IDs of owner of customer code, as well as Certified IDs of incorporators and directors; Confirmation notice of the name approval (CoR9.4) if applicable;). Documents must be emailed in pdf or tiff format as one attachment, and the tracking number must be stated in the Subject field. Applications must be emailed to eservicescoreg@cipc.co.za.

CIPC is very excited about the new addition to the E-Services portal, and trust that it will improve customer satisfaction and ensure shorter turnaround times.

Sincerely,

Adv. R. Voller
Acting Commissioner: CIPC

15 / 2 / 2016