

Step-by-step Guide

COMPANY NAME CHANGE

On

CIPC e-Services & CIPC BizPortal

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Ver 1.1

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STEP 1. Visit the CIPC website: www.cipc.co.za

Click on [LOGIN](#)



Search by ▼

Type in search option value here



Query Resolution:
<https://enquiries.cipc.co.za>



STEP 2. Type in a South African ID number, password and click on [LOGIN](#).

Customer Login

[Home](#) > [Customer Login](#)

Customer Registration

Do you have a South African ID number? ☒

Type in your South African ID number

Type in your password

[LOGIN](#) [PASSWORD RESET](#)

CUSTOMER LOGIN

Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.



@THECIPC
@BIZPORTAL.GOV.ZA



@THECIPC
@BIZPORTALGOVZA



@THECIPC
@BIZPORTALGOVZA

STEP 3. If you are a foreign national, you need to first click on Business registration, Foreigner Assurance and upload certified **foreign ID or passport**. Once **verified**, you will be able to sign in. Tick the icon next to question (Do you have a South African ID number?),

Type in verified passport/foreign ID number, password and click on **LOGIN**.

Customer Login

[Home](#) > [Customer Log](#)

Customer Registration

Do you have a South African ID number?

Type in your passport number

Type in your password

LOGIN

PASSWORD RESET

CUSTOMER LOGIN

Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.

STEP 4. Click on **Business Maintenance**.

≡ CIPC e-
Services

Business
Registration

Business
Maintenance

Business
Disclosure

Customer Dashboard

STEP 5. Click on **Name Changes**.

Annual Return Filing FROM R100.00 INSTANT	Director Amendments FREE 3 DAYS MAX	Member Amendments FREE 3 DAYS MAX	Name Changes FREE OR R250 INSTANT
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STEP 6. Read and understand the information below, then click [New Application](#).

Company Name Changes

You can change the name of your company (Memorandum of Incorporation (MOI change)) at any time after registration by submitting an electronic company name change. Before you start, reserve the name you want to use.

Name change from enterprise number to name is free of charge. If you want to change an existing name of a company to another name, the fee is R250. Name change of close corporations cannot be done via this channel. Visit www.cipc.co.za for more information.

Please make sure before submitting your name change that the shareholders of the company have approved the name change by special resolution of the shareholders of the company (for profit company) or by members (Non-profit company (NPC)). For NPCs without members, a directors' special resolution is required.

The CIPC may request a copy of the special resolution at any time after submitting the name change.

PLEASE NOTE:

1. Section 215(2) (e) of the Companies Act – A person commits an offence who knowingly provides false information to the CIPC.
2. Section 216(b) – Any person convicted of an offence in terms of the Companies Act is liable to a fine or to imprisonment for a period not exceeding 12 months, or to both a fine and imprisonment.

By continuing to use any of our services, it means that you understand and agree to the Companies Act sections above.

New Application

 **FREE OR R250.00**

 24 HOURS MAX

Confirmation Certificates

 **FREE**

 INSTANT

Name Reservations

 **R50.00**

 INSTANT



STEP 7. (OPTION 1) Select and click on the **Company from the list provided to change the name only if you are a Director, Member or Company Secretary.**

OPTION 1: Enterprise List

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT	FILE
B1985000759	REVOLF COURT	CLOSE CORPORATION	IN BUSINESS		
B1986013062	O AND S PROPERTIES	CLOSE CORPORATION	IN BUSINESS		
B1994025205	ERNST SINGH AGENCIES	CLOSE CORPORATION	IN BUSINESS		
B1994028671	DUBAD	CLOSE CORPORATION	IN BUSINESS		
B1995035840	LADYSMITH WAREHOUSING	CLOSE CORPORATION	IN BUSINESS		
B2009016493	ZANDTOM SECURITY OPERATIONS	CLOSE CORPORATION	IN BUSINESS		
B2011009742	SSL MOTORS	CLOSE CORPORATION	IN BUSINESS		
K201101002	PORTITYPE	PRIVATE COMPANY	IN BUSINESS		
K201101005	KHANGELA LODGE	PRIVATE COMPANY	IN BUSINESS		
K201101008	KYALAMI SERVICE STATION	PRIVATE COMPANY	IN BUSINESS		
1 2 3 4 5 6 7					

GUIDANCE

Option 1: All companies and close corporations for which your ID number reflects as active director (companies) or member (close corporations) or company secretary, will be displayed on the list.

Option 2: Use this option if you are not the active director/member or company secretary of the enterprise, but are duly authorised to file the address change.

Selecting an entity from the list, or typing in an enterprise number, confirms that you are duly authorised to file an address change for the entity.

Notes:

Make sure that you have paid annual returns for the specific company that you need to update.



- ANNUAL RETURN COMPLIANT



- ANNUAL RETURN NON-COMPLIANT

(OPTION 2) Type in an enterprise number if you are not a Director/Member or Company Secretary but you are authorised to file an address change

OPTION 2: Enterprise Number

Type in Enterprise Number



STEP 8. Approved names reserved by the customer code will appear, select and click **approved name to proceed.**

Company Name Changes

Home > Company Name Changes

Select an approved name from the list provided below to proceed. If there are no items in the list below, it means that you do not have any approved names under your profile. Submit a proposed name application first, then wait for confirmation that your application is approved.

Approved Names

APPROVED NAME	REF No	EXPIRY DATE	EDIT
WEDDING CAKE SHOP	60000055508	07-FEB-2023	
DOG TRAININGNOVEL	60000055505	07-FEB-2023	
CANVAS PRINTING	60000055346	21-FEB-2023	

GUIDANCE

If there are no names listed, have any approved name:

STEP 9. You will receive OTP's through SMS and Email, insert **both OTP'S on the space provided and click **continue.****

Company Name Changes

Home > Company Name Changes > OTP Approval

Two different OTPs, one for email and one for SMS, have been sent to each of the contact details listed below. To continue, type in at least one OTP for each director. As long as there's an OTP that passes per director, you will be able to proceed.

Company Directors

NAME(S)	SURNAME	SMS OTP	Email OTP	SMS	EMAIL
HAYLIE	DELPORT	S22749	E70003	☒	☒

RE-SEND OTP

VERIFY

CONTINUE

GUIDANCE

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STEP 10. Current name and proposed new name will appear, click **CONTINUE.**

Company Name Changes

Home > Company Name Changes

Application Confirmation

You are about to submit a name change application for company registered under enterprise number **2022/298172/07**. By clicking the continue button below, you confirm that there is a resolution that has been signed to change the name of the company. The resolution must be kept safe as you might be asked to submit it to the CIPC.

CURRENT NAME: **K2022298172 (SOUTH AFRICA) (Pty) Ltd**
PROPOSED NEW NAME: **DOG TRAININGNOVEL (Pty) Ltd**

CONTINUE

GUIDANCE

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STEP 11. If you are changing registration number to a new proposed name, then the fee will be waived and click on [FINALISE](#).

Company Name Changes

Home > Cor

Application Confirmation

You have successfully submitted a name change application for company currently named **K2022298172 (SOUTH AFRICA) (Pty) Ltd**, which is registered with enterprise number **2022/298172/07**.

CURRENT NAME: **K2022298172 (SOUTH AFRICA) (Pty) Ltd**
PROPOSED NEW NAME: **CANVAS PRINTING (Pty) Ltd**

Name change costs R250. If the company currently does not have a name (uses registration number as the name), then the R250 fee is waived; which means that you do not pay anything for the name change. If your company already has a name, you will be redirected to the cart for payment.

Based on your current company name, you will be presented with a relevant button below to continue.

FINALISE

GUIDANCE

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STEP 12. Name change from registration number to a new proposed name submitted successfully, [R250 fee waived](#).

Company Name Changes

Home > Comp

Application Confirmation

You have successfully submitted a name change application for company currently named **K2022298172 (SOUTH AFRICA) (Pty) Ltd**, which is registered with enterprise number **2022/298172/07**.

CURRENT NAME: **K2022298172 (SOUTH AFRICA) (Pty) Ltd**
PROPOSED NEW NAME: **CANVAS PRINTING (Pty) Ltd**

Your application has been queued for automatic processing. You will receive an email with your confirmation certificate shortly.

GUIDANCE

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STEP 13. If you are changing from company name to a new proposed name, then you will be redirected to the cart for payment and click [PAY](#).

STEP 14. Click on [CHECKOUT](#).

STEP 15. Click on **AGREE** to accept the payment terms and conditions.

Payment Terms & Conditions



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DONT AGREE

AGREE

STEP 16. Type card payment information and click on **PAY**.

Card Payment Information

Card Holder Name

Type in full name

Card Number

0000 0000 0000 0000



Card Expiry

MM

YYYY

Card CVC/CVV

CANCEL

PAY

Amount Due

Total Price:

2,00

GUIDANCE

Remove

Please review items in your cart and select Remove to exclude items not to be processed for payment

Checkout

Proceed to payment with current selected

STEP 17. Proof of payment will reflect on the screen.



INFORMATION MESSAGE

Reference: D60000056632
Status: Successful
Outcome: Processing of payment completed

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Support
For any queries relating to this payment transaction, please log a support query using the link at the top of the page for Query Resolution.

Remember to supply a screen shot of the issue/error experienced and quote the reference number on screen

STEP 18. Name change successful after payment.

Application Confirmation

You have successfully submitted a name change application for company currently named **K2022298172 (SOUTH AFRICA) (Pty) Ltd**, which is registered with enterprise number **2022/298172/07**.

CURRENT NAME: K2022298172 (SOUTH AFRICA) (Pty) Ltd
PROPOSED NEW NAME: CANVAS PRINTING (Pty) Ltd

Your application has been queued for automatic processing. You will receive an email with your confirmation certificate shortly.

GUIDANCE

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STEP 19. Confirmation certificate will be automatically dispatched to the email address linked with customer code.

END OF STEP-BY-STEP

