

STEP BY STEP GUIDE:

NEW E-SERVICES SECONDARY CO- OPERATIVE REGISTRATION

V0.2

STEP BY STEP GUIDE: NEW SECONDARY CO-OPERATIVES REGISTRATIONS

This document describes the event of a new Secondary Co-operative registration with CIPC on the 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 SECONDARY CO-OPERATIVE REGISTRATION

- **A secondary co-operative** must be formed by two or more operational primary 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.

SECONDARY 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.
- 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.

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 Login.

The screenshot shows the homepage of the Companies and Intellectual Property Commission (CIPC). At the top left is the CIPC logo and text: "Companies and Intellectual Property Commission" and "a member of the dtic group". At the top right, there is a "LOGIN I REGISTER" link with a red arrow pointing to it, and a search bar. Below the header is a teal navigation bar with links: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. The main banner features a night cityscape with a large billboard that reads: "# CIPC Automation Journey", "The CIPC is embarking on an automation journey to improve and strengthen its online transacting platforms and the automation of key services.", and "Extending access to CIPC platforms globally!". To the right of the banner is the CIPC logo and text: "Companies and Intellectual Property Commission" and "a member of the dtic group". Below the banner are six service tiles: 1. ENTERPRISE REGISTRATION (icon: document with checkmark) - "Register companies and co-operatives". 2. ENTERPRISE MAINTENANCE (icon: wrench and screwdriver) - "Update company, close corporation and co-operative records". 3. INTELLECTUAL PROPERTY (icon: shield with checkmark) - "Apply, protect or trade your intellectual property". 4. QUICK ACCESS (icon: cloud with checkmark) - "Reset password - company investigations - all forms & fees ...". 5. SEARCH OUR REGISTRY (icon: magnifying glass) - "Company search, IP search, corporate and close corporate search ...". 6. XBRL PROGRAMME (icon: XBRL logo) - "New way of submitting annual financial statements using iXBRL". To the right of these tiles are two sections: "IMPORTANT NOTICES" with links to "Intermittent downtime due to the Department of Home Affairs' system challenges", "Return relating to directors and register of members", "Voluntary deregistration of companies and close corporations", and "Co-operatives that have been directed to change names by the registrar of co-operatives"; and "ALL EVENTS" with a link to "VIEW ALL EVENTS". At the bottom is a teal footer bar with four columns: "USEFUL RESOURCES" (B-BBEE Certification, Banking Details, Domain Name Registration, Forms and Fees, Business Hub), "NEED HELP?" (Step-by-Step Guides, Self-Service Centers, Log a Query, Learn-i-biz), "LEGAL" (Access to Information, Terms and Conditions, Privacy Policy, Legislation, Company Investigations), and "OTHER" (Frequently Asked Questions, Submit Audited or Independently Reviewed Financial Statements, Submit Financial Accountability Supplements). The footer also contains the text "Companies and Intellectual Property Commission - Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy" and social media icons for Facebook, Twitter, and YouTube.

2. Click on New eservices.

The screenshot displays the homepage of the Companies and Intellectual Property Commission (CIPC), a member of the eSic group. The header includes the CIPC logo, navigation links (HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, CONTACT), and a search bar. The main content area is titled 'PORTALS LOGINS' and features five service tiles: E-SERVICES, IP E-SERVICES, ENQUIRIES, NEW E-SERVICES, and BIZPORTAL. Each tile has a 'view services' link and a 'CONTINUE...' button. A red arrow points to the 'CONTINUE...' button for 'NEW E-SERVICES'. To the right, a 'Related links' sidebar lists various services like 'Register as a customer', 'Banking details', 'Password Reset', 'Register company online', 'Log a query', and 'Register trade mark, design or patent online'. The footer contains sections for 'USEFUL RESOURCES', 'NEED HELP?', 'LEGAL', and 'OTHER', along with social media icons and a copyright notice for 2022.

Companies and Intellectual Property Commission
a member of the eSic group

LOGIN | REGISTER

Search

HOME ABOUT ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES CONTACT

PORTALS LOGINS

Related links

- Register as a customer
- Banking details
- Password Reset
- Register company online
- Log a query
- Register trade mark, design or patent online

E-SERVICES
[view services](#)
CONTINUE...

IP E-SERVICES
[view services](#)
CONTINUE...

ENQUIRIES
[view services](#)
CONTINUE...

NEW E-SERVICES
[view services](#)
CONTINUE...

BIZPORTAL
[view services](#)
CONTINUE...

USEFUL RESOURCES

- B-BBEE Certification
- Banking Details
- Domain Name Registration
- Forms and Fees
- Business Hub

NEED HELP?

- Step-by-Step Guides
- Self-Service Centers
- Log a Query
- Learn-i-biz

LEGAL

- Access to Information
- Terms and Conditions
- Privacy Policy
- Legislation
- Company Investigations

OTHER

- Frequently Asked Questions
- Submit Audited or Independently Reviewed Financial Statements
- Submit Financial Accountability Supplements

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The Customer Portal Entrance page will display. Select RSA individual, type in your ID number and click on **Search**.

Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

[Gmail](#) [Outlook](#) [YAHOO! MAIL](#)

NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.

NOTE: This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:
RSA Individual ✓

Identification: ID Number
[Redacted ID Number]

Search

Companies and Intellectual Property Commission
27 Jul 2022 12:05:00 PM

If you were registered as a Customer with CIPC previously and had an existing customer profile, the following message will display: “Your customer profile record could be successfully validated”. You will be redirected to Login. Click on **OK**.

If you have never registered as a CIPC customer, the following message will display: “Your customer record was not found or incomplete.” You will be redirected to individual Customer Registration. Click on **OK**.

Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

[Gmail](#) [Outlook](#) [YAHOO! MAIL](#)

NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.

NOTE: This system makes use of Card Payments for processing transactions.

CIPC

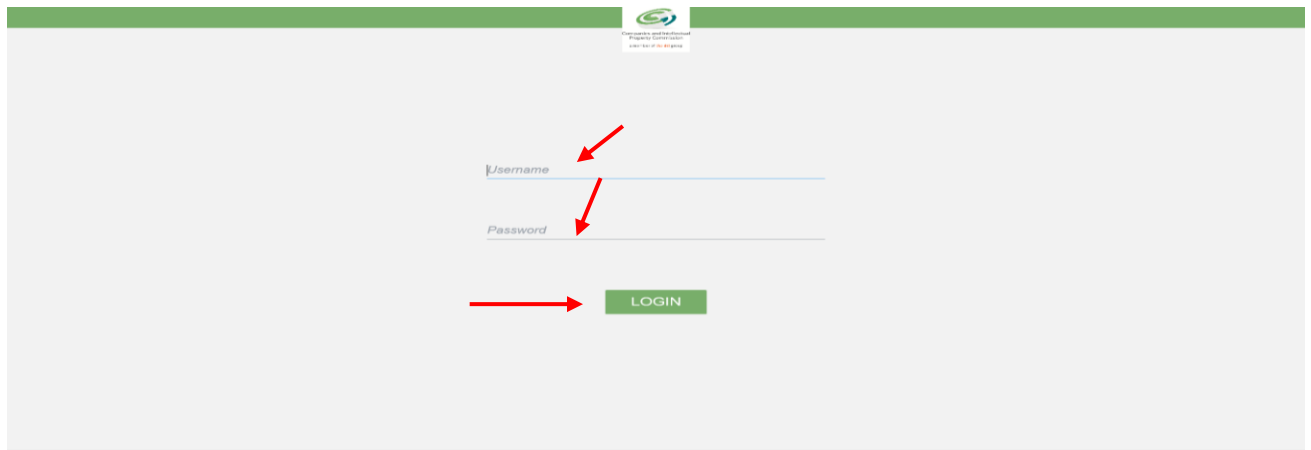
Customer Search

Your customer profile record could be successfully validated!

You will be redirected to Login.

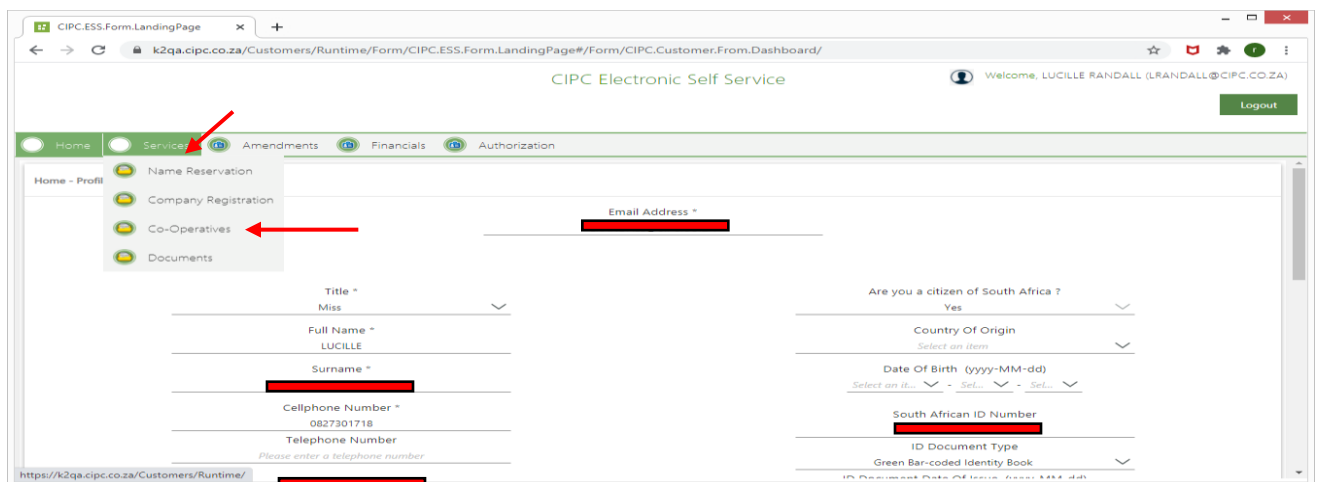
OK

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



A screenshot of the login page for 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', 'Telephone Number', 'Are you a citizen of South Africa?', 'Country Of Origin', 'Date Of Birth', 'South African ID Number', 'ID Document Type', and 'Green Bar-coded Identity Book'. A red box highlights the 'Email Address' field.

CIPC Electronic Self Service

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

Logout

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

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

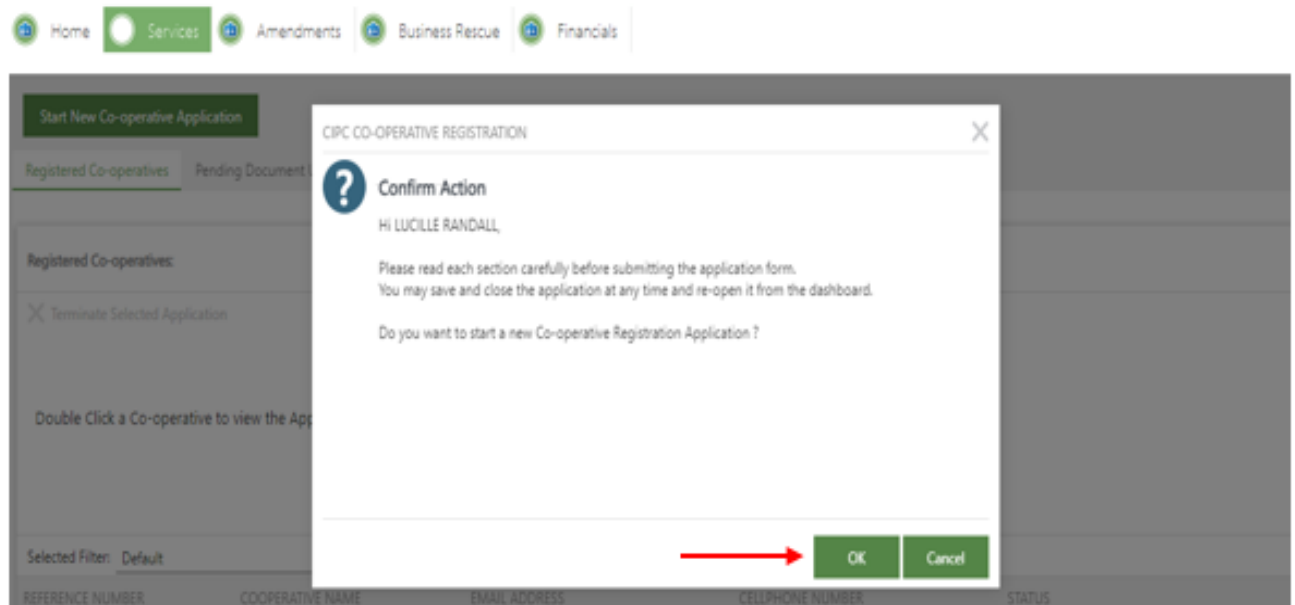
COOPERATIVE NAME

EMAIL ADDRESS

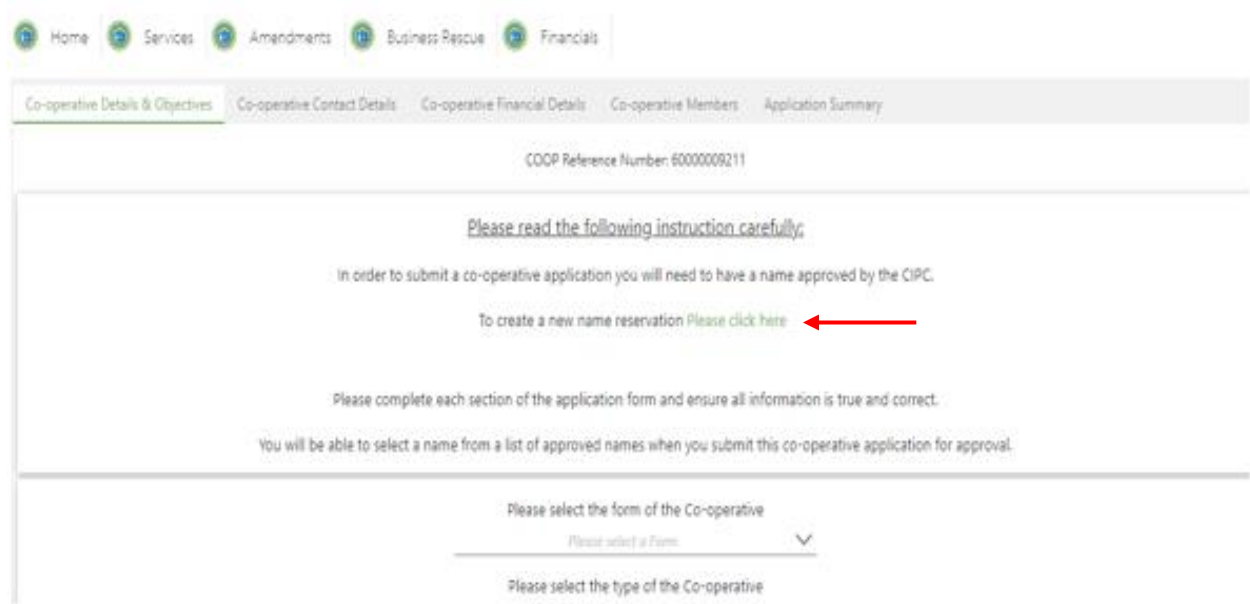
CELLPHONE NUMBER

STATUS

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.**



-
- Home Services Amendments Business Rescue Financials
- Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary
- COOP Reference Number: 60000009226
- Please read the following instruction carefully;
- In order to submit a co-operative application you will need to have a name approved by the CIPC.
- To create a new name reservation [Please click here](#)
- Please complete each section of the application form and ensure all information is true and correct.
- 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
- Please select a Form
- PRIMARY CO-OPERATIVE
SECONDARY CO-OPERATIVE
TERTIARY CO-OPERATIVE
- Please select the type of the Co-operative
- SECTORAL SERVICES SECONDARY CO-OPERATIVE
- + Add Objectives
- Number of Objectives Added: 0
- | DESCRIPTION |
|----------------------|
| No items to display. |
- Cancel Save & Close Next

-
- Home Services Amendments Business Rescue Financials
- ADD CO-OPERATIVE OBJECTIVES
- Do you want to add your own objectives?
- Yes
- Please Specify Your Co-operative Objective
- PROVIDE SERVICES TO ITS MEMBERS
- Add Selected Objectives
- Number of Objectives Added: 2
- | DESCRIPTION |
|---|
| SECTORAL SERVICES SECONDARY CO-OPERATIVE
PROVIDE SERVICES TO ITS MEMBERS |
- Save & Close

Home Services Amendments Business Rescue Financials

ADD CO-OPERATIVE OBJECTIVES

Do you want to add your own objectives ?
No

Please select objectives to add:
☒ SECTORAL SERVICES SECONDARY CO-OPERATIVE

Add Selected Objectives

Number of Objectives Added :1

DESCRIPTION
SECTORAL SERVICES SECONDARY CO-OPERATIVE

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

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Home Services Amendments Business Rescue Financials

Please complete each section of the application form and ensure all information is true and correct.
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
SECONDARY COOPERATIVE

Please select the type of the Co-operative
SECTORAL SERVICES SECONDARY CO-OPERATIVE

+ Add Objectives

Number of Objectives Added :2

DESCRIPTION
SECTORAL SERVICES SECONDARY CO-OPERATIVE
PROVIDE SERVICES TO ITS MEMBERS

Cancel Save & Close Next

9. 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

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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: *
LRANDALL@CIPC.CO.ZA

Co-Operative Cellphone Number: *
0827301718

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

Co-Operative Telephone Number:
0123945031

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
Street Address: * 101 CRAWFORD STREET	Street Address: * 101 CRAWFORD STREET	Street Address: * P O BOX 257
City: * PORT ELIZABETH	City: * PORT ELIZABETH	City: * PORT ELIZABETH
ZIP Postal Code: * 6001	ZIP Postal Code: * 6001	ZIP Postal Code: * 6001
Country: * South Africa	Country: * South Africa	Country: * South Africa
Region Area Province: * Eastern Cape	Region Area Province: * Eastern Cape	Region Area Province: * Eastern Cape

[Back](#)
[Save & Close](#)
[Next](#)

10. 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.
- (g) Upload Financial Statements in PDF

CIPC Electronic Self Service

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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

Click in the block [Upload the Financial Statements here](#) and attach the document. Documents must be uploaded in PDF. Thereafter click on Upload Financial Statements and [next](#).

Upload Financial Statements for Secondary and Tertiary Co-Operative

Upload Financial Statement Here :

 BIZPORTAL STEP BY STEP.pdf
(PDF File)
1.43 MB

Note: 5.00 MB max file size allowed

[Upload Financial Statements](#)

Back Save & Close Next

11.(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.		

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

CIPC Electronic Self Service Welcome, LUCILLE RANDALL (LRANDALL@CIPC.CO.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

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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		

CIPC.COOP.FORM.JURISTICPERSON

Juristic Person

Juristic Number
C2020600041

Juristic Name
MANZI BUZY CORNER

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 : PLEASE ENTER A STREET ADDRESS	Business Address Street : PLEASE ENTER A STREET ADDRESS	Postal Address Street : PLEASE ENTER A STREET ADDRESS
Physical Address City : PRETORIA	Business Address City : PRETORIA	Postal Address City : PRETORIA
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.

CIPC.COOP.FORM.JURISTICPERSON

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
C2020600041	PNAME2	PSURNAME2
C2020600041	JOHANNES PETRUS	SCHULTZ
C2020600041	PNAME2	PSURNAME2
C2020600041	PNAME2	PSURNAME2
C2020600041	PNAME2	PSURNAME2
C2020600041	JOHANNES PETRUS	SCHULTZ

CIPC.COOP.FORM.JURISTICPERSON

Juristic Representative ID Number: *
6907030180087

Juristic Representative First Name: *
JOHANNES PETRUS

Juristic Representative Surname: *
SCHULTZ

Juristic Representative Cellphone Number: *
0827301718

Juristic Representative Email Address: *
LRANDALL@CIPC.CO.ZA

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

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**

CIPC Electronic Self Service Welcome, LUCILLE RANDALL (LRANDALL@CIPC.CO.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 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: 1
Number of Juristic Member Founders: 1

+ Add Juristic Member
- Delete Juristic Member
Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C2020600041	MANZI BUZY CORNER	Yes

Juristic Members Representatives:

Number of Juristic Members as Directors: 1

+ Add Juristic Representative as Director
- Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
JOHANNES PETRUS	SCHULTZ	C2020600041

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

Home
Services
Amendments
Business Rescue
Financials

CIPC.COOP.FORM.JURISTICPERSON

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
C2020600041	HANK	MIKE
C2020600041	TEBOGO JOHN MAKAMA	MASAKALE
C2020600041	HANK	MIKE
C2020600041	LOYD	MERCY
C2020600041	TEBOGO JOHN MAKAMA	MASAKALE

[Juristic Representative Details](#)

Juristic Representative ID Number: *

A4098888

Juristic Representative First Name: *

HANK

Juristic Representative Surname: *

MIKE

Juristic Representative Cellphone Number: *

0727582634

Juristic Representative Email Address: *

HDEKAT@GMAIL.COM

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

11.(b) The next screen will reflect member details. To add a second 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:

<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
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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
C2020600041	MANZI BUZY CORNER	Yes

<< < 1 > >>

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

+ Add Juristic Representative as Director

✗ Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
HANK	MIKE	C2020600041
JOHANNES PETRUS	SCHULTZ	C2020600041

<< < 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

Add the **registration number** of the primary 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.FORMJURISTICPERSON

Juristic Person

Juristic Number

C2020600301

Juristic Name

EXTPILZOSC

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

Physical Address Street :
127 BURKEA ROAD

Physical Address City :
PEBBLE ROCK GOLF VILLAGE

Physical Address Postal Code :
0039

Physical Address Country :
South Africa

Physical Address Region :
Eastern Cape

Business Address

Business Address Street :
127 BURKEA ROAD

Business Address City :
PEBBLE ROCK GOLF VILLAGE

Business Address Postal Code :
0039

Business Address Country :
South Africa

Business Address Region :
Eastern Cape

Postal Address

Postal Address Street :
127 BURKEA ROAD

Postal Address City :
PEBBLE ROCK GOLF VILLAGE

Postal Address Postal Code :
0039

Postal Address Country :
South Africa

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.

Home

Services

Amendments

Business Rescue

Financials

Number of Juristic Members Added: 2

Number of Juristic Member Founders: 2

+ Add

ENTERPRISE NUMBER

C2020002136

C2020002136

C2020002136

Juristic

Number

+ Add

FIRST NAME

CIPC.COOP.FORM.JURISTICPERSON

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
C2020002136	Pname2	Psurname2
C2020002136	INFINITY COSMETICS AND BEAUTY	INFINITY COSMETICS AND BEAUTY
C2020002136	JOHANNES PETRUS	SCHULTZ
C2020002136	PURIFY DESTINY	PURIFY DESTINY
C2020002136	Pname1	Psurname1
C2020002136	PURIFY DESTINY	PURIFY DESTINY
C2020002136	Pname1	Psurname1
C2020002136	Pname2	Psurname2
C2020002136	INFINITY COSMETICS AND BEAUTY	INFINITY COSMETICS AND BEAUTY
C2020002136	JOHANNES PETRUS	SCHULTZ

Juristic Representative Details

Juristic Representative ID Number: *

Passport2

Juristic Representative First Name: *

PNAME2

Juristic Representative Surname: *

PSURNAME2

Juristic Representative Cellphone Number: *

0825569857

Juristic Representative Email Address: *

LSKOSANA@CIPC.CO.ZA

Is the Postal address the same as the physical address ?

☐ Yes
☐ No

Physical Address

Physical Address Street :

109 MANDY 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 :

109 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

12. 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 **✗ Delete Juristic Member** Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C2020002136	KLIP EEN	Yes
C2020600041	MANZI BUZY CORNER	Yes

<< < 1 >

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

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

FIRST NAME	SURNAME	ENTERPRISE NUMBER
PNAME2	PSURNAME2	C2020002136
JOHANNES PETRUS	SCHULTZ	C2020600041

<< < 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**

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

FIRST NAME CIPC.COOP.SMO.IRBA LIST

PNAME2

JOHANNES PETRUS

Auditors:

Number of Auditors

+ Add Auditor

PRACTICE NUMBER

+ Add Auditor **Close / Exit**

AUDITOR NAME	ENTERPRISE NUMBER	AUDITOR TYPE
G A SWANEPOEL	4784	PA-SA
I T AUSTIN AND ASSOCIATES	928992E	CA
G W BENADE	6320	PA-SA
HULDA THOMPSON	7064	PA-SA
RABIE DEYSEL AND PARTNERS	915014A	CA
ADAMS SCHOUW AND CAIN	958387	CA
G J K MARAIS	004837	PA-SA

<< < 1 >

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

<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
C2020002136	KLIP EEN	Yes
C2020600041	MANZI BUZY CORNER	Yes

<< < 1 > >>

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

+ Add Juristic Representative as Director

✗ Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
PNAME2	PSURNAME2	C2020002136
JOHANNES PETRUS	SCHULTZ	C2020600041

<< < 1 > >>

Auditors:

Number of Auditors: 1

+ Add Auditor

✗ Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
004837	A	07/10/2021	G J K MARAIS	A

Back

Save & Close

Next

13. 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, there is a navigation bar with icons for Home, Services, Amendments, Business Rescue, and Financials. Below this is a sub-navigation bar with tabs for Co-operative Details & Objectives, Co-operative Contact Details, Co-operative Financial Details, Co-operative Members, and Application Summary (which is currently selected). The main content area displays a summary of the application status: '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'. The top right corner shows a user profile for 'LUCILLE RANDALL (LRANDALL@CIPC.CO.ZA)' and a 'Logout' button.

The screenshot shows a modal window titled 'CIPC CO-OPERATIVE REGISTRATION'. It contains the following text: '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 !', and 'If the name you are looking for is not in this list please review the status of the application on your dashboard.' Below the text is a list box containing the following names: DEBELENE, LUCY IN THE SKY WITH DIAMONDS (which is highlighted), PLANTERS SEED, REA LIKA CORP, REALIKA CONSTRUCTION, and REGISTER CIPC REGISTRATIONS. At the bottom of the modal, there are two buttons: 'Use Selected Name' and 'Cancel'. The background of the application is dimmed, showing the same navigation and summary elements as the previous screenshot.