



Companies and Intellectual
Property Commission

a member of the dti group

NOTICE 70 of 2018

SUBMITTING VALID E-MAIL AND CELL PHONE NUMBERS FOR DIRECTORS OF COMPANIES AND MEMBERS OF CLOSE CORPORATIONS

The Companies and Intellectual Property Commission ("CIPC") has noted with great concern an increase in enquiries from directors of companies ("directors") and members of close corporations ("members") that they either cannot access certain CIPC services or do not receive communication from CIPC that is addressed to them, in their capacity as a director or member.

Customers must note that electronic contact details (cell phone and e-mail addresses) is an integral part of the CIPC's business model in the following:-

1. It forms part of the general communication strategy of the CIPC to its customers regarding products and services;
2. It is the primary communication medium for legal and general notices from CIPC including reminders to file Annual Returns and financial information; and
3. It is a key security measure for services especially electronic services.

The requirement to provide electronic communication details for directors and members were implemented on 26 April 2011, by way of Practice Note 5 of 2011. Therefore, valid and correct contact details for directors or members must be provided at all times and not that of another director, member, company secretary or service provider.

Providing invalid and/or incorrect contact details to the CIPC, is regarded as submitting false and/or misleading information and is a criminal offense, which may result in CIPC suspending the customer code of the customer who submitted such invalid and/or incorrect contact details without prior notice. It may even result in criminal proceedings.

ISO 9001: 2008 Certified

The dti Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001

Call Centre: 086 100 2472

Website: www.cipc.co.za

Customers who submit documents, applications or information to the CIPC on behalf of companies and close corporations must therefore not provide their own contact details as the contact details of the company or close corporation or any of its directors or members. If customers have done so in the past, they need to follow the required procedures set down for the changing of director or member information in order to update the valid and correct contact details for the director or member.

Yours sincerely,



Adv R Voller

Commissioner: CIPC

5 / 11 / 2018