

NOTICE 62 OF 2016

AUTOMATION OF COMPANY NAME CHANGES

The Companies and Intellectual Property Commission (CIPC) is committed to customer service and innovation. As part of this, CIPC launches the Automated Company Name Change service.

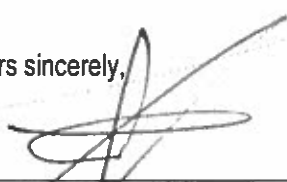
The automated service will form part of the current e-services transactional website of CIPC and will allow customers to process company name changes directly with same day approval. To access it, customers need to sign in with their customer code and password, and click on Transact/Name Change. A step by step guide with print screens on how to use the functionality is available on the CIPC website under Access/Step by Step guides.

Please take note of the following:

- The new name must already be reserved and approved before you can start with this process.
- Name change cost R250.00, but the fee is waived if the current company name is the registration number.
- The manual name change queue (namechange@cipc.co.za) will still be available for any exceptional name change requirements, such as external company name changes, simultaneous name changes, etc.
- The Companies Act, 2008 requires a special resolution approved by shareholders in order to effect a company name change. Companies are reminded to retain the written record of the special resolutions passed, for submission, should it be requested by CIPC or any other relevant institution.

CIPC trusts that this enhancement will improve your customer experience.

Yours sincerely,



Adv. R. Voller
Commissioner: CIPC
1 / 12 / 2016

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