



Companies and Intellectual
Property Commission

a member of the **dtic** group

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION

MAIN QUERIES RECEIVED BY CIPC

DATE: 29 NOVEMBER 2021



AGENDA

Introduction to CIPC

Main Queries received by CIPC Call Centre

- Customer Code & Password Reset
- Disclosure of Certificates
- Allocation of Funds
- BizPortal (Name Reservation & Company Registration)

INTRODUCTION TO CIPC

CIPC was brought into existence by the Companies Act, 2008

in terms of section 185(1) of the Companies Act, the commission is established as a juristic person to function as an organ of state within the public administration, but as an institution outside the public service.



CIPC
Companies &
Intellectual
Property
Commission

Business
Registration &
Corporate
Regulation
Companies
Co-operatives
Close Corporations
(CCs)

Intellectual
Property
Patents
Designs
Trade Marks
Copyright

CIPC OBJECTIVES

- ❑ Registration of Companies, Co-operatives and Intellectual Property rights and the maintenance thereof
- ❑ Disclosure of information on its registers
- ❑ Enforcement of the relevant legislation
- ❑ Promotion of education & awareness of Company and Intellectual Property Law
- ❑ Licensing of business rescue practitioners
- ❑ Monitoring compliance with and contravention of financial reporting standards, and making recommendations thereto
- ❑ Report, research and advise the Minister on matters of national policy relating to company and intellectual property law

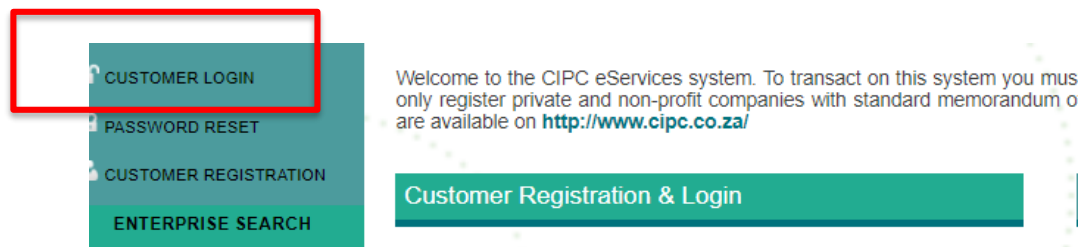


Customer Code & Password Re-set



CUSTOMER CODE

- Each CIPC customer is allocated to CIPC Customer code. The customer code is linked to each person's ID.
- A Customer Code is used to log into **CIPC eServices**
- Bizportal: The ID number is used to log in (not passport).
- However, the same Password is used for **BizPortal, eServices and to New e-Services.**
- How to determine customer code if you forgot your customer code?
 - Visit www.cipc.co.za and click on Online transacting/e-services (<https://eservices.cipc.co.za>) and click on Register



PASSWORD RESET

Password Reset

- In order to Reset a CIPC Password electronically the phone number OR email address on the customer code profile must be valid.
- To reset the Password:
 - Go to www.bizportal.gov.za and click on Login and then on Reset Password.
 - Type your ID number and click on Continue.
 - An OTP will be send to your email and cell number. Provide the OTP to reset the password.

CUSTOMER CODE

- **If your cell phone number and email is outdated** or you struggle to login to the CIPC system:
 - Visit the enquiry page on the CIPC website (<https://enquiries.cipc.co.za>)
 - Choose the menu button Password Reset – it is not necessary to log in with your customer code and password
 - Complete the required fields and attach a certified ID copy (certification not older than 3 months)
 - The back office will update the contact details, and then you can reset your password via BizPortal

Allocation of Funds

ALLOCATION OF FUNDS

- The bank **deposit reference** must be the **Customer Code only**.
- Make sure the correct letters and numbers are reflected when you type or write your Customer Code. If you type a “0” (zero) instead of “o” or a “l” instead of a “1”, the code will be incorrect and the money that was deposited will not reflect against your code.
- If the Customer Code was typed or written incorrectly, you will have to request the CIPC Finance unit to allocate the deposit to your Customer Code. To do this log an enquiry on the CIPC website, choose the Category Finance and sub-category Allocation of Funds. Attach a certified ID copy of the Customer Code owner (certification not older than 3 months) and Proof of Payment. Keep the ticket number generated by the system until the query is resolved.



Retrieval of Certificate & Disclosure of information



RETRIEVAL OF CERTIFICATE & DISCLOSURE OF INFORMATION

- **To retrieve the Registration certificate**
- Log in to e-services: <https://e-services.cipc.co.za>
 - Select Certificates and Disclosures and select Incorporation (MOI) documents then type in your registration number and generate certificates.
 - A third party must have **R30** available customer code for company certificate print out.
 - “Hybrid applications” - You can also go to re-send company documents or “Resend all” and select the relevant tracking number.
- **Directors** can retrieve the documents on either BizPortal or e-Services free of charge.
 - To retrieve from BizPortal: Login and then choose Services/Company Registration / Registration Certificates. All the documents (e.g. certificate (CoR14.3 and MOI) will be available.

E-SERVICES CERTIFICATES AND DISCLOSURES

You are here: CIPC eServices » Enterprise Disclosures

Enterprise Disclosures



FREE
DISCLOSURE



OFFICIAL
DISCLOSURE (R30)



INCORPORATION
DOCUMENTS (MOI)



B-BBEE
CERTIFICATES



APPROVED
NAMES



PERSON
DISCLOSURE



RE-SEND COMPANY
REGISTRATION
APPLICATION FORM



RE-SEND DIRECTOR
AMENDMENT
APPLICATION FORM



RE-SEND MEMBER
AMENDMENT
APPLICATION FORM



RE-SEND
ALL
DOCUMENTS

NOTE:

An official disclosure costs R30 per certificate generated.

A free disclosure has limited information and may not be used officially.

MOI documents are only for companies registered under the new companies act.

Person disclosure lists all enterprises a person holds a directorship/membership.

Name Reservation

NAME RESERVATION

- ❑ **Name Reservations is not compulsory for Company registrations**
- ❑ **4 names per application – in order of priority**
- ❑ **Fee: R50**
- ❑ **IMPORTANT: Name Reservation – filing fee – not refundable**
- ❑ Private Company “**Pty Ltd**”. Do not include this in the Name Reservation application.
- ❑ Name Reservation can be done **before applying for Company registration, or during the process**. If not reserved beforehand and the Name chosen during the process is not available, the **Company Registration Number** will also be the Name of the company. A Name Change can be done at a later stage by applying to change the Name and the Memorandum of Incorporation
- ❑ Name change from Enterprise number to name is free of charge

COMPANY REGISTRATION FEES

PRIVATE COMPANIES (Pty Ltd) – BizPortal

Fee: R175 (incl. name reservation)

NON-PROFIT (NPC)

Without Members & Standardised MOI - BizPortal

Fee: R175 (incl. name reservation) (CoR15.1C)

BizPortal

www.bizportal.gov.za

- CIPC developed this platform to offer company registration & related services in a quick and easy way. It is **Paperless (no form & document submission)**. Require members' ID document details and Directors ID and marriage certificate details. Currently caters for South African citizens only.
- **Other services that are available:**
 - ✓ Register with **SARS** to obtain a **Tax Number, UIF and Compensation Fund**
 - ✓ Obtain a **B-BBEE** certificate, if business' turnover is less than R10 million
 - ✓ Register a **Domain Name (website address)**
 - ✓ Open a **Business Bank Account** (Absa, Capitec, FNB, Nedbank, Sasfin, Standard Bank)
 - ✓ **Company Name Change**
 - ✓ **Company & CC Address Change**
 - ✓ **Annual Return Filing**
 - ✓ **Google Business Services**
- **One stop shop. All completed in 24 hours – provided that payment are completed in time.**

BIZPORTAL

- **Every member must have their own email address and cell phone number.**
- **Fee payments can be done with debit and credit cards,** thereby eliminating the misallocation of funds as sometimes experienced with the depository (customer code) system.
- For Name Reservation the fee (R50) must be paid on the day of lodgement, otherwise the application will lapse.
- **Fee payments can also be done via customer code.**



NAVIGATION OF BizPortal



BIZPORTAL SERVICES PAGE

SERVICES



BizProfile



Company Registration



SARS Services



Domain Name Registration



B-BBEE Certificates



Compensation Fund



UIF Registration



Business Bank Accounts



Company Name Changes



Company / CC Address Changes



Annual Return Filing



Google Business Services

BIZPROFILE

BIZPROFILE

BizProfile is a search tool for all CIPC registered entities. Information displayed includes generic enterprise information, including any partner registrations like B-BBEE, UIF, Compensation Fund, etc. We offer **100 FREE** searches per day. We will soon be introducing a subscription service for customers who would like to conduct more than **100** searches per day.

SEARCH SUBSCRIPTION

Daily Search Limit: **100**

Searches Conducted Today: **0**

Current Subscription Option: **FREE**

Subscription Expiry Date: **2021-11-26 23:59:59 PM**

SUBSCRIBE NOW

ENTITY SEARCH

Search by ▼

Search by
Enterprise Name
Enterprise No.
Director ID No.

Type in search query *

SEARCH

ENTERPRISE DETAILS

Daily Search Limit: **100**
Searches Conducted Today: **3**
Current Subscription Option: **FREE**
Subscription Expiry Date: **2021-11-26 23:59:59 PM**

SUBSCRIBE NOW



Enterprise No. 

K2018307993 



SEARCH



 COMPANY DETAILS 

 DIRECTOR DETAILS 

 AUDITOR & ANNUAL RETURN DETAILS 

 ENTERPRISE HISTORY 

 B-BBEE DETAILS - EME [EXEMPTED MICRO ENTERPRISE] 

 OTHER DETAILS 

ENTERPRISE DETAILS

COMPANY DETAILS

Enterprise Number	K2018307993
Enterprise Name	AFFORDABLE FOOD SERVICES
Enterprise Type	Private Company
Enterprise Status	AR Deregistration Process
Compliance Notice	NONE
Registration Date	2018-05-22
Physical Address	2 HARPFORD CLOSE WYNBERG CAPE TOWN WESTERN CAPE 7800
Postal Address	2 HARPFORD CLOSE WYNBERG CAPE TOWN WESTERN CAPE 7800

DIRECTOR DETAILS

SOLE PROPRIETORSHIP, PARTNERSHIP, TRUST, NPO, ASSOCIATIONS

- CIPC only cater for businesses registered with CIPC (i.e. Companies, CCs & Co-operatives). Sole Proprietorships, Partnerships, Trust, NPO and Associations are not registered with CIPC.
- For information on NPOs please enquire from the Department of Social Development.

CIPC CONTACT DETAILS

- Social media users may follow the BizPortal Facebook and CIPC Facebook pages. Questions may be asked on Facebook Messenger.

CIPC Contact Details:

- **Website:** www.cipc.co.za (<https://enquiries.cipc.co.za/Index.aspx>)
- **Twitter:** @thecipc
- **Facebook:** thecipc (use Messenger to send questions)
- **Call centre Tel:** 086 100 2472



Companies and Intellectual
Property Commission

a member of **the dti** group

QUESTIONS & ANSWERS

Thank you



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CIPC



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