



Companies and Intellectual
Property Commission

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WELCOME TO TODAY'S WEBINAR



WEBINAR INTRODUCTION

- Today's webinar will be recorded and will be made available on the CIPC website.
- We will have a **Question & Answer session after the Presentations**. Please post your questions on the **Comments function** during the Presentations. The questions will be dealt with after the presentations.
- **Please switch off your Microphone**, to prevent background noises during the webinar and **your Video Camera** as it draws attention to you instead of focusing on the presenter. It also uses more data during the webinar and influences the quality of the broadcast.

PROGRAMME

Welcome & Introduction To CIPC

(Marumo Modiba, Senior Manager: Corporate Education)

New e-Services Overview

(Deane Nkuna, Chief Technology Officer)

Name Reservations & New Companies

(Christa Klokow, Senior Manager: Companies & CCs)

Primary Cooperatives

(Mabuse Moeti, Team Manager: Co-operative Amendment, Renewal and Deregistration)

New Card Payment System & Discontinuation Of Declining Balance System

(Louie Muller, Manager: Revenue & Debtors)

Questions & Answers

Closure





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INTRODUCTION TO CIPC



WEBINAR INTRODUCTION

ESTABLISHMENT OF CIPC

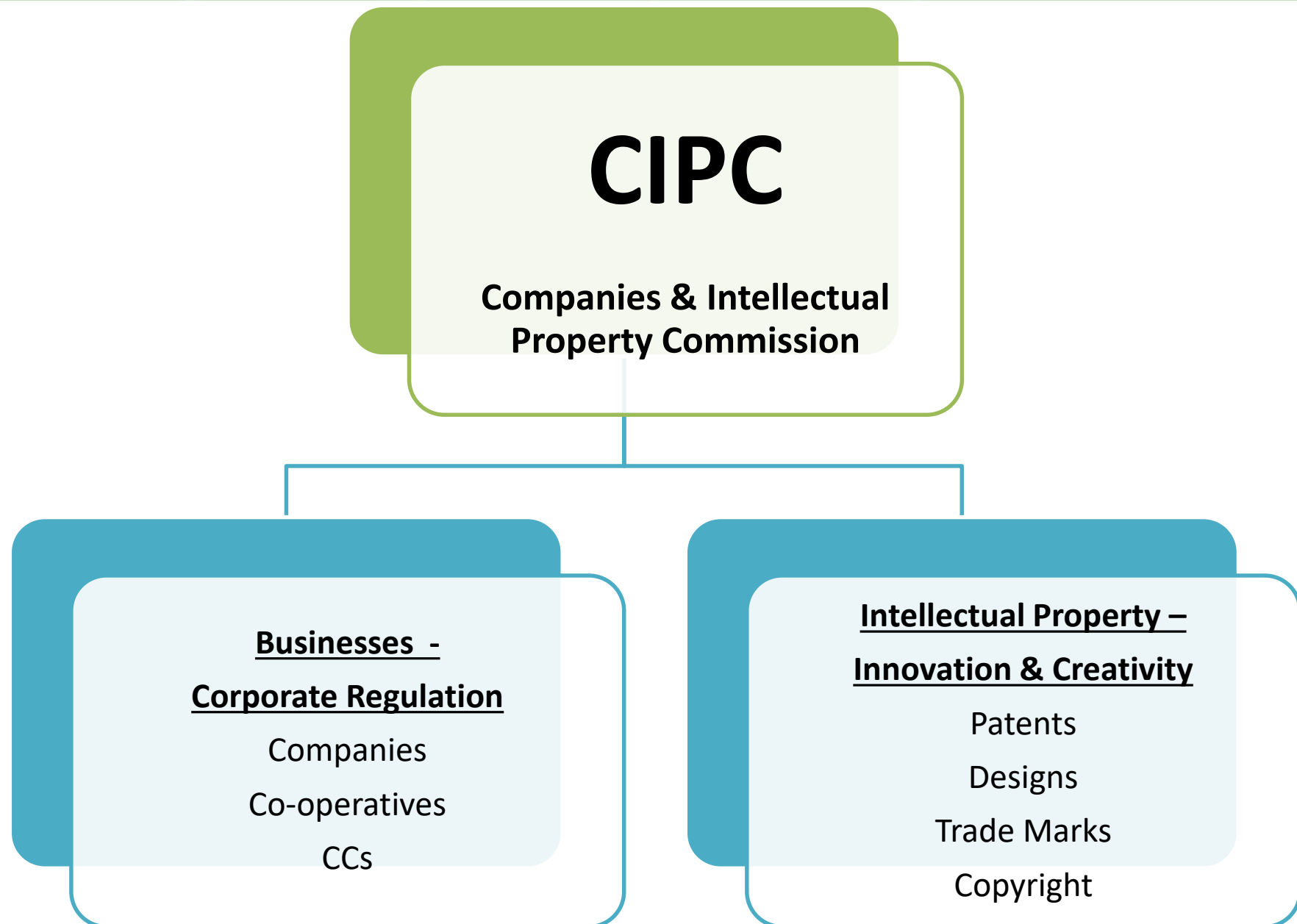
CIPC was brought into existence

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.

WEBINAR INTRODUCTION

CIPC OFFERINGS TO ENABLE SUSTAINABLE BUSINESSES





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NEW E-SERVICES OVERVIEW

DEANE NKUNA
DATE: 6 MAY 2021



CONTENT

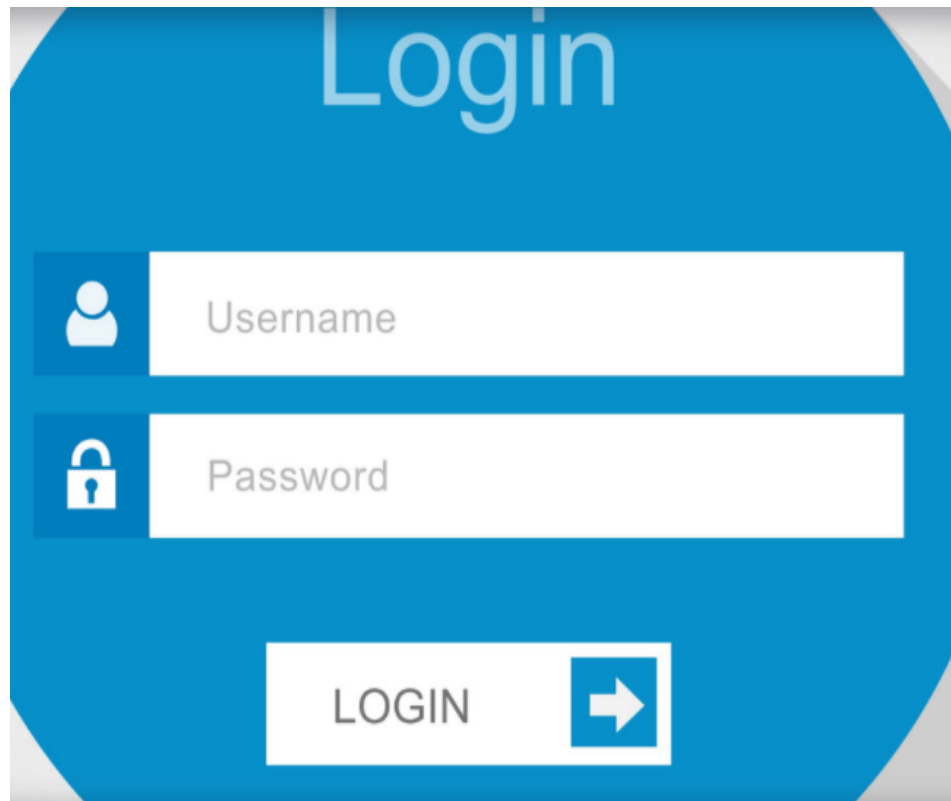
1. INTRODUCTION
2. MAJOR INTRODUCTIONS
3. ORIENTATION AND SERVICE COVERAGE
4. PAYMENT
5. F) FUTURE SERVICES

INTRODUCTION

- ✓ The CIPC is enhancing its electronic service stack.
- ✓ Experience of the CIPC in service delivery informed most of the recent changes.
- ✓ Also an endeavour by the CIPC to standardise services, given its plan to increase service channels.
- ✓ Integrating its services for ease of service management and efficacy.

MAJOR INTRODUCTIONS

- ✓ Authentication details: USERNAME = EMAIL ADDRESS;
Password = Old Password

A blue rounded rectangle graphic representing a login form. At the top, the word "Login" is written in a large, light blue font. Below it, there are two white input fields. The first field is preceded by a white user icon and contains the text "Username". The second field is preceded by a white padlock icon and contains the text "Password". At the bottom of the graphic, there is a white button with the text "LOGIN" and a blue square icon containing a white right-pointing arrow.

Login

Username

Password

LOGIN

MAJOR INTRODUCTIONS CONT.

- ✓ On first sign-in profile must be capture



MAJOR INTRODUCTIONS CONT.

- ✓ Card payments ONLY



MAJOR INTRODUCTIONS CONT..

- ✓ Standard names and companies services go through after payment. (There are exceptions)



MAJOR INTRODUCTIONS CONT.

- ✓ Documents are downloadable from Portal.



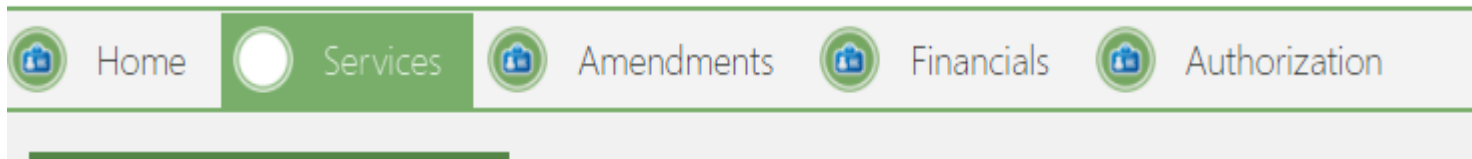
PAYMENT IMPLEMENTATION PLAN

- ✓ Card
- ✓ Retail Payment
- ✓ EFT

$$D = 1 - \sqrt[n]{\frac{r}{c}}$$

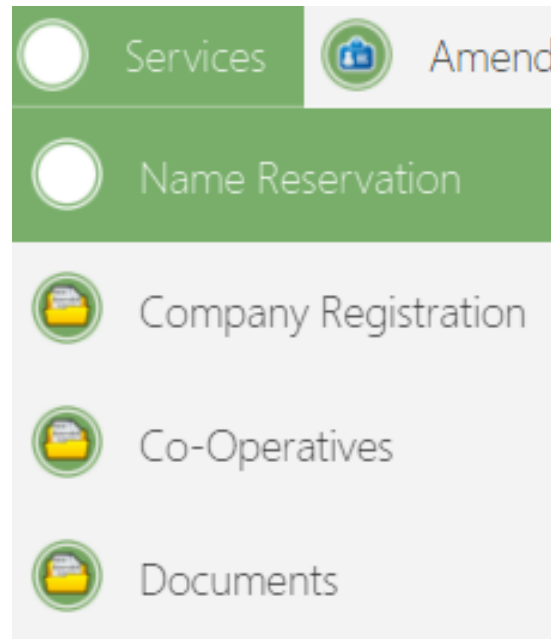
ORIENTATION AND SERVICE COVERAGE

✓ Menu Structure

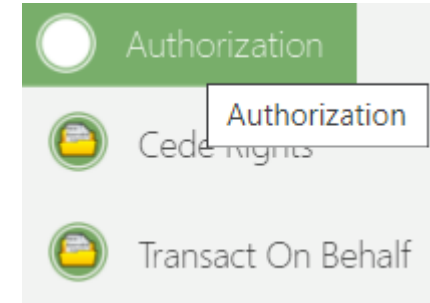
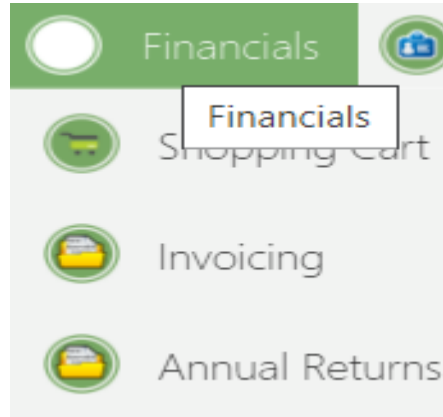
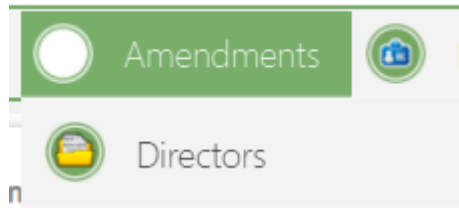


ORIENTATION AND SERVICE COVERAGE

✓ Services



WHERE TO FROM HERE





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NAMES

CHRISTA KLOKOW
DATE: 6 MAY 2021



INTRODUCTION

- ✓ First release is standard name reservations
 - ✓ Name reservation where no supporting documents are required (so called associated name reservation)
 - ✓ First release does not include:
 - ✓ Associated name reservations
 - ✓ Name extensions
 - ✓ Defensive name reservation
 - ✓ Defensive name extension
 - ✓ Transfer of name
 - ✓ Utilize via existing channels for such services
 - ✓ Will be released on New e-Services during later phases
- ✓ Until formal communication New e-Services names will run concurrently with other existing name reservation channels e.g. CIPC Mobile, associated name reservations, e-Services.

INTRODUCTION

- ✓ Before selecting proposed names conduct a free Trade Mark Search (<https://iponline.cipc.co.za> link is available on the name reservation page) AND general browser search via your preferred browser e.g. Chrome, Google.
- ✓ Submit 4 proposed name and search availability after capturing each proposed name.
- ✓ There is no guarantee to the availability of a name when submitting the proposed names or conducting a name search. The name is only formally reserved upon approval by CIPC and issuing of a notice in that regard.

INTRODUCTION

- ✓ Service will indicate whether proposed name contains:-
 - ✓ Forbidden Words – proposed name containing Forbidden Words cannot be submitted and reserved
 - ✓ Prohibited Words – proposed name containing Prohibited Word must be supported by supporting documents – to be released at later date
 - ✓ Profanity
 - ✓ Proposed name has already been reserved
- ✓ There is no guarantee to the availability of a name when submitting the proposed names or conducting a name search. The name is only formally reserved upon approval by CIPC and issuing of a notice in that regard.

INTRODUCTION

- ✓ Non refundable R50 fee
- ✓ Due to competitiveness on names, payment **MUST** occur before 24:00 on same day it was submitted
 - ✓ Otherwise, transaction gets deleted and you have to restart the reservation process
- ✓ Only card payments are allowed

INTRODUCTION

- ✓ To improve search accuracy and speed efficiency, part of the name reservation process is automated
 - ✓ Names processed via automated component will be almost immediate
 - ✓ Names referred for back office approval will take longer
- ✓ Names approved via New e-Services CAN ONLY BE USED CURRENTLY on New e-Services – cannot use New e-Services name and use on e-Service services

SUPPORTING RESOURCES

- ✓ Frequently Asked Questions

<http://www.cipc.co.za/index.php/register-your-business/companies/>

- ✓ Step by step guide

<http://www.cipc.co.za/index.php/Access/how-2/>



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SHORT STANDARD PRIVATE COMPANY

CHRISTA KLOKOW
DATE: 6 MAY 2021



INTRODUCTION

- ✓ First release is short standard private companies
 - ✓ Short Standard Not For Profit to be released later
- ✓ If all directors are South African citizens:
 - ✓ Fully automated registration (validation with DHA requirement)
 - ✓ Registration only completed upon payment for the service (thus the longer you take to pay, the longer the finalisation of your registration takes)
- ✓ If any or all directors are foreign nationals:
 - ✓ Upload certified passport copy of each foreign director via the services
 - ✓ After back office approval, notice will be send requesting payment for service
 - ✓ Registration only completed upon payment for the registration (thus the longer you take to pay, the longer the finalisation of your registration takes)
 - ✓ DO NOT E-MAIL APPLICATION TO ESERVICESCOREG@CIPC.CO.ZA
 - ✓ Eservicescoreg@cipc.co.za will be phased out

INTRODUCTION

- ✓ Simultaneous name reservation is allowed but new company registration is dependent on name reservation being finalised first
- ✓ Directors will be required to validate their electronic contact details before proceedings to next section of service
 - ✓ CIPC will commence issuing all legal notifications including annual return deregistration notifications via e-mail / cell phone
 - ✓ If not confirmed, cannot proceed further (service is halted)

INTRODUCTION

- ✓ R175 including name reservation
- ✓ Memorandum of Incorporation will be attached to registration certificate
- ✓ Documents e-mailed to customer and all directors AFTER registration is completed
- ✓ Able to download registration documents
 - ✓ MOI, Registration Certificate, Welcoming Letter, Electronic Web Disclosure:
 - ✓ Free for first 30 days after registration to person who affected the registration
 - ✓ Free for first 30 days after registration to directors of the company

INTRODUCTION

- ✓ If New Registration is done via New e-Services and using name reservation, then name reservation must have been done via New e-Services.

SUPPORTING RESOURCES

- ✓ Frequently Asked Questions

<http://www.cipc.co.za/index.php/register-your-business/companies/>

- ✓ Step by step guide

<http://www.cipc.co.za/index.php/register-your-business/companies/register-private-company/>



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PRIMARY CO-OPERATIVE REGISTRATION ON NEW E-SERVICES

SPEAKER: MABUSE MOETI
DATE: 6 MAY 2021



STRUCTURE OF THE PRESENTATION

1. Background of the new eService platform for Co-operatives
2. Rationale behind eservice platform
3. Approach
4. Benefits
5. Q & A

BACKGROUND

Co-operatives Division joined CIPC from the then Department of Agriculture.

The processing of Co-operatives was manual and when they joined CIPC (CIPRO), we had already begun with automation.

The legislative requirements made it difficult to incorporate the Co-operatives into our electronic environment.

Having said the above, a process of reviewing the legislation took place hence now the electronic services for the registration of Co-operatives.

RATIONALE BEHIND ESERVICES

- ✓ Assist with the standardization of services within the organization
- ✓ It is inline with the 4IR
- ✓ Reduce administrative burden of the applicant
- ✓ Recording of data and access thereof will be streamlined
- ✓ Facilitate ease of compliance to the requirements of the Act

APPROACH

The e-Services is not a new matter in the organization though new to co-operatives. Therefore we are upgrading the current e-Services for the organization, which is the opportunity for Co-operatives to be part of it as well hence called new e-Services.

Therefore we will run our processes parallel “old e-Services” for certain services and “new e-Services” for certain services including co-operatives.

Having said the above we will introduce new e-Services in phases.

Phase 1 – Primary Co-op registration

Phase 2 – Secondary, Tertiary and Apex

Phase 3 – Amendments

Phase 4 – Compliance related processes (e.g. Annual Returns)

BENEFITS

- ✓ QUICK TURNAROUND TIMES
- ✓ NO TYPING MISTAKES FROM ADMIN OFFICIALS
- ✓ REDUCED ADMINISTRATIVE BURDEN
- ✓ RELIABLE DATA
- ✓ NO FINANCIAL QUERIES



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CARD PAYMENT

Speaker: Louie Muller
Date: 6 May 2021



NEW E-SERVICES CARD PAYMENT SYSTEM

- CIPC strive to improve customer's services. As part of the process, CIPC will be introducing an online card payment facility for: Name Reservation, Co-operative and Private company registration as a first phase.
- The card payment solution will allow customers to use Debit and Credit cards as means of payment.
- The payment solution does not affect current transactional processes that allows clients to deposit funds into their accounts.

NEW E-SERVICES CARD PAYMENT SYSTEM

- CIPC online payment solution is the convenient and cost-effective way for customer to select and pay for service via a secure portal - “pay-as-you-go.”
- This eliminates unnecessary delays between the payment of the service and completion of the transaction.

BENEFITS OF USING ONLINE PAYMENTS – CREDIT / DEBIT CARDS

Benefits:

- ✓ Real-time transactions will improve service delivery
- ✓ Unallocated/misallocated deposits
- ✓ Convenient and efficient – Pay online , any time , anywhere
- ✓ Secured transaction
- ✓ Your choice - Debit or Credit card payment methods
- ✓ Instant – immediate confirmation of payment

WHAT TO REMEMBER

- ✓ Only 3D secure enabled cards will be accepted.
- ✓ Familiarise yourself with CIPC terms and condition before proceeding with the lodgement.
- ✓ Disputes must first referred to CIPC.

Accepted cards

- ✓ Visa
- ✓ Master Cards

“Pay-as-you-go” customer pays only for service(s) required.

Direct Deposit will ultimately be discontinued.

FREQUENTLY ASKED QUESTIONS

- ✓ **Will customers be able to use the existing declining balance account?**
Yes. However the declining balance payment method will be phased out gradually.
- ✓ **Who can use Online Payment Solution?**
All CIPC customers will be able to use Credit / Debit Card to make payment for Annual Returns only.
- ✓ **How long does it take for payment to reflect?**
Customer pays only for service(s) selected and such payment reflects immediately upon transaction.
- ✓ **Can I pay other services by Credit / Debit Card?**
No, only for Name Reservation, Co-operative and Private company registration as a first phase.

FREQUENTLY ASKED QUESTIONS

IMPORTANT

- ✓ CIPC will in the coming months be closing down the payment depository system.
- ✓ We encourage all clients with balances in their customer accounts to start using them up and not to deposit any bulk amounts.

REFUNDS PROCEDURE

If a customer paid money into the CLPC account, and needs it to be refunded, the following is required:

- ✓ Submit your request, together with the following by logging a ticket on the Website.
- ✓ Certified ID document of the owner of the customer code.
- ✓ Proof of payment.
- ✓ Bank details on bank letterhead or bank stamp.
- ✓ Letter signed by account holder indicating the reason for the refund, the amount and customer account.



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THANK YOU

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QUESTIONS & ANSWERS



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