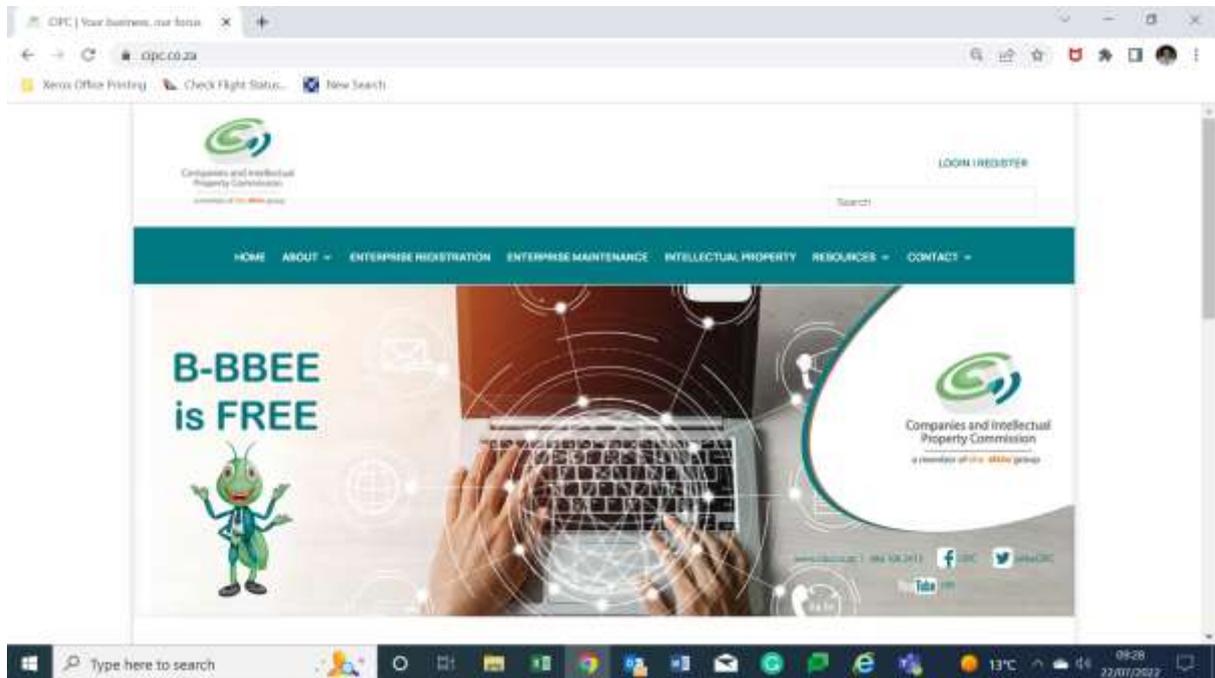
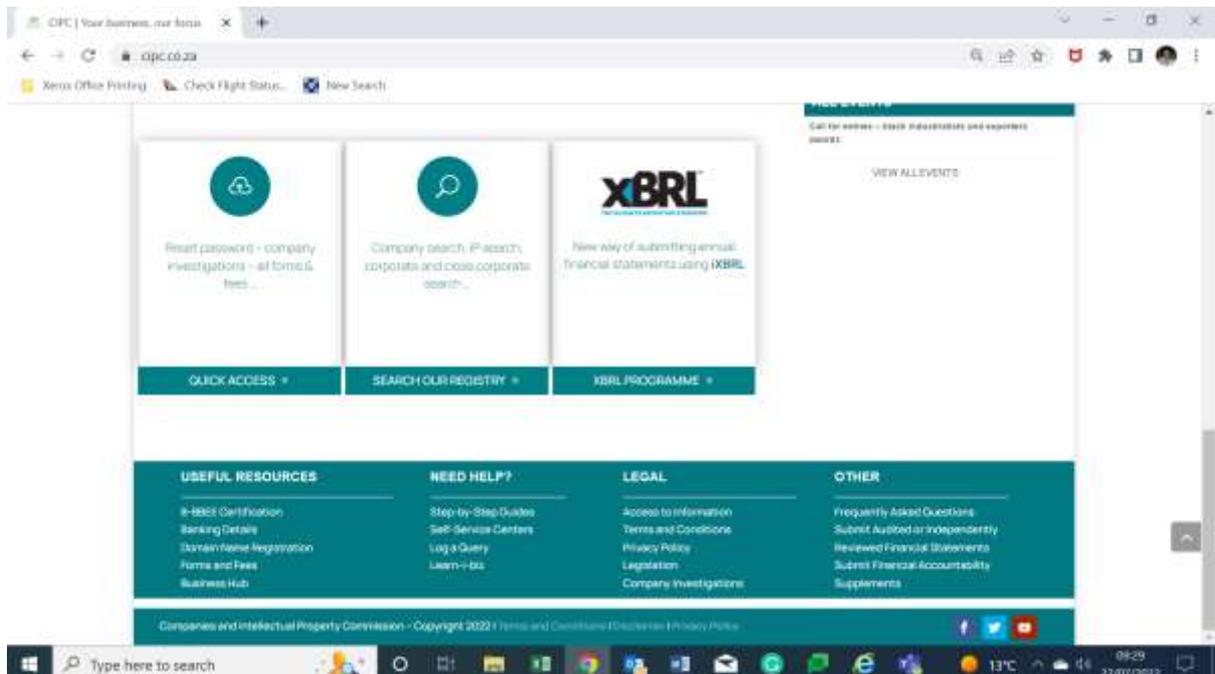


Public Disclosure.

<https://www.cipc.co.za>

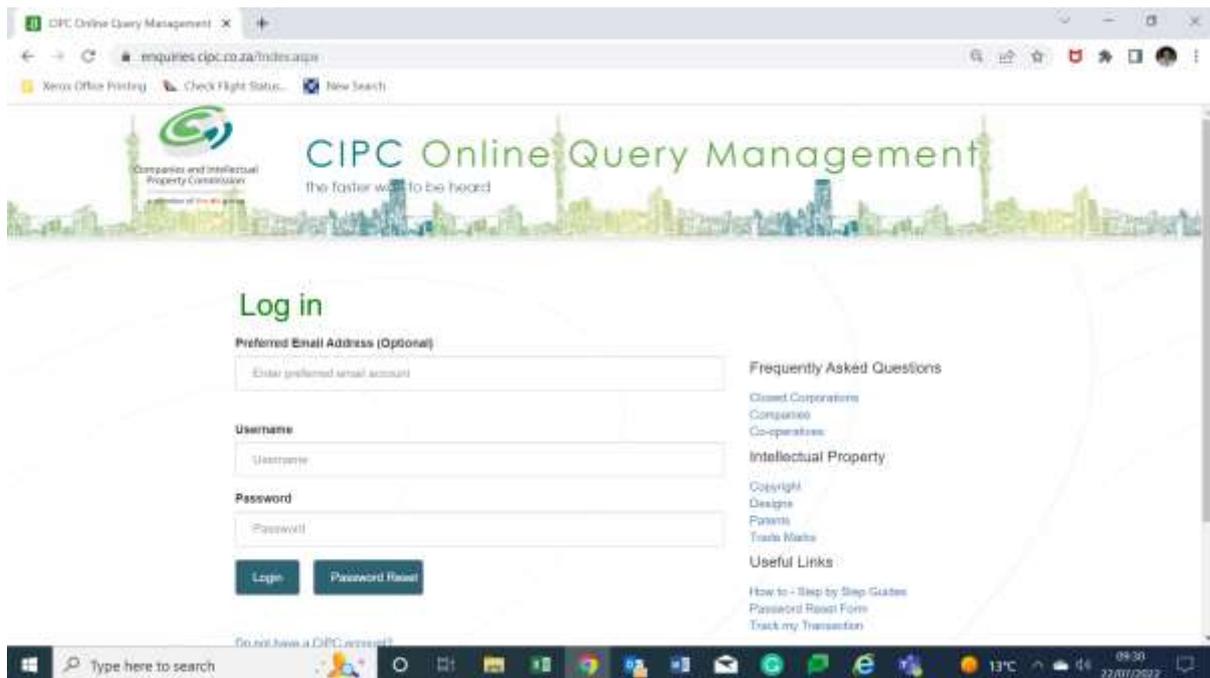


Scroll down on Home Page.

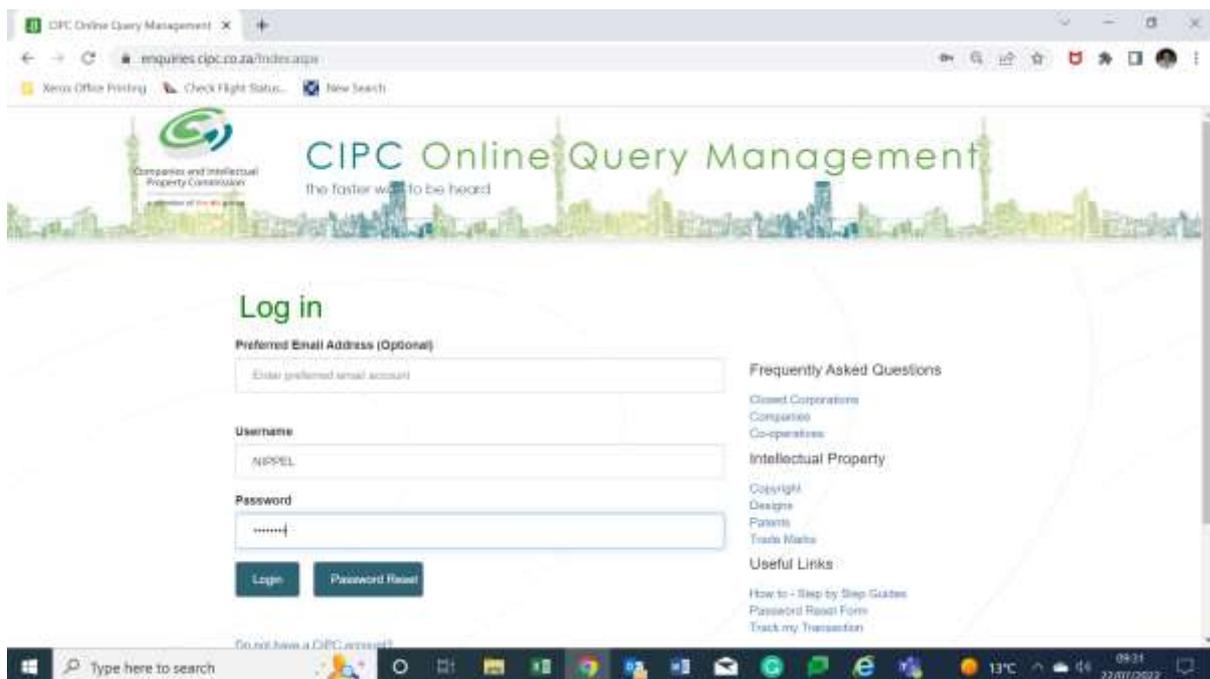


In the second block on the left select "Log A Query"

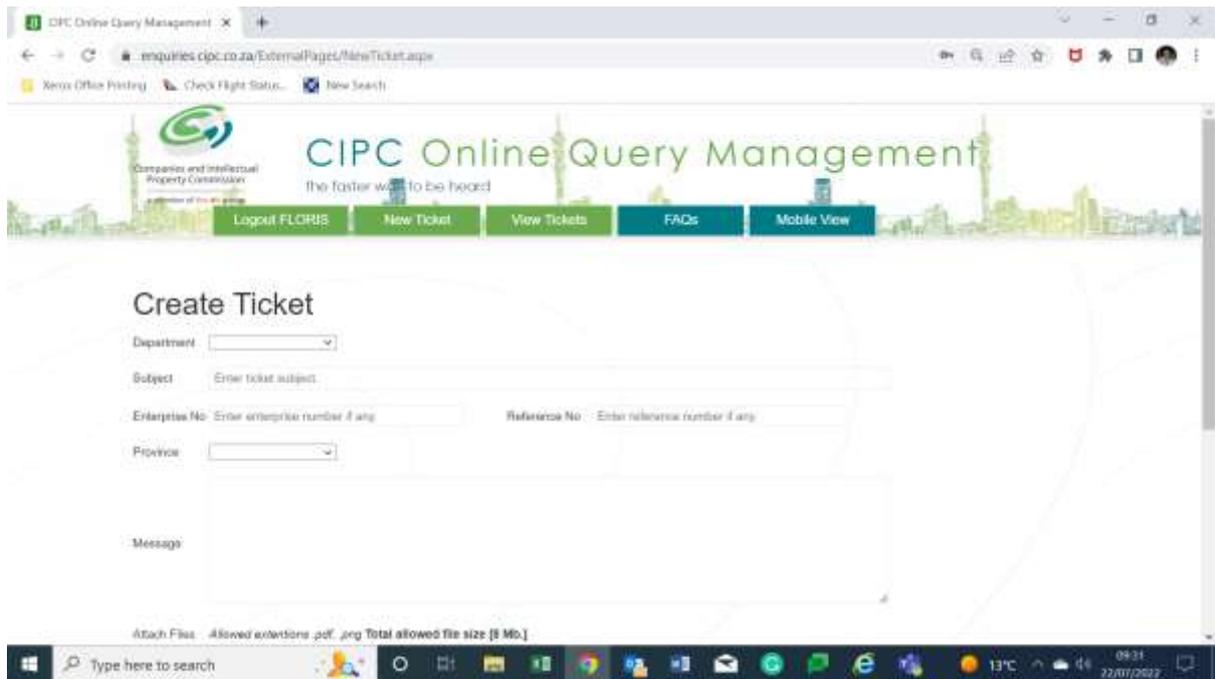
Next Screen will display.



Key in Customer Code and password and click on "Login"

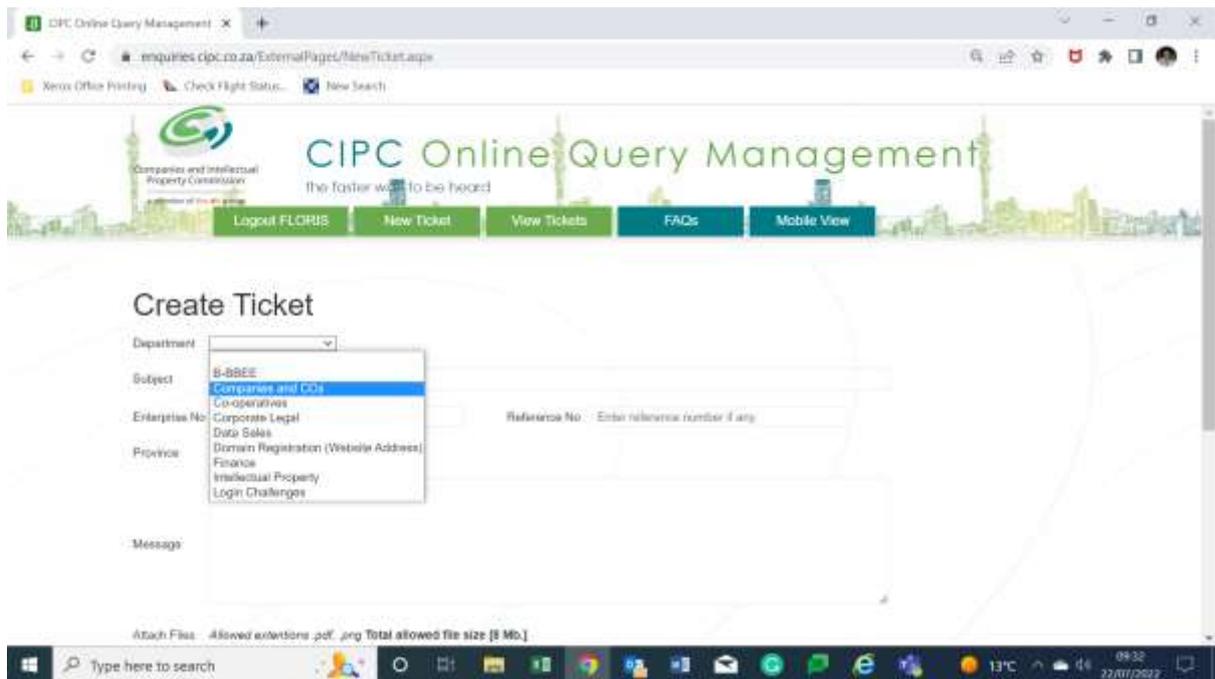


Next page will be displayed.



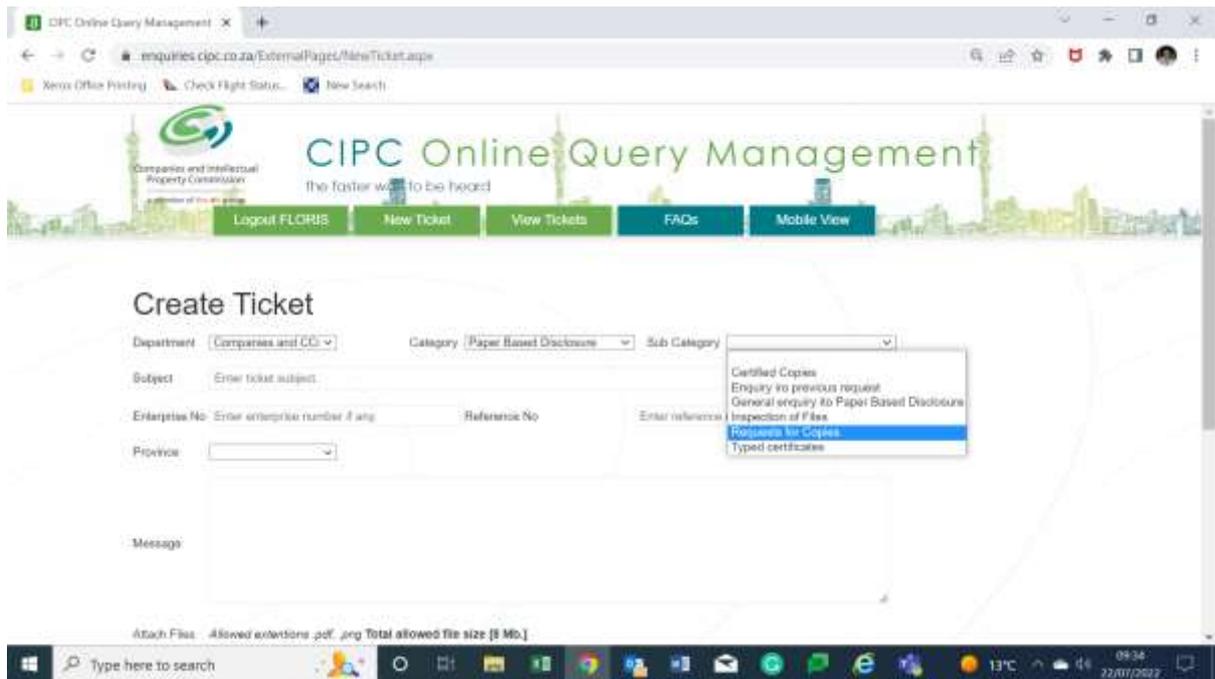
Click on “New Ticket”

Under Department, select Companies and CC’s



Under “Category” select “Paper base disclosure”

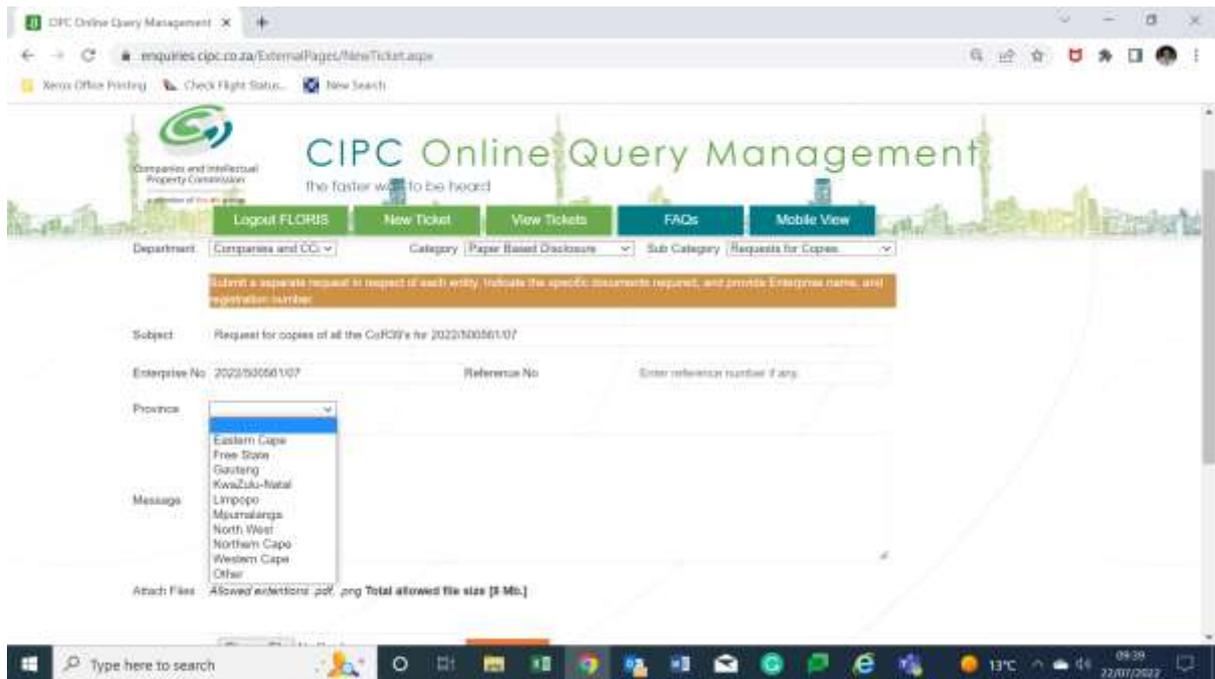
Under “Sub Category: Select the option you need.



A highlighted message will be displayed.



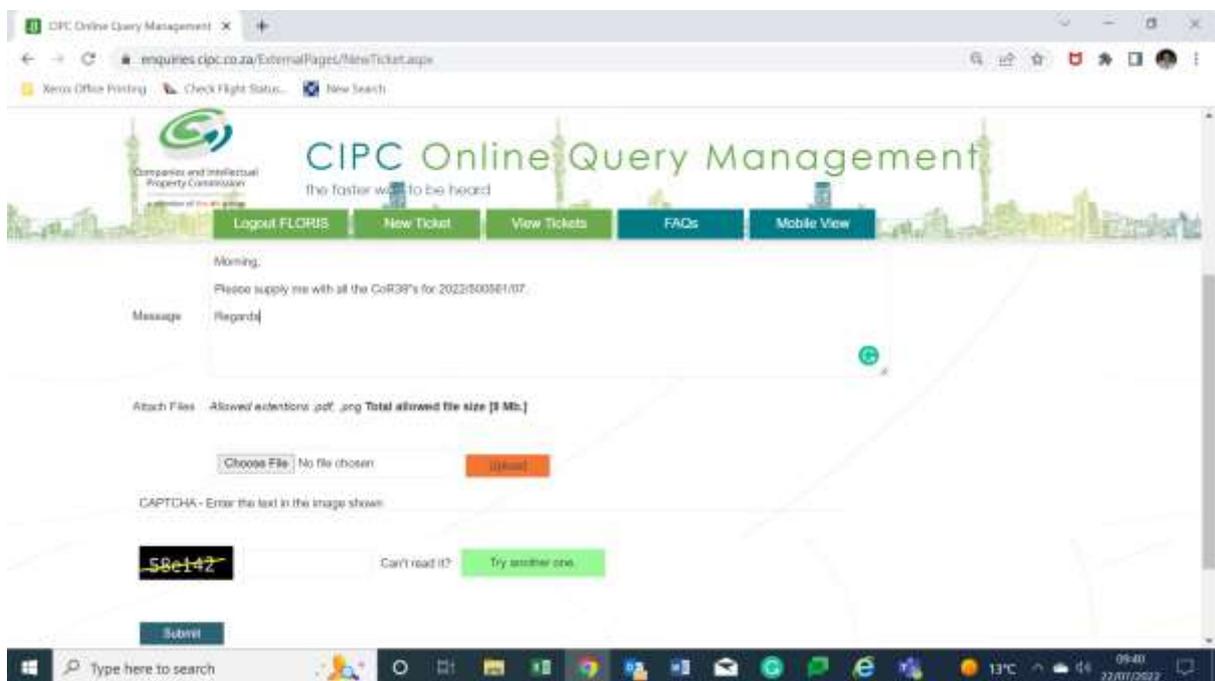
Subject bar – Enter ticket subject



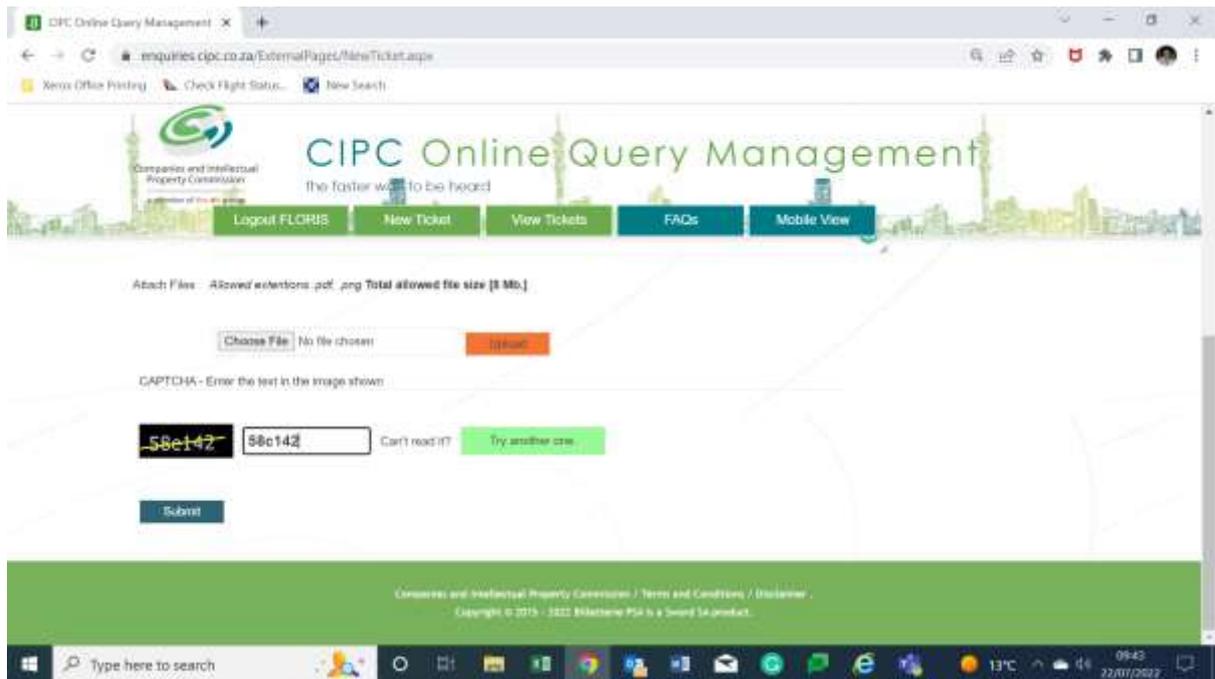
Ensure to include the Registration number for the specific entity.

Select your province

Make sure to give a detailed description of what is needed in order for us to supply you with the correct documentation in the "Message Box"

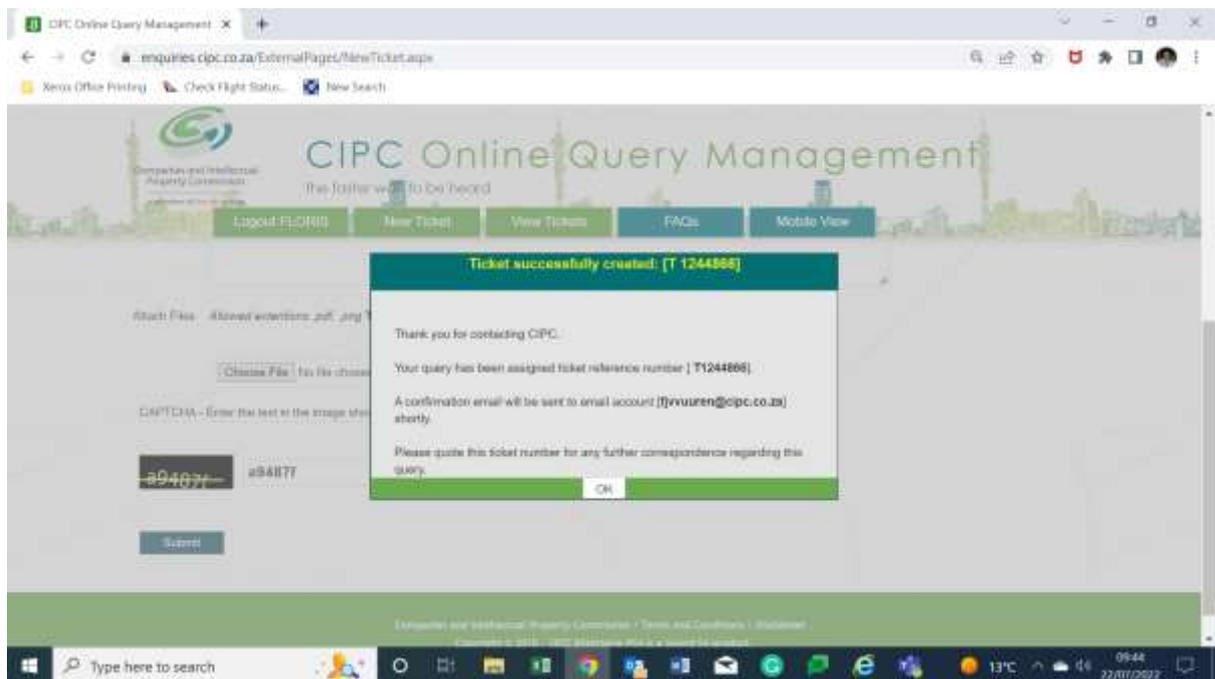


Upload attachments if needed and key in the "Capta"



Click on "Submit"

Ticket number will be issued and email acknowledgement will be email to your customer email address.



Ticket will be attended to and feedback will be send via email to client.

To retrieve your copies, login again and select your ticket number to request copies and open your ticket.

Business unit will inform the customer how much needs to be paid and billing will take place if there's sufficient funds.

The copies of the documents will be uploaded in your ticket. Download them and print your copies.