



Companies and Intellectual  
Property Commission

a member of the dti group

**NOTICE TO CUSTOMERS  
(Notice 55 of 2016)**

**UPDATE: AVAILABILITY OF CIPC FILES: STATUS ON FILE TRANSITION TO THE  
NEW BULK STORAGE FACILITY**

Dear Customer,

Further to the previous notices issued by CIPC in respect of the availability of files, (Notice 41 of 2016 - 8 August 2016) and (Notice 43 of 2016 - 8 September 2016), the project in moving Company, Close Corporation, Patent, Trade Marks, Copyright and Design files, has now reached the halfway mark as 50% of the approximate 6.2 million files have been moved to the new warehouse.

The new company's teams capturing the files at the new storage facility are still working 24 hour shifts to ensure that the release of requested files is expedited. Files requested are imported into the data management system and immediately raises a flag, the moment the requested file is captured at the new facility and which is then dispatched to CIPC.

Unfortunately there may still be a delay in the availability of files, but we hope that the project will be completed before the projected 90 day period.

CIPC apologies for any inconvenience caused as a result of this move and endeavours to do everything possible to finalise this project with minimal impact to its customers.

Adv. RW Voller

Commissioner: CIPC

Date: 31/10/16