

STEP BY STEP GUIDE:

NEW E-SERVICES TERTIARY CO- OPERATIVE REGISTRATION

V0.1

STEP BY STEP GUIDE: NEW TERTIARY CO-OPERATIVES REGISTRATIONS

This document describes the event of a new Tertiary 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 TERSIARY CO-OPERATIVE REGISTRATION

- **A Tertiary co-operative** must be formed by two or more Operational Secondary Co-operatives.

LEGAL REQUIREMENTS

- Operational means a co-operative that has held its annual general meeting and has submitted its annual report, audited report or independent reviewed report to the registrar in its financial year.

TERTIARY 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.
- Certified passport copies for Foreign Nationals.

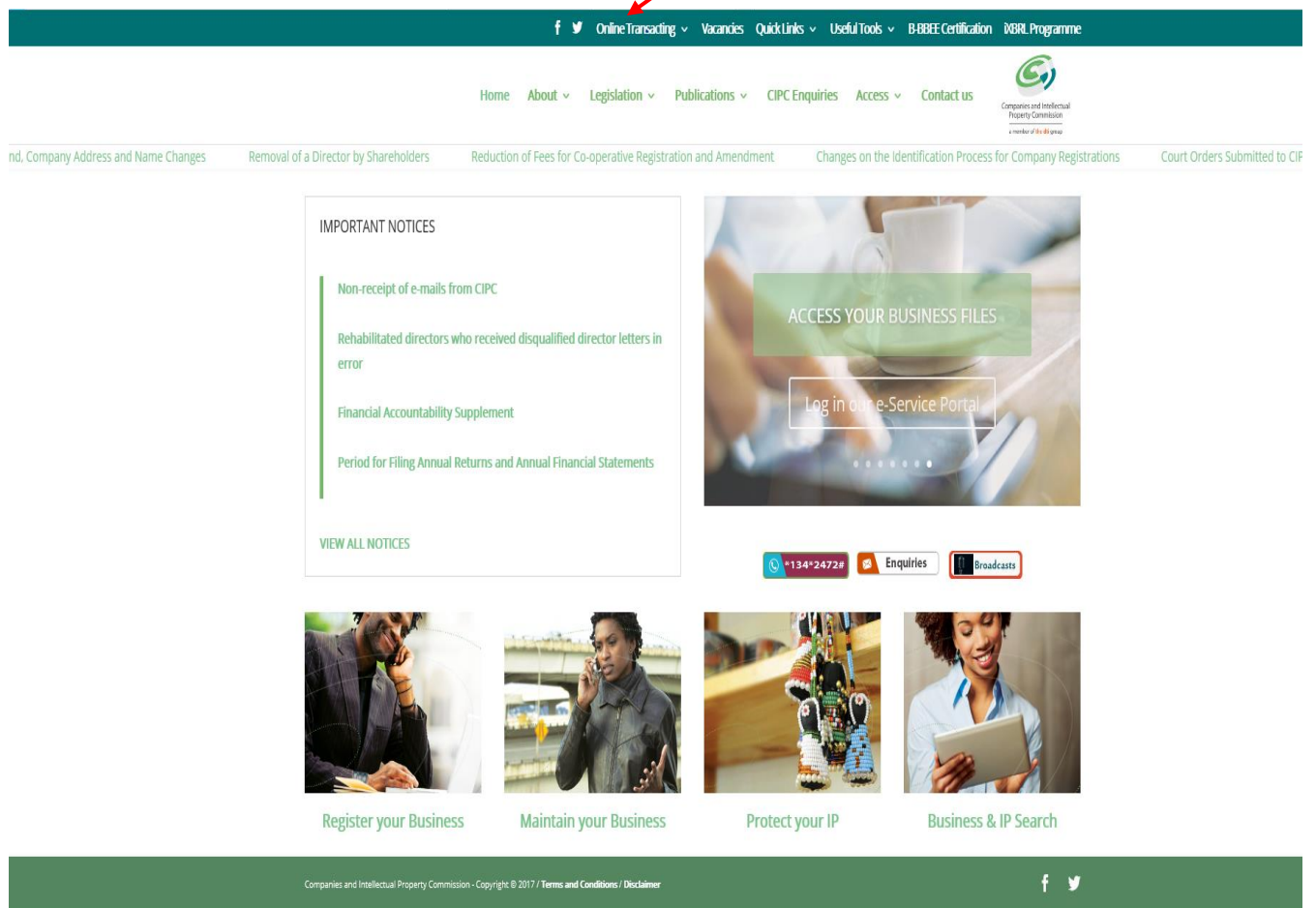
JURISTIC PERSON

- Any entity registerd at CIPC and must be in business.

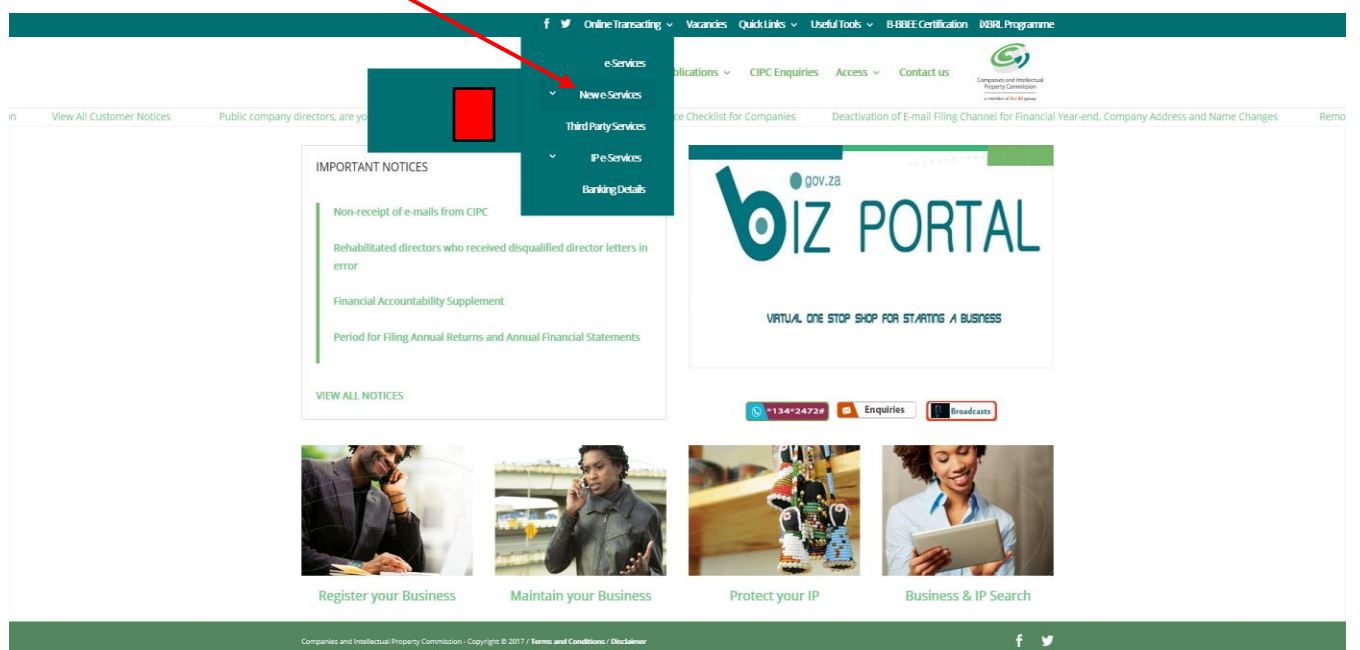
IMPORTANT NOTICE

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.

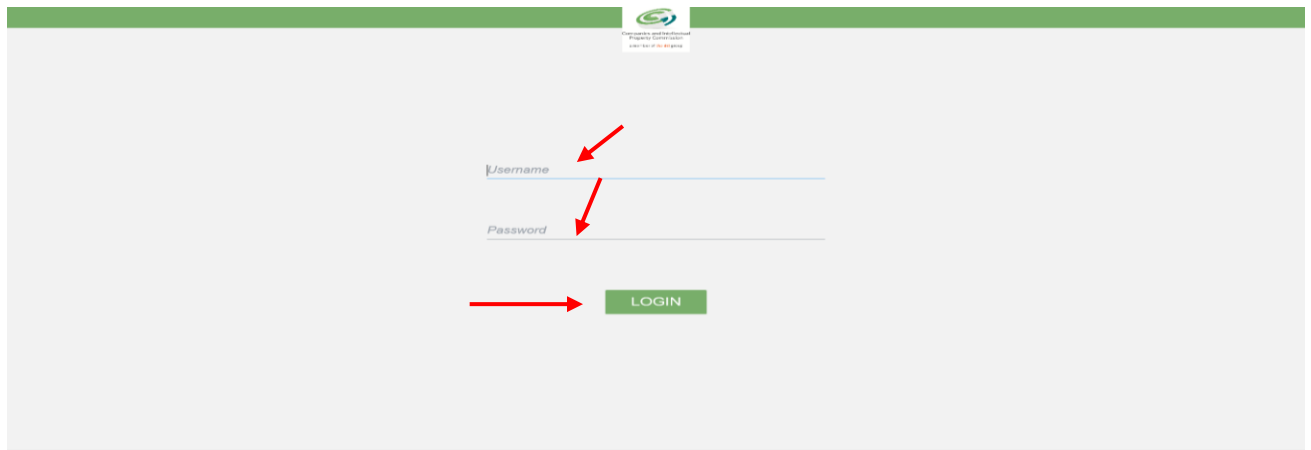
1. Visit the CIPC website www.cipc.co.za and click on On-line transacting



2. Click on New eservices.

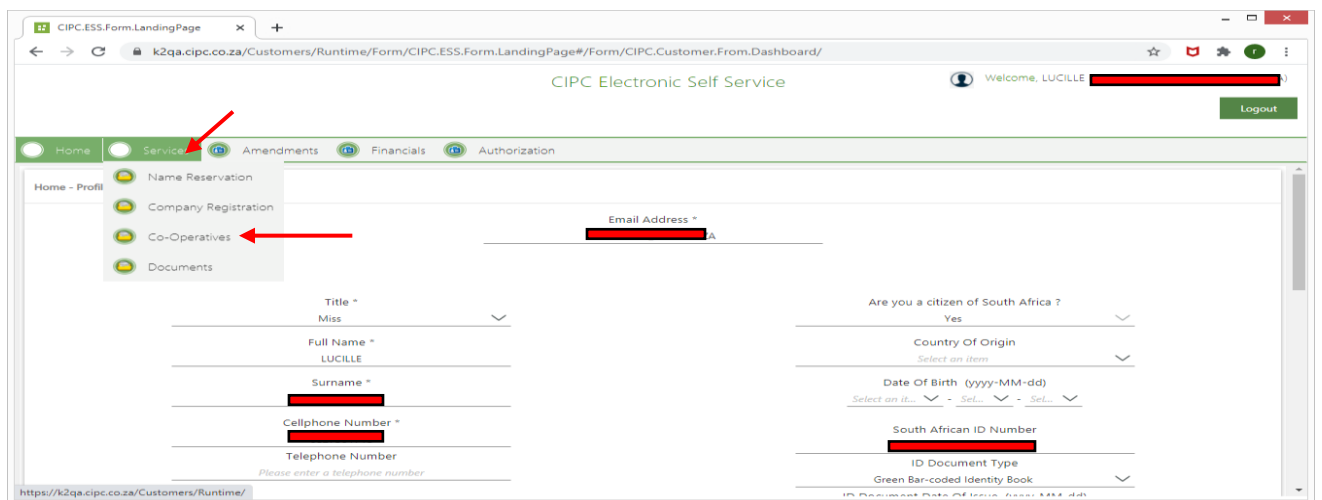


3. Enter the Username (Email address) and Password and click on **Login**.

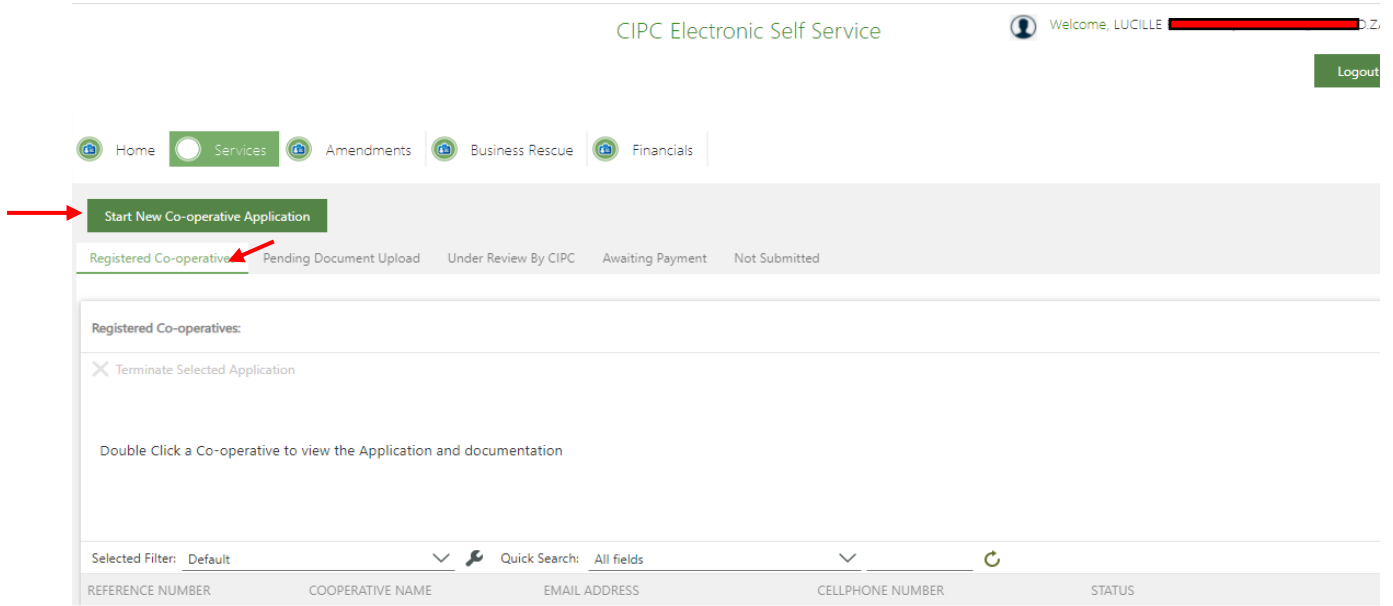


A screenshot of the login page for the CIPC Electronic Self Service. The page has a green header with the CIPC logo. Below the header, there are two input fields: 'Username' and 'Password'. Red arrows point to these fields. Below the fields is a green 'LOGIN' button, also indicated by a red arrow.

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

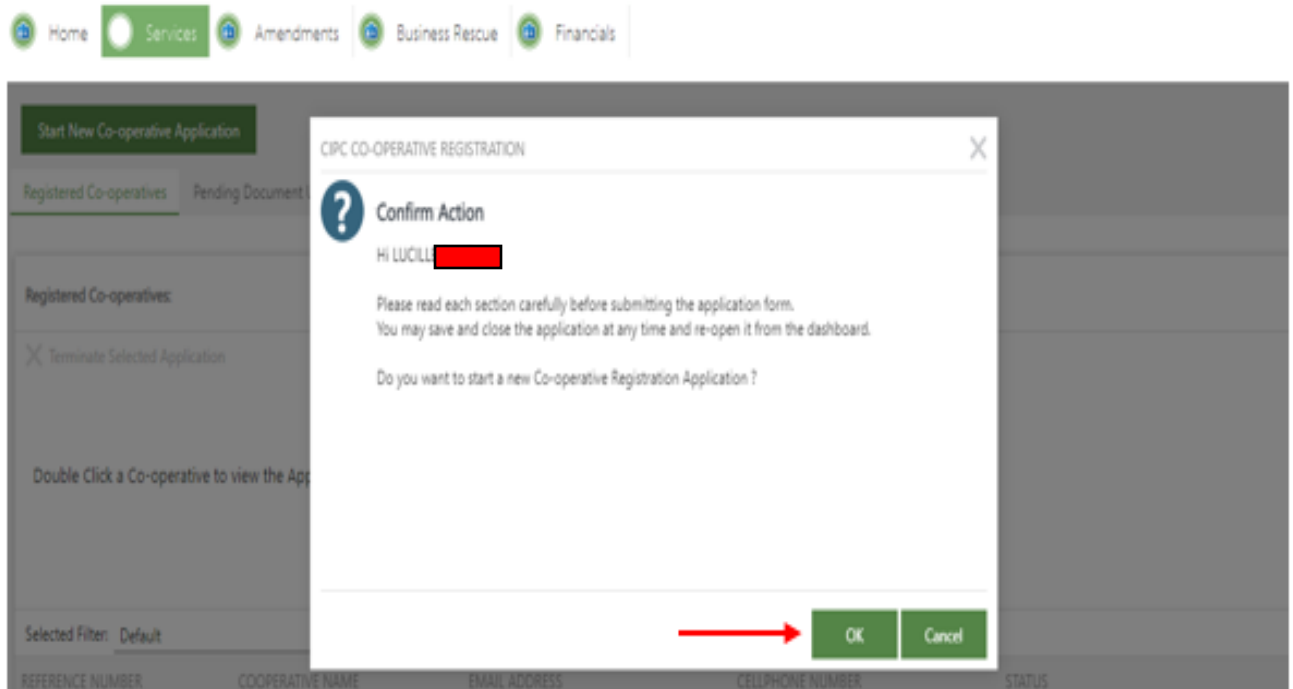


A screenshot of the CIPC Electronic Self Service landing page. The page shows a navigation menu on the left with 'Services' highlighted. A red arrow points to 'Services', and another red arrow points to 'Co-Operatives' in the dropdown menu. The main content area contains a registration form with fields for Email Address, Title, Full Name, Surname, Cellphone Number, and Telephone Number. There are also dropdown menus for Country of Origin, Date of Birth, and South African ID Number. A 'Logout' button is visible in the top right corner.

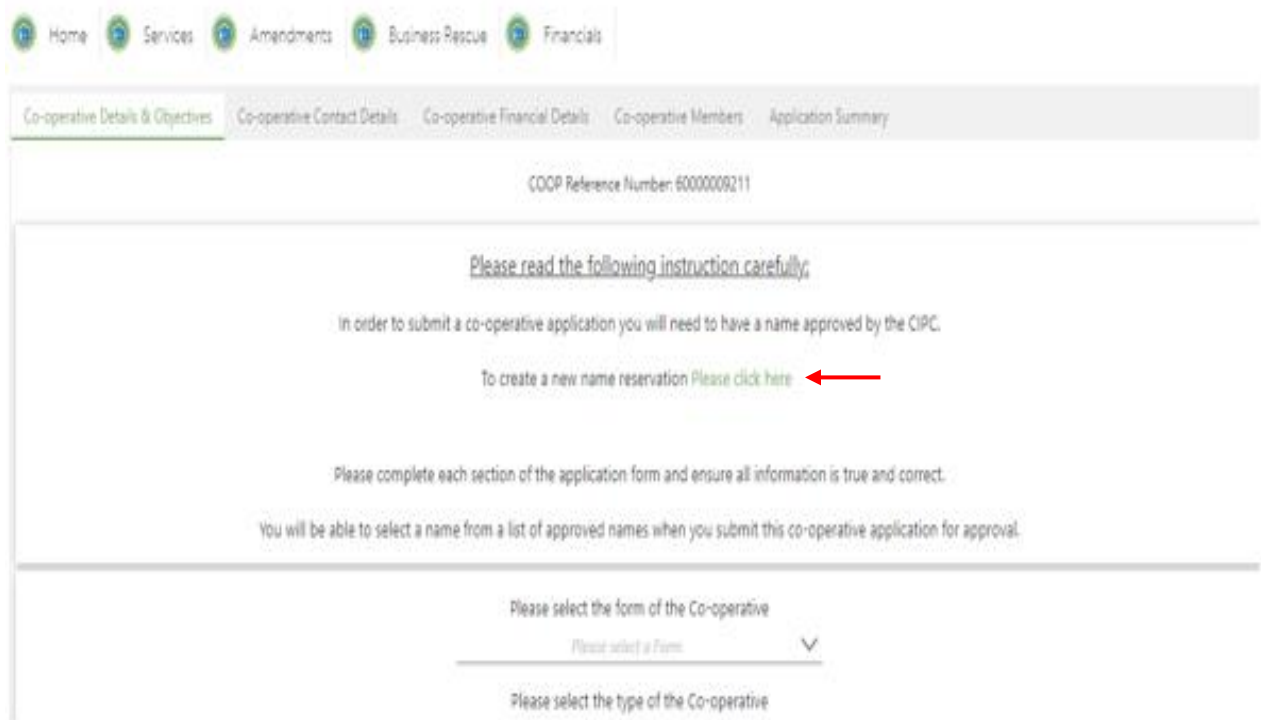


A screenshot of the 'Start New Co-operative Application' page. The page shows a navigation menu at the top with 'Services' highlighted. A red arrow points to 'Start New Co-operative Application' in the main content area. Below this, there is a section for 'Registered Co-operatives' with a table of applications. A red arrow points to the 'Registered Co-operative' link. The table has columns for Reference Number, Cooperative Name, Email Address, Cellphone Number, and Status. A 'Logout' button is visible in the top right corner.

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.**



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

- (a) Form of Co-operative
- (b) Type of Co-operative
- (c) Objectives: Click on the + sign next to **objectives**

The screenshot shows the 'Co-operative Details & Objectives' section of the CIPC Electronic Self Service portal. The user is logged in as LUCILLE (ZA). The page displays instructions for submitting a co-operative application, including a COOP Reference Number (60000010682). It prompts the user to select the form and type of co-operative. The 'Form of Co-operative' dropdown is set to 'TERTIARY COOPERATIVE'. The 'Type of Co-operative' dropdown is set to 'Please select a Type', with a dropdown menu open showing 'ADVOCATE, ENGAGE ORGANS OF STATE, PRIVATE SECTOR'. Below this, there is a '+ Add Objectives' button and a table for objectives. The table has a header 'DESCRIPTION' and currently shows 'No items to display.' At the bottom are 'Cancel', 'Save & Close', and 'Next' buttons. Red arrows point to the dropdowns and the '+ Add Objectives' button.

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. It asks 'Do you want to add your own objectives?' with a dropdown menu set to 'Yes'. Below this, it says 'Please Specify Your Co-operative Objective:' followed by a text input field containing 'ARRANGE FOR CONTRACTS'. There is an 'Add Selected Objectives' button. Below this is a section for 'Remove Objective From list' with a red 'X' icon. It shows 'Number of Objectives Added :1' and a table with a header 'DESCRIPTION' and one row containing 'ARRANGE FOR CONTRACTS'. At the bottom is a 'Save & Close' button. Red arrows point to the 'Yes' dropdown, the objective text field, the 'Add Selected Objectives' button, and the 'Save & Close' button.

ADD CO-OPERATIVE OBJECTIVES

Do you want to add your own objectives ?
No

Please select objectives to add:
☒ ADVOCATE, ENGAGE ORGANS OF STATE, PRIVATE SECTOR

Add Selected Objectives

Remove Objective From list

Number of Objectives Added :1

DESCRIPTION
ADVOCATE, ENGAGE ORGANS OF STATE, PRIVATE SECTOR

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**.

Please select the form of the Co-operative
TERTIARY COOPERATIVE

Please select the type of the Co-operative
ADVOCATE, ENGAGE ORGANS OF STATE, PRIVATE SECTOR

+ Add Objectives

Number of Objectives Added :1

DESCRIPTION
ARRANGE FOR CONTRACTS

Cancel Save & Close Next

8. The **Co-operative Contact Details** screen will display. Complete the required fields and click on **next**

- (a) Co-operative email address
- (b) Co-operative Cell phone number
- (c) Co-operative telephone number
- (d) Physical address
- (e) Business address
- (f) Postal Address

CIPC Electronic Self Service

Welcome, LUCILLE [Logout](#)

Home Services Amendments Business Rescue Financials

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:

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	Business Address	Postal Address
<div style="border-left: 2px solid red; padding-left: 10px;"> <p>Street Address: *</p> <p>101 CRAWFORD STREET</p> <p>City: *</p> <p>PORT ELIZABETH</p> <p>ZIP Postal Code: *</p> <p>6001</p> <p>Country: *</p> <p>South Africa</p> <p>Region Area Province: *</p> <p>Eastern Cape</p> </div>	<p>Street Address: *</p> <p>101 CRAWFORD STREET</p> <p>City: *</p> <p>PORT ELIZABETH</p> <p>ZIP Postal Code: *</p> <p>6001</p> <p>Country: *</p> <p>South Africa</p> <p>Region Area Province: *</p> <p>Eastern Cape</p>	<p>Street Address: *</p> <p>P O BOX 257</p> <p>City: *</p> <p>PORT ELIZABETH</p> <p>ZIP Postal Code: *</p> <p>6001</p> <p>Country: *</p> <p>South Africa</p> <p>Region Area Province: *</p> <p>Eastern Cape</p>

Back
Save & Close
Next ←

9. The Co-operative **Financial Details** screen will display. Complete the required fields and click on **next**.

- (a) Minimum number of Directors
- (b) Maximum number of Directors
- (c) Co-operative Financial year end
- (d) Date of interested persons meeting
- (e) Membership Fees
 - (i) Co-operative Annual membership fee
 - (ii) Initial Co-operative membership entrance fee
- (f) Membership shares
 - (i) Authorized number of shares for Co-operative
 - (ii) Minimum number of shares a member must have
 - (iii) Nominal value of co-operative member shares.

CIPC Electronic Self Service

Welcome, LUCILLE [REDACTED] (ZA) [Logout](#)

Home Services Amendments Business Rescue Financials

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: *

10

Co-Operative Financial Year End: *

February

Date of interested persons meeting : *

2021/09/01

Membership Fees

Co-Operative Annual Membership Fee: *

R850,00

Initial Co-Operative Membership Entrance Fee:

R250,00

Member Shares

Authorized Number Of Shares For Co-Operative: *

1500

Minimum Number Of Shares a Member Must Have: *

50

Nominal Value Of Co-Operative Member Share: *

R15,00

Back Save & Close Next

10.(a) A screen will display **member details**. To add a **Juristic member** click on the **+ Add Juristic member**

Home Services Amendments Business Rescue Financials

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		

Juristic Members:

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

+ Add Juristic Member **X Delete Juristic Member** Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
No items to display.		

<< < 1 > >>

Add the **registration number** of the Secondary Co-operative. The name of the co-operative will display. Add the **physical address city /postal code** and click on **add juristic member**.

The next screen will display the members. Click on the members name and thereafter on the **+ Add co-operative representative as Director**. The representative details will reflect. Click on **Save and Add representative / Director**.

Juristic Members:

NumberCIPC.COOP.FORMJURISTICPERSON

Juristic Representative Details

Juristic Representative ID Number: *

Juristic Representative First Name: *

Juristic Representative Surname: *

Juristic Representative Cellphone Number: *

Juristic Representative Email Address: *

Is the Postal address the same as the physical address ?

☒ Yes ☐ No

Physical Address

Physical Address Street :

Physical Address City :

Physical Address Postal Code :

1370

Physical Address Country :

South Africa

▼

Physical Address Region :

Eastern Cape

▼

Postal Address

Postal Address Street :

Postal Address City :

Postal Address Postal Code :

1370

Postal Address Country :

South Africa

▼

Postal Address Region :

Eastern Cape

▼

Close

Save & Add Representative / Director

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12

The next screen will reflect the juristic member and representative / director. To add a second representative of the same juristic click on the **+ Add juristic representative as director**.

Home

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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:

<u>Primary Co-operative</u>	<u>Secondary Co-operative</u>	<u>Tertiary Co-operative</u>
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		

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
	SECONDARY CO-OPERATIVE LIMITED	Yes

Juristic Members Representatives:

Number of Juristic Members as Directors: 1

+ Add Juristic Representative as Director

✗ Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
JOY	O	1

Auditors:

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

The next screenshot will display the members. Click on the members name and thereafter on the + Add co-operative representative as Director. The representative details will reflect. Click on Save and Add representative / Director.

Home Services Amendments Business Rescue Financials

CIPC.COOP.FORM.JURISTICPERSON

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
01	A	
01	A	
01	A	
01	A	
01	A	

Juristic Representative Details

Juristic Representative ID Number: *

Juristic Representative First Name: *

Juristic Representative Surname: *

Juristic Representative Cellphone Number: *

Juristic Representative Email Address: *

Is the Postal address the same as the physical address ?

☒ Yes ☐ No

Physical Address

Physical Address Street :
101 CRAWFORD STREET

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 :
101 CRAWFORD STREET

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

10 (b) The next screen will reflect member details. To add a second juristic member click on the **+ Add juristic member**.

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

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

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

Juristic Members:

Number of Juristic Members Added: 1 Number of Juristic Member Founders: 1

+ Add Juristic Member **X Delete Juristic Member** **Verify Juristic Member**

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C[REDACTED]	[REDACTED] R	Yes

« < 1 > »

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

+ Add Juristic Representative as Director **X Delete**

FIRST NAME	SURNAME	ENTERPRISE NUMBER
[REDACTED]	[REDACTED]	C[REDACTED]
[REDACTED]	[REDACTED]	C[REDACTED]

« < 1 > »

Auditors:

Number of Auditors: 0

+ Add Auditor **X Remove Auditor**

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

Back **Save & Close** **Next**

Add the **registration number** of the secondary co-operative. The name of the co-operative will display. Add the **physical address city /postal code** and **click** on **add juristic member**.

Home | Services | Amendments | Business Rescue | Financials

Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)

CIPC.COOP.FORM.JURISTICPERSON

Juristic Person

Juristic Number
C[REDACTED]

Juristic Name
[REDACTED]

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	Business Address	Postal Address
Physical Address Street : [REDACTED]	Business Address Street : [REDACTED]	Postal Address Street : [REDACTED]
Physical Address City : [REDACTED]	Business Address City : [REDACTED]	Postal Address City : [REDACTED]
Physical Address Postal Code : 0039	Business Address Postal Code : 0039	Postal Address Postal Code : 0039
Physical Address Country : South Africa	Business Address Country : South Africa	Postal Address Country : South Africa
Physical Address Region : Eastern Cape	Business Address Region : Eastern Cape	Postal Address Region : Eastern Cape

Close **Add Juristic Member**

The next screenshot will display the members. Click on the members name and thereafter on the + Add co-operative representative as Director. The representative details will reflect. Click on Save and Add representative / Director.

[illegible]

11. 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 Business Rescue Financials

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		

Juristic Members:

Number of Juristic Members Added: 2 Number of Juristic Member Founders: 2

+ Add Juristic Member **X Delete Juristic Member** **Verify Juristic Member**

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C2 [REDACTED]	[REDACTED]	Yes
C2 [REDACTED]	[REDACTED]	Yes

Navigation: << < 1 > >>

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

+ Add Juristic Representative as Director **X Delete**

FIRST NAME	SURNAME	ENTERPRISE NUMBER
[REDACTED]	[REDACTED] 2	[REDACTED] 3
[REDACTED]	[REDACTED]	[REDACTED]

Navigation: << < 1 > >>

Auditors:

Number of Auditors: 0

+ Add Auditor **X Remove Auditor**

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

Back **Save & Close** **Next**

+ Add Juristic Representative as Director **X Delete**

FIRST NAME PNAME2 JOHANNES PETRUS

Auditors:

Number of Auditors

+ Add Auditor

PRACTICE NUMBER **+ Add Auditor**

CIPC.COOP.SMO.IRBA LIST

G A SWANEPOEL	[REDACTED]	PA-SA
I T AUSTIN AND ASSOCIATES	[REDACTED]	CA
G W BENADE	[REDACTED]	PA-SA
HULDA THOMPSON	[REDACTED]	PA-SA
RABIE DEYSEL AND PARTNERS	[REDACTED]	CA
ADAMS SCHOUW AND CAIN	[REDACTED]	CA
G J K MARAIS	[REDACTED]	PA-SA

Close / Exit

Navigation: << < 1 > >>

The next screenshot will display all the members, representatives as directors and auditor.
Click on next.

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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:

<u>Primary Co-operative</u>	<u>Secondary Co-operative</u>	<u>Tertiary Co-operative</u>
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		

Juristic Members:

Number of Juristic Members Added: 2

Number of Juristic Member Founders: 2

+ Add Juristic Member

✗ Delete Juristic Member

📄 Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C2 [REDACTED]	[REDACTED]	Yes
C2 [REDACTED]	[REDACTED] R	Yes

<< < 1 > >>

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

+ Add Juristic Representative as Director

✗ Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
[REDACTED]	[REDACTED]	C2 [REDACTED]
[REDACTED] PETRUS	[REDACTED]	C2 [REDACTED]

<< < 1 > >>

Auditors:

Number of Auditors: 1

+ Add Auditor

✗ Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
[REDACTED]	A	07/10/2021	[REDACTED]	A

Back

Save & Close

→ Next

12. 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**.

The screenshot shows the 'CIPC Electronic Self Service' interface. At the top, it says 'Welcome, LUCILLE (ZA)' with a 'Logout' button. Below is a navigation bar with icons for Home, Services, Amendments, Business Rescue, and Financials. The main content area has tabs for 'Co-operative Details & Objectives', 'Co-operative Contact Details', 'Co-operative Financial Details', 'Co-operative Members', and 'Application Summary' (which is active). Under the 'Application Summary' tab, there is a list of categories with green checkmarks: 'Co-operative Details & Objectives: ✓', 'Co-operative Contact Details: ✓', 'Co-operative Financial Details: ✓', and 'Co-operative Members: ✓'. At the bottom, there are three buttons: 'Back', 'Save & Close', and 'Submit'. A red arrow points to the 'Submit' button.

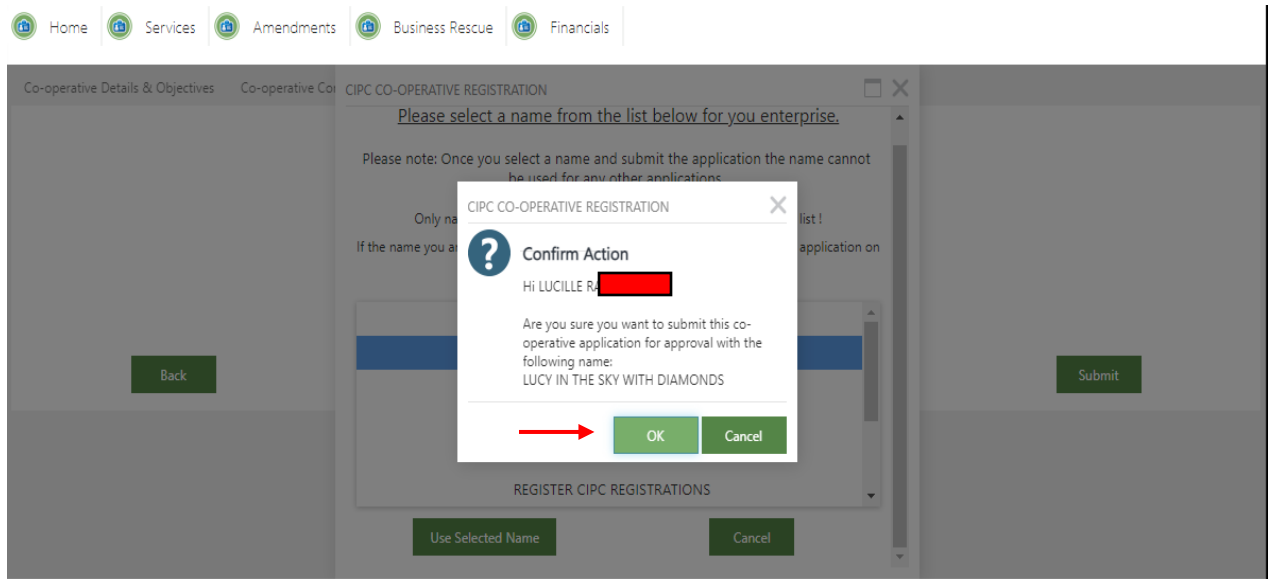
13. After you click on submit a screen will display all your name reservations approved under your customer code.

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

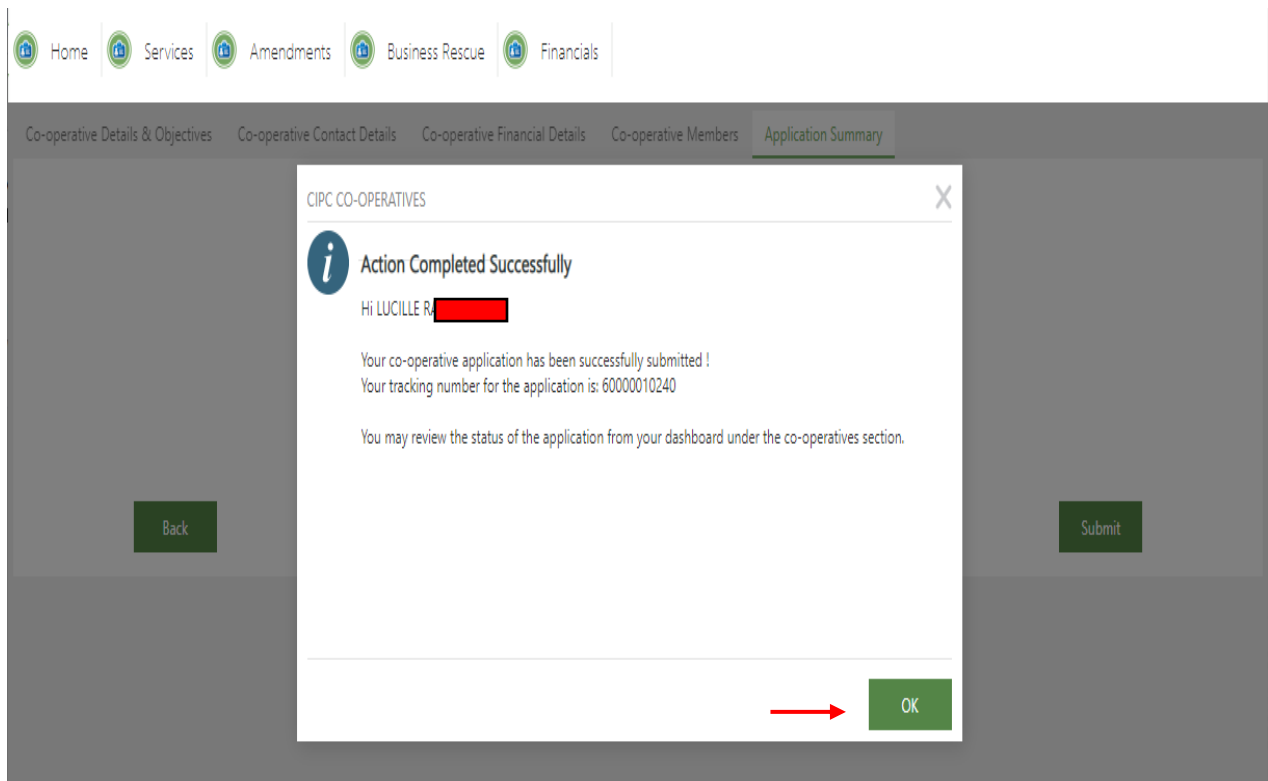
The screenshot shows the 'CIPC CO-OPERATIVE REGISTRATION' screen. It has a title bar with 'CIPC CO-OPERATIVE REGISTRATION' and a close button. Below the title bar, there is a message: 'Please select a name from the list below for you enterprise.' followed by a note: 'Please note: Once you select a name and submit the application the name cannot be used for any other applications.' and another note: '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.' Below the notes is a list of names: 'DEBELENE', 'LUCY IN THE SKY WITH DIAMONDS' (highlighted in blue), 'PLANTERS SEED', 'REA LIKA CORP', 'REALIKA CONSTRUCTION', and 'REGISTER CIPC REGISTRATIONS'. At the bottom, there are two buttons: 'Use Selected Name' and 'Cancel'. A red arrow points to the 'Use Selected Name' button. To the right of the list, there is a 'Submit' button.

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

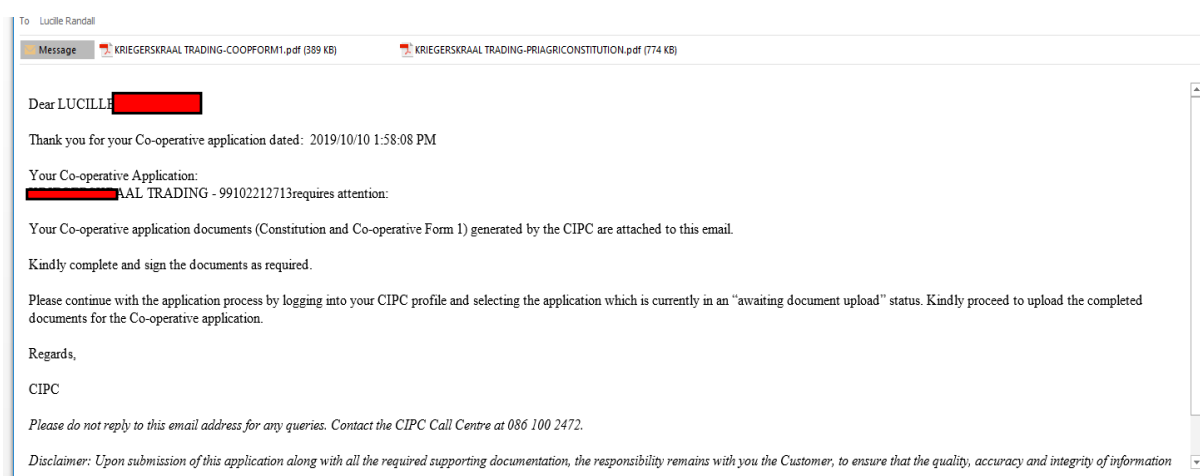
“Are you sure you want to submit the co-operative application for approval with the following Name: XX To proceed click **OK**.”



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



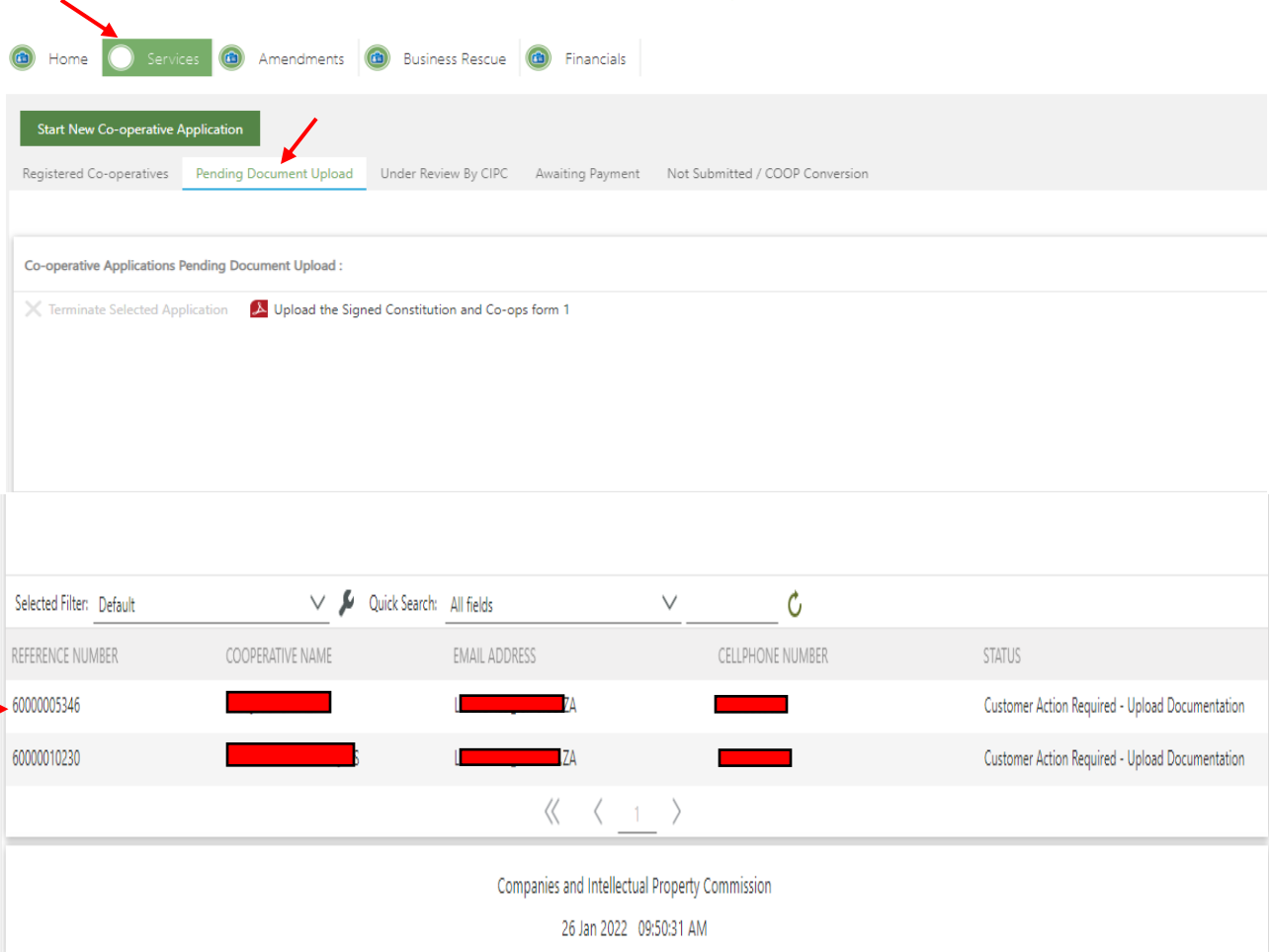
16. **Please note that the transaction is not yet completed.** An email with a Co-op1 form and Constitution will be send to the email address of the co-operative that you provided. The Co-op1 form and constitution must be signed by all members and uploaded on the system.



- 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"> Tertiary 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 for Foreign Nationals certified copies of passports.</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>

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**.



Home **Services** Amendments Business Rescue Financials

Start New Co-operative Application

Registered Co-operatives **Pending Document Upload** Under Review By CIPC Awaiting Payment Not Submitted / COOP Conversion

Co-operative Applications Pending Document Upload :

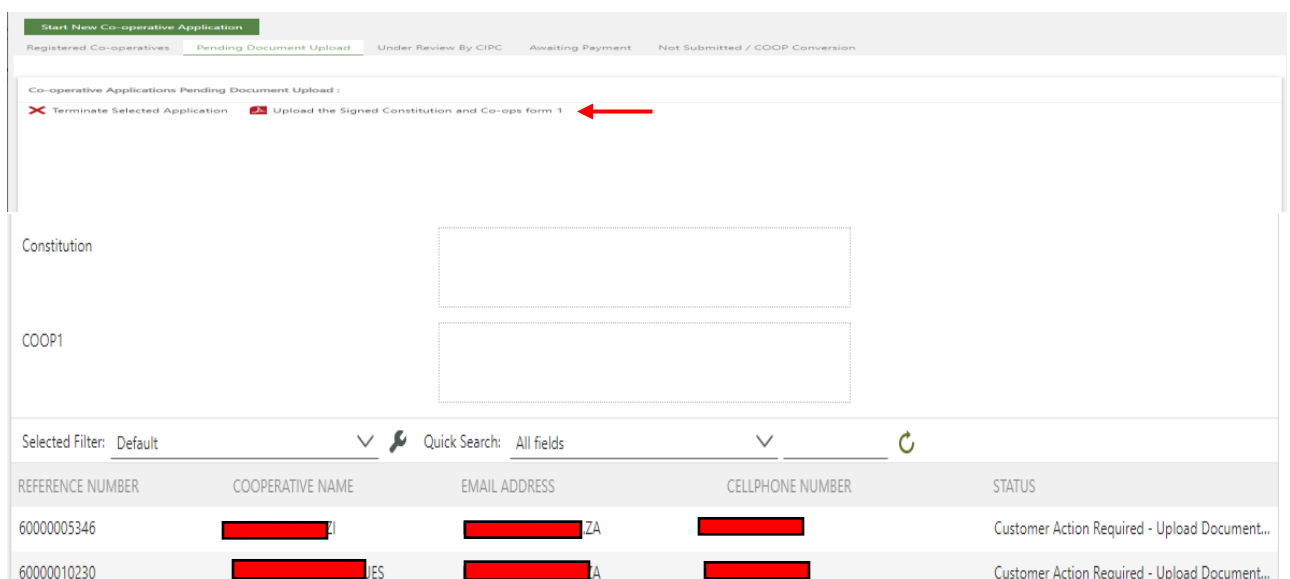
✕ Terminate Selected Application Upload the Signed Constitution and Co-ops form 1

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000005346	[REDACTED]	[REDACTED]ZA	[REDACTED]	Customer Action Required - Upload Documentation
6000010230	[REDACTED]	[REDACTED]ZA	[REDACTED]	Customer Action Required - Upload Documentation

Companies and Intellectual Property Commission
26 Jan 2022 09:50:31 AM

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**.



Start New Co-operative Application

Registered Co-operatives Pending Document Upload Under Review By CIPC Awaiting Payment Not Submitted / COOP Conversion

Co-operative Applications Pending Document Upload :

✕ Terminate Selected Application Upload the Signed Constitution and Co-ops form 1

Constitution

COOP1

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000005346	[REDACTED]	[REDACTED]ZA	[REDACTED]	Customer Action Required - Upload Document...
6000010230	[REDACTED]IES	[REDACTED]A	[REDACTED]	Customer Action Required - Upload Document...

Home Services Amendments Business Rescue Financials

Co-operative Applications Pending Document Upload :

✖ Terminate Selected Application Upload the Signed Constitution and Co-ops form 1

COOPERATIVE DOCUMENTATION UPLOAD

Co-operative Document Upload :

Co-operative Name :

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

Selected Filter: De

REFERENCE NUMBER

60000005346

60000010230

Companies and Intellectual Property Commission

26 Jan 2022 09:54:19 AM

Home Services Amendments Business Rescue Financials

Co-operative Applications Pending Document Upload :

✖ Terminate Selected Application Upload the Signed Constitution and Co-ops form 1

COOPERATIVE DOCUMENTATION UPLOAD

Upload Signed Constitution Here :

CONSTITUTION TEST.pdf
(PDF File)
635.17 KB

Note: 5.00 MB max file size allowed

Upload the Co-operative Form 1 Here :

COOPS1.pdf
(PDF File)
635.17 KB

Note: 5.00 MB max file size allowed

Upload Documents

Selected Filter: De

REFERENCE NUMBER

60000005346

60000010230

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

Home Services Amendments Business Rescue Financials

Start New Co-operative Application

Registered Co-operatives Pending Document Upload Under Review By CIPC Awaiting Payment Not Submitted / COOP Conversion

Co-operative Applications Under Review by the CIPC

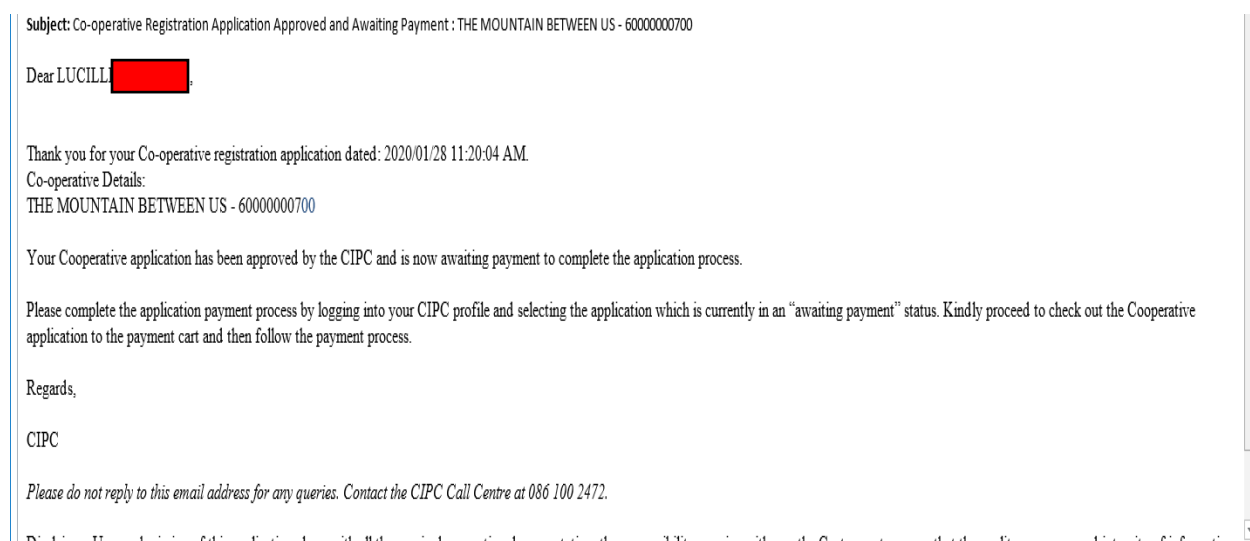
✖ Terminate Selected Application

Selected Filter: Default Quick Search: All fields

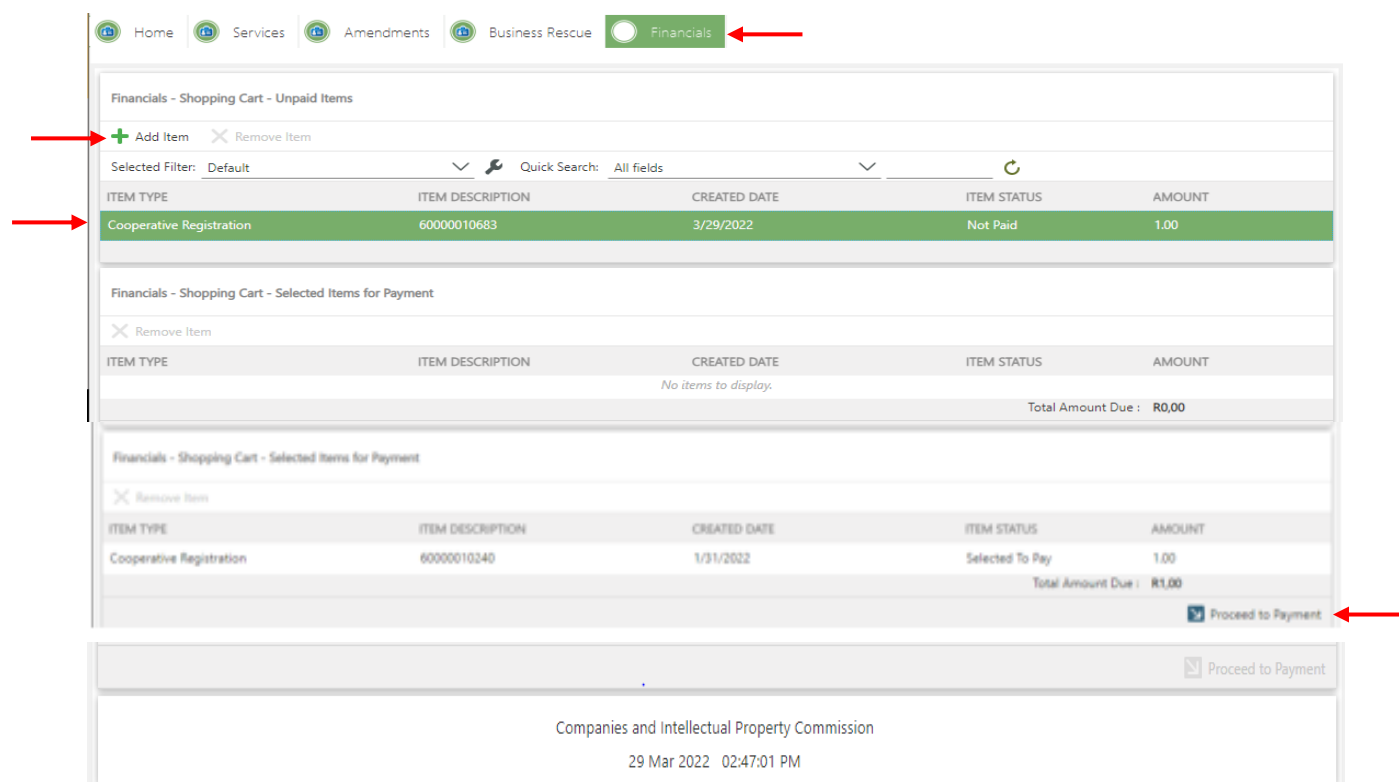
REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000009215	[REDACTED] CY	[REDACTED]	[REDACTED]	Currently Under Review
60000010228	[REDACTED]	[REDACTED]	[REDACTED]	Currently Under Review
60000010240	[REDACTED]	[REDACTED]	[REDACTED]	Currently Under Review

<< < 1 > >>

17. 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.



18. Complete the application payment process by logging into your CIPC profile and select **Financials, 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**.



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

The screenshot shows the 'Financials - Shopping Cart - Unpaid Items' page. A modal titled 'PAYMENT INFORMATION' is open, containing the following fields:

- Card Number: [Empty field]
- Currency: ZAR
- Expiry Date: [00] [0000]
- CVV Number: [000]
- Amount: R1.00

At the bottom of the modal are 'Pay' and 'Cancel' buttons. Red arrows point to the 'Add Item', 'Remove Item', 'Selected Filter: Default', 'ITEM TYPE', 'ITEM DESCRIPTION', 'ITEM STATUS', 'AMOUNT', 'Total Amount Due: R0.00', and 'Proceed to Payment' elements.

This block contains three screenshots of authentication steps:

- NEDBANK:** A message states 'Thank you for using your Nedbank card to make your internet purchase. To complete the purchase you will need to authenticate yourself using Approve4U'. It mentions an Approve4U message will be sent to the phone number [Redacted] and provides a link to 'Click here for terms and conditions'. A red arrow points to the 'Continue, I have my phone' button.
- VISA:** A message states 'As an additional security measure, you will have to approve this purchase via the FNB APP'. It instructs the user to tap on the FNB APP notification or open the FNB APP. A red arrow points to the 'Click here to continue to the merchant site' link.
- CAPITEC:** A message states 'Please authenticate yourself using your phone'. It asks 'Do you have your cellphone (number ending in *****) to verify your transaction?'. A red arrow points to the 'Continue' button.

The screenshot shows the 'Financials - Shopping Cart - Unpaid Items' page with a modal titled 'Card Holder Authenticated!' open. The modal contains the following text:

Dear Customer, Please use the M CIPC and navigate away from this page.

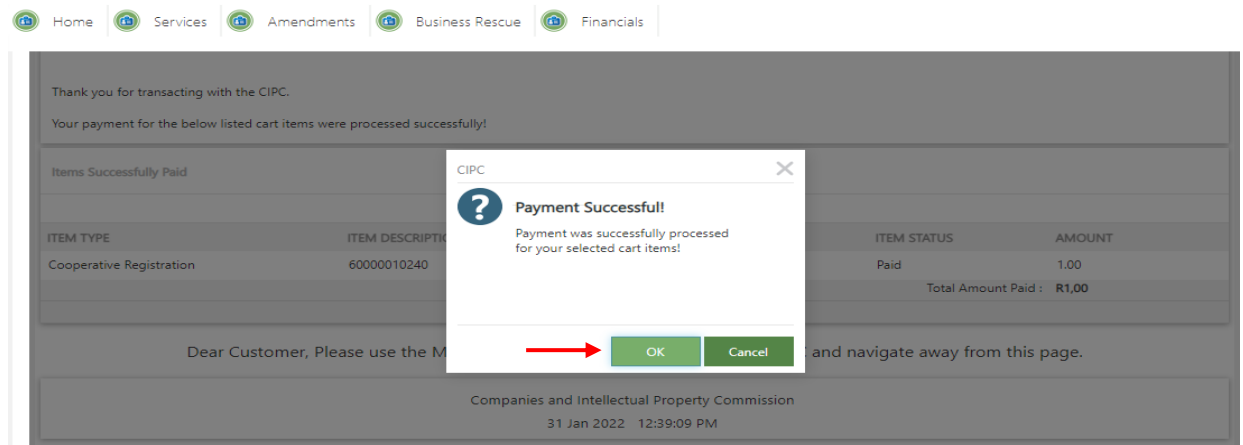
Card Holder Authenticated!

Your payment information provided has been successfully authenticated.

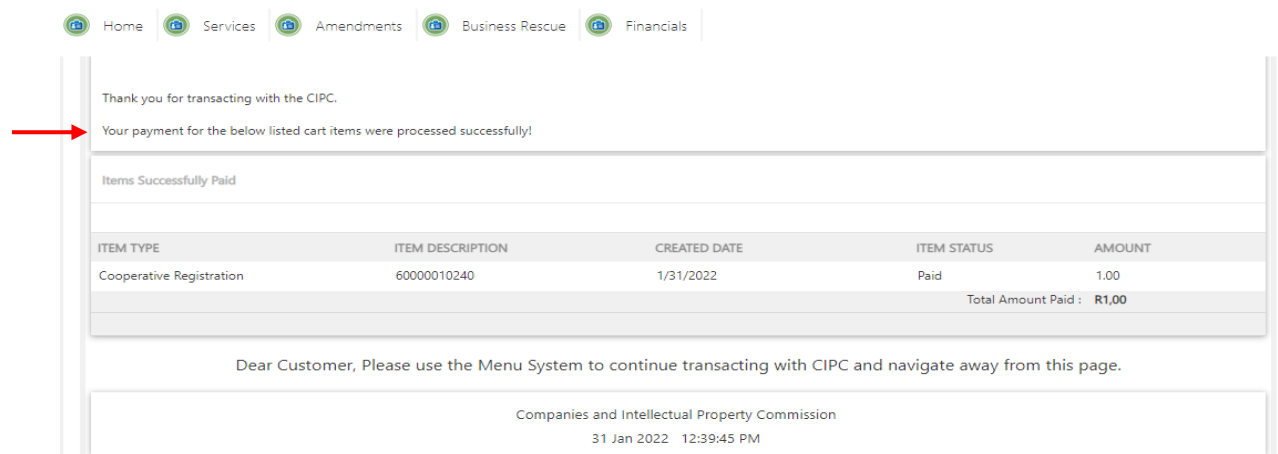
Your payment is being processed. Please do not close or refresh your browser.

At the bottom of the modal are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

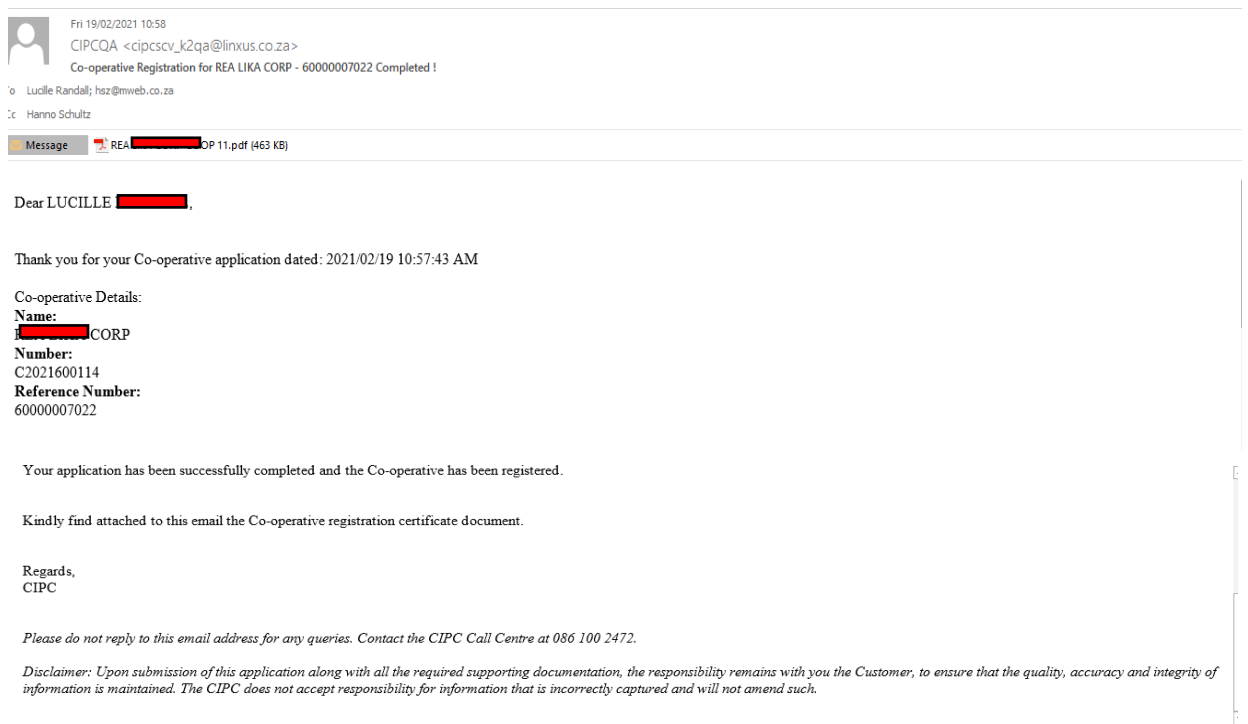
ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000010240	1/31/2022	Selected To Pay	1.00



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



21. The registration documents will be emailed.



22. 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

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005328	[REDACTED] TRATIONS	[REDACTED]@A	[REDACTED]	Active/Successful
60000005320	[REDACTED] JCY	[REDACTED]@A	[REDACTED]	Active/Successful
60000005321	[REDACTED] LOCKS	[REDACTED]@A	[REDACTED]	Active/Successful
60000007022	[REDACTED]	[REDACTED]@A	[REDACTED]	Active/Successful

COOP 11

C2021600114-COOP11-New.pdf (PDF File)

23. 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 [REDACTED],

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 Terminate Selected Application				
Selected Filter: Default Quick Search: All fields				
REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005311	Application Not Submitted			Application In Progress
60000005314	DEBELENE	LR [REDACTED] A	[REDACTED] B	Application Rejected
60000005318	Application Not Submitted			Application In Progress

24. 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 SABAFAZI - 60000005346
 To: Lucille Randall; hsz@mmweb.co.za; Hanno Schultz

Dear H [REDACTED] ES,

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 [REDACTED]

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.