

Step by Step Guide: Update of Director Details (Cell phone number and e-mail address via E-services

Conditions for updating director email and cell phone numbers via e-services:

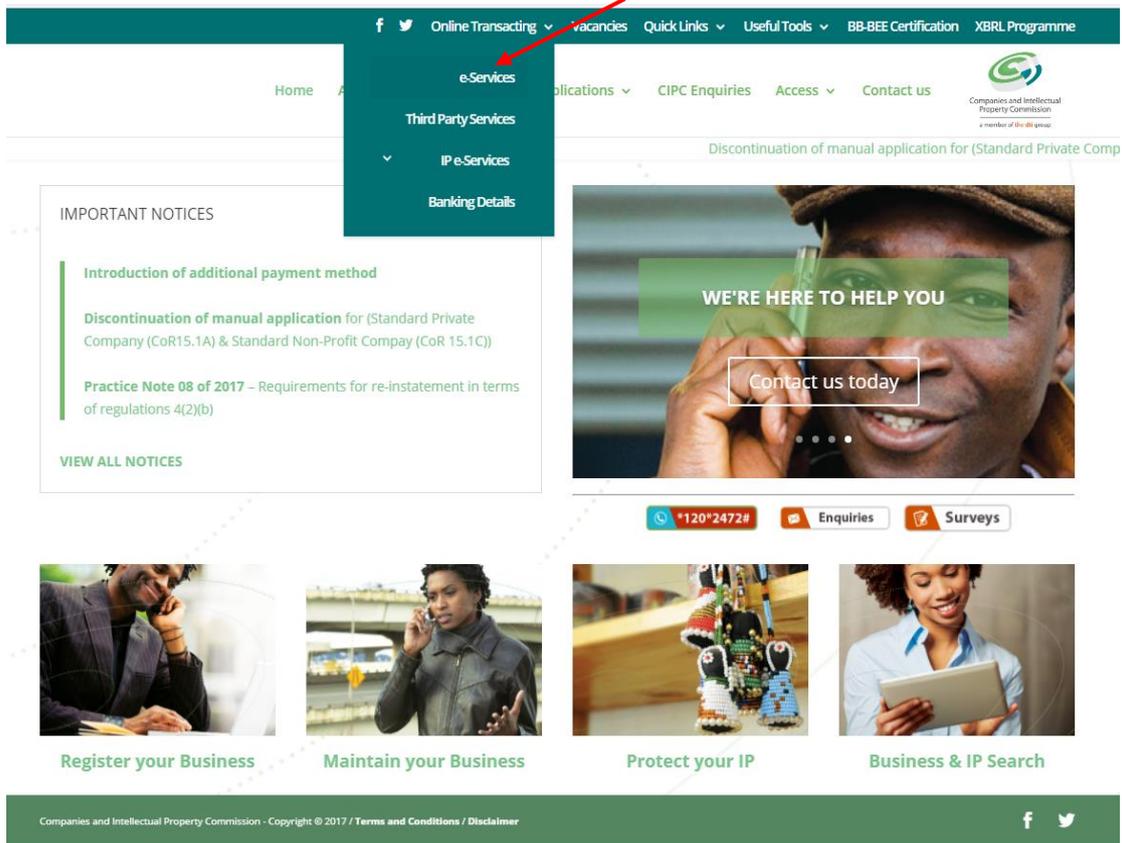
- Only directors of companies or members of close corporations can effect the changes.
- The director effecting the changes must have permission from the other directors (if there are more than one director of member) to update the contact details.
- The contact details provided must be true and correct for each director or member. Providing of incorrect contact details could lead to legal proceedings.
- The details provided will be used for future communication intended for directors and members.

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

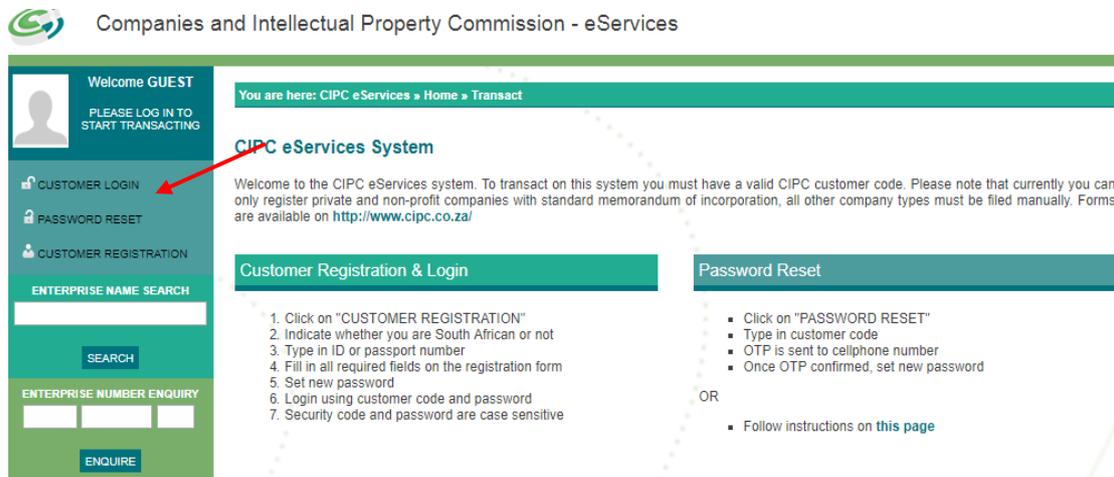
- Consult the step by step guide for Customer Registration for assistance in registering a customer code.

1. Visit the CIPC website www.cipc.co.za, and click on **Online Transacting** and then **eServices**.

The screenshot displays the CIPC website homepage. At the top, there is a dark green navigation bar with social media icons and links for 'Online Transacting', 'Vacancies', 'Quick Links', 'Useful Tools', 'BB-BEE Certification', and 'XBRL Programme'. Below this is a lighter green navigation bar with links for 'Home', 'About', 'Legislation', 'Publications', 'CIPC Enquiries', 'Access', and 'Contact us'. The CIPC logo and name are on the right. The main content area features a 'View All Customer Notices' link and a featured notice titled 'Introduction of additional payment method'. To the right is a large banner with a man on a phone, containing the text 'WE'RE HERE TO HELP YOU' and a 'Contact us today' button. Below the banner are three buttons: '*120*2472#', 'Enquiries', and 'Surveys'. At the bottom, there are four service tiles: 'Register your Business', 'Maintain your Business', 'Protect your IP', and 'Business & IP Search'. The footer contains the CIPC name, copyright information, and social media icons.



2. Click on **Customer Login**.



3. Complete the required fields and click on **Login**.

- Customer Code
- Customer Password (case sensitive)
- Security code (case sensitive)
- Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

Aa6rge

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 are experiencing problems resetting your password, send an email to resetpassword@cipc.co.za with the following:

- Certified identity copy (certification not older than three months)
- [Password Reset Request Form](#)

Once you receive notification that your details have been updated, reset your password online. [Click here](#) to view the step by step guide.

Note: Before completing the login procedure it is advised that customers read the terms and conditions since accepting such creates a binding agreement between the customer and CIPC regarding the administration of transactions and payment of services.

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 [Transact](#).

Welcome CICOAR
HAYLIE DELPORT testing

You are here: CIPC eServices » Home

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2017000475	TEST DECEASED 01082017	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000473	K2017000473 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000474	K2017000474 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000477	K2017000477 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000328	HAYLIE ENTERPRISE	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000327	K2017000327 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000312	HAYLIE CUPCAKE BAKERY	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000311	K2017000311 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000300	K2017000300 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	YES	
M1999017948	PEBBLE BED MODULAR REACTOR	IN BUSINESS	STATE OWNED COMPANY	NO	

CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	15/05/2016	15/05/2016 10:00:00
NEW COMPANY REGISTRATION [MANUAL]	15/05/2016	15/05/2016 10:00:00
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
NAME CHANGES [MANUAL]	24/06/2016	14/07/2016 12:28:42

LATEST eSERVICES UPDATES

RETURNING SIGNED APPLICATION FORMS
14/07/2016 09:27:55
PLEASE NOTE THAT SIGNED eSERVICES APPLICATION FORMS NOT RETURNED BACK TO CIPC WITHIN 10 CALENDAR DAYS FROM WEBSITE CAPTURE DATE WILL BE REJECTED.

THIRD PARTY SYSTEM PILOT
14/07/2016 09:22:06
CIPC IS CURRENTLY RUNNING A PILOT FOR A THIRD PARTY SYSTEM. TO PARTICIPATE PLEASE APPLY BY SENDING AN EMAIL TO THIRDPARTIES@CIPC.CO.ZA. PREFERENCE WILL BE GIVEN TO HIGH VOLUME CUSTOMERS.

ANNUAL RETURN DEREGISTRATION
14/07/2016 08:27:55
ON THE 29TH OF JULY 2016 CIPC WILL BE DEREGISTERING COMPANIES AND CLOSE CORPORATIONS THAT ARE NOT ANNUAL RETURN COMPLIANT.

CONTACT DETAILS

Cellphone Number: 0827786881
Email Address: HDELPORT@CIPC.CO.ZA

[UPDATE](#)

PERSONAL DETAILS [SA CITIZENS ONLY]

Surname: DELPORT
Name(s): HAYLIE
ID Number: 7101270256083
Disqualification Status: NOT DISQUALIFIED

*** DISQUALIFIED ID NUMBERS CANNOT BE APPOINTED AS DIRECTORS IN ANY COMPANY

5. Click on **Update Directors/Members Contacts**

You are here: CIPC eServices » Home » Transact

 COMPANY REGISTRATION	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CC MEMBER DETAILS	 NAME RESERVATIONS	 FILE ANNUAL RETURNS	 AUDITORS & ACC. OFFICERS
 CO & CC ADDRESS CHANGES	 FINANCIAL YEAR END CHANGES	 CERTIFICATES & DISCLOSURES	 ENTERPRISE ENQUIRY	 TRANSACTION STATUS	 CUSTOMER TRANSACTIONS
 NAME CHANGES	 DOCUMENT UPLOAD	 THIRD PARTIES	 HOW-TO VIDEOS	 BANKING DETAILS	 EXTERNAL COMPANY REPRESENTATIVES
 DISQUALIFIED DIRECTORS REGISTER	 DOMAIN NAME REGISTRATION	 AUTHORISED SHARE CHANGES	 UPDATE DIRECTOR / MEMBER CONTACTS	 B-BBEE CERTIFICATES	 BALANCE TOP-UP
 ANNUAL FINANCIAL STATEMENTS/ FINANCIAL ACCOUNTABILITY SUPPLEMENTS					

- A list of all companies and CCs of which you are a director/member will be displayed (up to 20 companies or close corporations). Locate the applicable enterprise for the director details need to be updated.. Click on the hand-icon in the “Apply” column.

The screenshot shows the CIPC eServices interface. The user is logged in as HAYLIE DELPORT. The main content area is titled "SELECT AN ENTERPRISE TO UPDATE CONTACT DETAILS OF DIRECTOR(S) OR MEMBER(S)". It contains a table with the following data:

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	AR COMPLIANT	CAN UPDATE?	UPDATE
K2018483466	K2018483466 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2018483458	K2018483458 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2018483289	K2018483289 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2018483294	K2018483294 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2018483295	HAYLIE TEST 99	IN BUSINESS	YES	YES	

A red arrow points to the hand icon in the 'UPDATE' column of the first row (K2018483466).

- Type in a relative’s Identity number for each of the directors or members. The director or member’s surname or maiden name must match with the relative’s details. Click on **Verify**.
- A message will display, indicating if the verification was successful. Click on **Continue** to proceed with the rest of the update process.

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (3)

Welcome CCOAR
HAYLIE DELPORT

EDIT CUSTOMER DETAILS
LOGOUT
BALANCE: R 15090.00

NAME SEARCH
TYPE IN ENTERPRISE NAME
SEARCH

FREE DISCLOSURE
TYPE IN ENTERPRISE NUMBER
VIEW

PERSON SEARCH
TYPE IN ID NUMBER
TYPE IN SURNAME
SEARCH

SUPPORTED BROWSERS
GOOGLE CHROME MOZILLA FIREFOX SAFARI MICROSOFT EDGE

You are here: CIPC eServices » Directors / Members Contact Details Update » Verification

Director Verification

Type in a relative's ID number for each of the directors or members. The director or member's surname or maiden name must match with the relative's details.

ID No	Surname	Name(s)	Relative ID No	ID Verified
7101270256083	'ORT	HAYLIE	9108190211088 *	

VERIFY

Relative Verification

Type in each relative's full names as they appear on their ID document or card. Type in only the names, not surname. The "Name(s)" field shows the first and the last letter of each name to guide you. The asterisks do not represent the number of letters between the first and the last characters.

ID No	Surname	Name(s)	Complete Names	Names Verified
9108190211088		*****E D*****E	ISHERENE DEADRE	

If any of the names above have special characters you can copy and paste those characters from below:
 À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ù Ú Û Ü

VERIFY

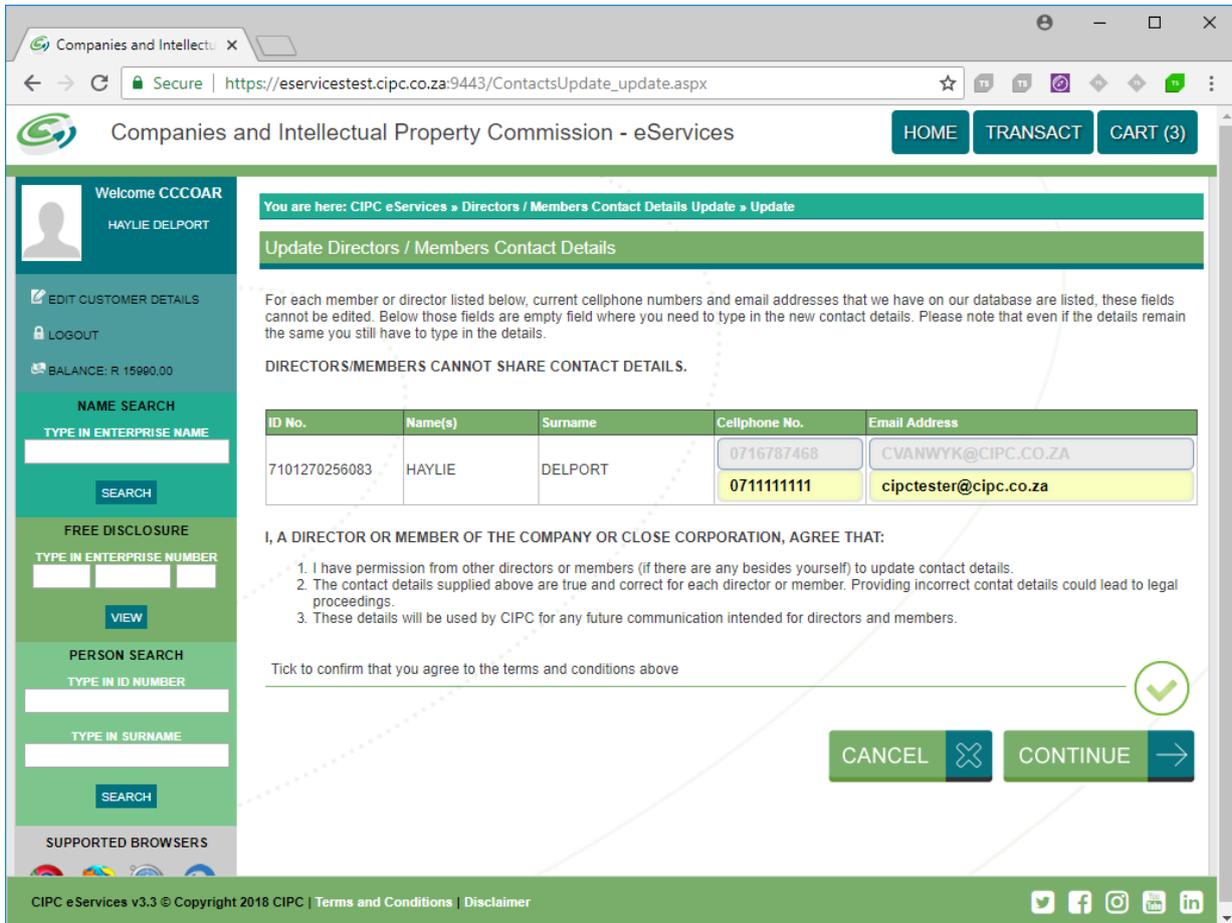
VERIFICATION SUCCESSFUL!

The directors or members of the company or close corporation have been successfully verified. Please click the continue button below to proceed with the rest of the update process.

CONTINUE

CIPC eServices v3.3 © Copyright 2018 CIPC | Terms and Conditions | Disclaimer

- The current cell phone numbers and e-mail addresses on the CIPC database will be displayed. These fields cannot be edited. Even if the details remain the same, you still have to type in the details. Click on **Continue**.



10. A message will display, indicating that the Director/member contact details have been updated for the company which enterprise number displays. All members will be notified of the change. Click on Home or Logout.

