



Companies and Intellectual
Property Commission

a member of **the dti** group

IMPORTANT NOTICE TO CUSTOMERS (Notice 15 of 2018)

B-BBEE APPLICATIONS VIA E-SERVICES

The Companies and Intellectual Property Commission (CIPC) is focusing on improving the customer experience. The dti provided a mandate to CIPC to issue Black Economic Empowerment (B-BBEE) certificates to specific small business in line with the B-BBEE Act 53 of 2003. Previously, B-BBEE certificates could only be applied for at the CIPC Self Services Terminals, when registering a company, or filing Annual Returns. CIPC is proud to announce that since 1 April 2018, B-BBEE certificates can be applied for via e-services on the CIPC website (www.cipc.co.za).

The following conditions apply:

- Only directors of companies or members of close corporations can apply for a B-BBEE certificate;
- Only companies and close corporations with a turnover of less than ten million can apply via CIPC;
- The enterprise's status must be "In Business";
- All Annual return filings for the relevant company or close corporation need to be up to date;
- Application for B-BBEE certificate can be done at any time (not only when registering a company or filing annual returns), provided that an application for the certificate, (which is still valid), was not done already;
- Applicant must agree to the B-BBEE Terms and Conditions; and
- A Director Amendment (CoR39) or Member Amendment (CK2) must be filed if the director or member's email address or telephone number is not correct or up to date.

Steps to follow:

1. Visit the website www.cipc.co.za and click on Online Transacting/E-services.
2. Sign in with your customer code and password.
3. Click on the Transact-button on top right corner of the home page.
4. Select the menu item B-BBEE certificates/New B-BBEE application



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5. A list of companies/close corporations of which you are a director will display. Click on Apply next to the applicable company/close corporation.
6. Complete required fields to verify a relative's detail.
7. All directors/members will receive One Time Pins (OTPs), which must be provided to the applicant to complete the verification.
8. Complete the questions relating to shareholding.
9. The calculation of the B-BBEE level will be displayed on the screen.
10. Read and accept the Terms and Conditions.
11. The B-BBEE certificate will be generated and e-mailed to the customer.

CIPC trusts that this value-added service will further enhance customer experience for CIPC customers.

Yours sincerely,

Adv. E. Voller
Commissioner: CIPC
4/9/2018