



Companies and Intellectual
Property Commission
a member of **the dti** group

IMPORTANT NOTICE TO CUSTOMERS (Notice 9 of 2017)

REMINDER OF DISCONTINUATION OF POSTING DOCUMENT COPIES

As per the notices issued in 2013, customers have been introduced to various automated alternatives concerning the filing of applications with CIPC.

The introduction of these electronic filing facilities has undoubtedly reduced turnaround times and has further contributed to customers spending less time queuing for services.

Customers are encouraged to make use of the electronic services made available by CIPC and then e-mail (if applicable) the supporting documents to the dedicated e-mail addresses as indicated on the CIPC website. Transactions that require manual processing must be lodged via e-mail to the dedicated filing address.

Furthermore it is important to reiterate that as from 2 December 2013 CIPC do not provide stamped documents to customers or dispatch copies of Memorandums of Incorporation (MOI) whether newly incorporated or amendment of an existing company. Confirmations or query letters only, are dispatched to customers via the e-mail address as per the customer code. Customers are urged to retain copies of their documents for future reference and record purposes. CIPC is continuously in the process of migrating to an electronic repository system and will not be keeping hard copy records.

Yours sincerely,



Adv. R. Voller
Commissioner: CIPC

16/2/2017