



## E-mail addresses for submitting documents to CIPC

**Important Note:** When submitting documents, the following aspects are important:

- Documents must be submitted in PDF or TIFF format.
- Documents must be send **as one attachment**.
- COR9.4 must be attached if a name has been approved.
- The application must be finalised within 30 calendar days from date of lodgment.
- 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 [eservicescoreg@cipc.co.za](mailto:eservicescoreg@cipc.co.za) cannot be re-used, customers are required to recapture information and get a new tracking number. Attach all the supporting documents required then e-mail them to dedicated e-mail address for registration.
- Tracking number must be clearly stated in the subject heading of the e-mail.
- The correct e-mail address for submitting applications must be used. Documents submitted to incorrect e-mail addresses will not be processed.

### Name reservation

<ul style="list-style-type: none"><li>• Name and defensive name reservations and extensions</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:namereservationsandregistrations@cipc.co.za">namereservationsandregistrations@cipc.co.za</a></li></ul>
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### Company registration

<ul style="list-style-type: none"><li>• E-services company registration – supporting documents</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:eservicescoreg@cipc.co.za">eservicescoreg@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Manual new company applications – (Completing the form or long standard form for private companies; non profit company registrations or Notice of Amalgamation or Merger (Manual)</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Registration of external company (Manual)</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Notice of Amalgamation or Merger (Manual)</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cor89@cipc.co.za">cor89@cipc.co.za</a></li></ul>

### Changes/amendments to your company

<ul style="list-style-type: none"><li>• Notice of Amendment to the Memorandum of Incorporation / Special Resolutions</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Company changes – name change</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:namechange@cipc.co.za">namechange@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Company changes - notice of location of company record;</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:companychanges@cipc.co.za">companychanges@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Notice of person authorised to accept service</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cor21.2@cipc.co.za">cor21.2@cipc.co.za</a></li></ul>



<ul style="list-style-type: none"><li>Company changes - notice of change of auditor and company secretary (appointments, resignations)</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:cor44@cipc.co.za">cor44@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Manual director changes</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:manualcor39@cipc.co.za">manualcor39@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Company director changes – electronic (application submitted via CIPC system)</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:eservicescor39@cipc.co.za">eservicescor39@cipc.co.za</a></li></ul>

### Changing the status of your company or close corporation

<ul style="list-style-type: none"><li>Company and close corporation deregistrations</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:deregistrations@cipc.co.za">deregistrations@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Company and close corporation reinstatements</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:re-instatements@cipc.co.za">re-instatements@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Company and close corporation liquidations</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:liquidations@cipc.co.za">liquidations@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Application to transfer registration of foreign company</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a></li></ul>

### Conversions

<ul style="list-style-type: none"><li>Close corporation to company conversions</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Conversion from co-operative to company</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Conversion from one type of company to another</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a></li></ul>

### Business Rescue

<ul style="list-style-type: none"><li>Notice to start Business Rescue Proceedings</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Appointment of a Business Rescue Practitioner</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Response to filing of Business Rescue Status Report; Business Rescue Terminations and Business Rescue Substantial Implementation</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a></li></ul>

### Corporate Compliance and Enforcements

<ul style="list-style-type: none"><li>CoR135.1 complaints; request for investigation</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:cor135.1complaints@cipc.co.za">cor135.1complaints@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Filing financial or reviewed financial statements</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:financialstatements@cipc.co.za">financialstatements@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>Filing independent reviews</li></ul>	<ul style="list-style-type: none"><li><a href="mailto:independentreview@cipc.co.za">independentreview@cipc.co.za</a></li></ul>



<ul style="list-style-type: none"><li>• Prospectus</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:prospectus@cipc.co.za">prospectus@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Advisory opinions</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:mmodiba@cipc.co.za">mmodiba@cipc.co.za</a></li></ul>

### Close corporation (CC)

<ul style="list-style-type: none"><li>• Changes in CC membership – e-services</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:eservicesck2@cipc.co.za">eservicesck2@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Changes in CC membership - form completed manually</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Letters for Accounting Officer (consent, resignation)</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• CC change in address</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• CC change of Accounting Officer form completed manually</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• CC manual financial year end changes</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• CC change in principal business</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a></li></ul>

### Co-operatives

<ul style="list-style-type: none"><li>• Co-operative registrations</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Amendment to constitution of a co-operative</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Changes to co-operative details</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Conversions</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Amalgamations/Divisions</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Changing of directors details</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Conversions from old to new registration number</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>
<ul style="list-style-type: none"><li>• Deregister a co-operative</li></ul>	<ul style="list-style-type: none"><li>• <a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></li></ul>