



Companies and Intellectual
Property Commission

a member of **the dtic** group

Preview of Enhanced Eservices & BizPortal Webinar

12 December 2022



PROGRAMME

10h00 – 10h02	Welcome and opening	Facilitator: Ms. Elma Pinkham
10h02 – 10h10	Opening remarks and overview	Commissioner, Adv. Rory Voller
10h10 – 10h25	Overview of enhancements: Companies & CCs	Adv. Christa Klokow
10h25 – 10h40	Overview of enhancements: Directors & Members	Mr. Vuyani Nkohla
10h40 – 10h50	Overview of changes: Finance	Mr. Louie Muller
10h50 – 11h10	Demo	Mr. Tebogo Masakale
11h10 – 11h30	Q & A	Facilitator



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Revamped Eservices & BizPortal Webinar

Companies and Close Corporation Services




LAYOUT


Customer Dashboard

Quick Links

Quick Links

 Change Password

 File Annual Returns






 Register a Company

 Statistics

 Contact Us

 Customer Transactions

My Enterprises

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT
K2011118145	ALECTRA TECHNICAL SERVICES	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2020783298	UPKEEP FACILITIES MANAGEMENT	PRIVATE COMPANY	IN BUSINESS	
K2022200546	PIETIE WALIE	PRIVATE COMPANY	IN BUSINESS	
K2022700028	CALLIE CALLIE	PRIVATE COMPANY	IN BUSINESS	
K2022700029	K2022700029 (SOUTH AFRICA)	NON PROFIT COMPANY	IN BUSINESS	



- ANNUAL RETURN COMPLIANT



- ANNUAL RETURN NON-COMPLIANT

Associated Enterprises


(ID number of customer is compared to ID number of active directors, members and company secretaries)

Customer Detail

PERSONAL DETAILS

Surname: 

Name(s): 

ID Number: 


CONTACT DETAILS

Cellphone: 

Email: 

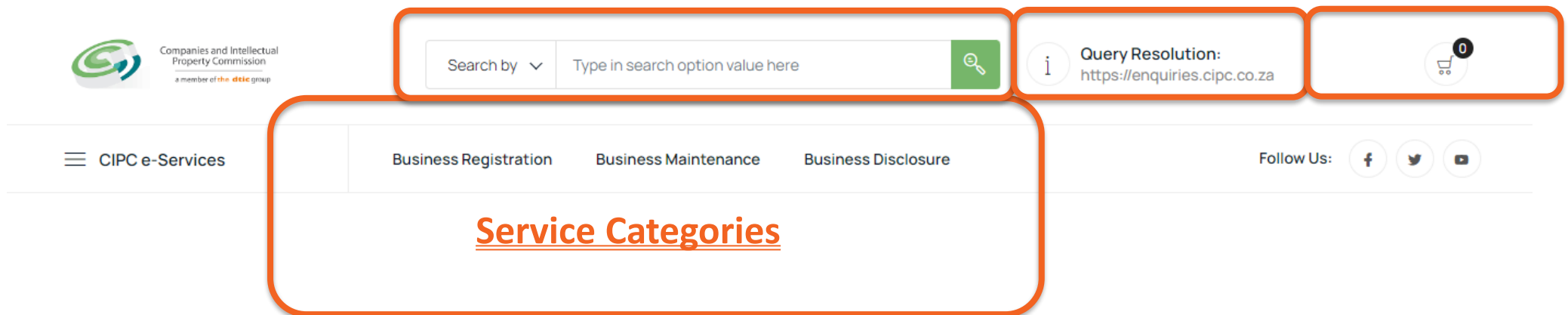
UPDATE

CUSTOMER CODE

Customer Code: 


CIPC is doing away with customer codes. You may still need this code to login on older systems, like the Query Resolution System and the Intellectual Property websites.


LAYOUT




LAYOUT


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


Address Changes

 FREE


 INSTANT


Auditor Changes

 FREE


 INSTANT


Authorised Share Changes

 R250.00


 INSTANT


Financial Year End Changes

 FROM R30.00


 INSTANT


PI Score Calculator

 FREE


 INSTANT


Compliance Checklist

 FREE


 INSTANT


AFS Filing

 FREE


 INSTANT


FAS Filing

 FREE


 INSTANT


Beneficial Ownership Filing

 FREE

 INSTANT

Location of Records

 FREE

 INSTANT

Explanation on nature of the service

Address Changes for Companies & Close Corporations

Each company and close corporation must maintain at least one registered office in South Africa. The registered address or office of a company or close corporation, as well as the email address is very important, as it is the address at which all legal documents will be served on the company or close corporation. Companies and close corporations are required by law to ensure that this information is up to date.

Please note that, by law, the effective date for company address change can only be after 5 working days from date of filing. For close corporations, the effective date can be any date from the date of filing.

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

 INSTANT

Confirmation Certificates

 FREE

 INSTANT


Step-by-step Guide [PDF]

 PDF FILE

 7 PAGES

Step-by-step Guide [Video]

 VIDEO











 00:00:00

Selection of Associated Services

LAYOUT

Selecting the enterprise

OPTION 1: Enterprise List

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT	FILE
K2011118145	ALECTRA TECHNICAL SERVICES	PRIVATE COMPANY	AR DEREGISTRATION PROCESS		
K2020783298	UPKEEP FACILITIES MANAGEMENT	PRIVATE COMPANY	IN BUSINESS		
K2022200546	PIETIE WALIE	PRIVATE COMPANY	IN BUSINESS		
K2022700028	CALLIE CALLIE	PRIVATE COMPANY	IN BUSINESS		
K2022700029	K2022700029 (SOUTH AFRICA)	NON PROFIT COMPANY	IN BUSINESS		

 - ANNUAL RETURN COMPLIANT  - ANNUAL RETURN NON-COMPLIANT

OPTION 2: Enterprise Number

Type in Enterprise Number



Guidance and tooltips

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.

COMPANY NAME SERVICES

- Following services are available:
 - Proposed name
 - Name with association (attachment with upload function)
 - Name extension
 - Name transfer
- Defensive name reservation and extension -
namereservationsandregistrations@cipc.co.za
 - Will be automated and improved during next phase
- Manual name reservation or name with association no longer available on
namereservationsandregistrations@cipc.co.za

COMPANY NAMES

- Special Characters:
 - Percentage %
 - Hashtag #
 - Hyphenated –
 - Apostrophe ‘ and “ (single and double apostrophe)
 - Ampersand &
 - Comma ,
 - Full stop .
 - Brackets () and {}
 - At @
- Auto-approval:
 - Based on specific criteria some proposed names will be referred for back office search and approval

COMPANY NAMES

- Tips:
 - Conduct the follow 3 searches before submitted proposed names
 - Trade Mark
 - Browser
 - Enterprise Search

NEW COMPANIES

- Following services are available:
 - Short Standard Private Company (with or without a name)
 - Short Standard Not for Profit without Members Company (must have a name)
 - MOI / Registration Certificate download
- Fully automated service unless director foreign national
 - First be assured via Foreign Assurance service

NEW COMPANIES

- Guidance
 - After registration the Welcoming Letter, MOI and Certificate will be e-mailed to the customer
 - Only this set will contain complete identity numbers of the directors
 - POPIA
 - Customer who submitted and directors may download for free for 30 days after registration
 - Identity number will be masked
 - R30.00 fee after the 30 day period

NEW COMPANIES

- Guidance
 - Directors may not share cellphone or e-mail contact details – will be blocked from completing application
 - Director **MUST** note that cellphone and/or e-mail will be used for service of legal documentation and notices by CIPC going forward
 - CIPC is phasing out post
 - Director will receive cellphone and e-mail OTP to verify that the cellphone number and e-mail address is valid
 - If intermediary, ensure you make arrangements with your customers for them to provide such to you speedily
 - Director responsibilities and obligations - **www.cipc.co.za / Learn-i-Biz.**

FOREIGN NATIONAL ASSURANCE

- Foreign nationals information must first be assured before he/she can be appointed as director on a company
- Will be required to capture passport or foreign identification document detail and upload certified copy of it
- Information will be assured by back office
- Confirmation will be received if successful

COMPANY AND CLOSE CORPORATION CHANGES AND AMENDMENTS

- Following services are available:
 - Company location of records (NEW)
 - Company and Close Corporation address changes
 - Company and Close Corporation financial year end changes
 - Company change of name
 - Company share changes
 - Confirmation Certificate (only available to the customer who submitted the change)

COMPANY AND CLOSE CORPORATION CHANGES AND AMENDMENTS

- Company change of name
 - OTP will only go to selected active director or company secretary
- Location of company records
 - Location of different record sets will be displayed on all web disclosures (below address information)
 - If no location of record has been filed, it will reflect the same as the physical address information

ANNUAL RETURNS

- Following services are available:
 - Annual Return
 - PI Score
 - AFS
 - FAS
 - Confirmation Certificate
 - AR Calculator (in next phase)

ANNUAL RETURNS

- PI Score:
 - Legal requirement
 - Options will differ based on type of enterprise
 - Used together with Financial Information tab to determine whether AFS or FAS must be submitted
 - System will force the AFS / FAS compliance
 - Turnover will be pre-populated in the AR Calculator Tab at the end of the filing
 - Employee information will be pre-populated in the AR Statistic Information Tab
 - Stand alone filing option

ANNUAL RETURNS

- Financial Information Tab
 - Will ask legal questions relating to financial record keeping and audit requirements to calculate whether company is obliged to file AFS/FAS
 - Will not be able to proceed with AR unless this is completed
 - Criminal offense to submit false information to CIPC
- Changes while filing Annual Returns
 - Ability to submit changes e.g. director changes, address while filing Annual Return
 - Select the relevant tab

ANNUAL RETURNS

- Statistical Information
 - Additional information must be submitted for statistical purposes
 - Dormant / Active
 - Province of primary business activity
 - Industry
 - Holding company
 - Number of employees – pre-populated from PI Score
- Filing Confirmation
 - Simplified (no longer recreated for every year being filed)
 - Turnover is displayed



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Thank you

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DIRECTORS, MEMBERS AND PRACTITIONERS

VUYANI NKOHLA



INTRODUCTION

- First release is the director & member amendments as well as auditor changes
 - Supporting documents
 - Though some processes are fully automated, the company is still required to keep documentation for future when required.
 - Note that it is an offence to knowingly provide falsified or misleading information

INTRODUCTION

- Straightforward appointments and/or resignations of directors or members are fully automated.
- Only directors, company secretary or members who are part of the company or close corporation will be allowed to effect changes on the system.
- New appointees or resignations will be required to confirm their appointments or resignation before finalizing the process.
- All the steps included are in line with Regulations 168(4) and these are the reasonable steps taken by the Commission as required by the Act.

INTRODUCTION

- All removal of directors as well as court related applications will go through the back office and these applications are 10% of the total volumes received by the Business Unit.
- With regards to Auditors, only directors and company secretary can file for the appointments or resignation of auditors.
- In the event that the auditor is a firm and the designated auditor has resigned, the applicant will have to resign firm in order to resign the designated auditor thereafter re-appoint the same auditor with the same date and appoint the new designated auditor with the new date.
- This will be address in the second phase, whereby the system will allow resignation of the designated auditor without affecting the firm.



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DIRECTORS, MEMBERS AND PRACTITIONERS



BACKGROUND

The Commission strives to continually improve its processes, enabling ease of doing business whilst ensuring that compliance with relevant legislations is adhered to.

Regulations 168(4) requires the Commission to take reasonable steps to confirm the identity of any person filing, ensure that the person filing has a right to file and ensure authenticity of documents filed.

The drive is the collation of data and as such OTP will be issued after we have done what is required above and companies must keep the documents for when required.

This process is aimed at addressing the unauthorized changes which compromise the investor confidence.

VERIFICATION OF PERSONS

- All directors and members who are South African citizens:
 - Are verified against the DHA register
 - Ensure that the latest valid contact details are recorded with CIPC
 - Fully automated process will depend on the verification and confirmation by directors and members via OTP
- Any directors or members who are foreign nationals:
 - Must be verified first (foreigner validation process)
 - Record contact details for confirmation and approval of applications.

APPROACH

The new e-Services will be in phases:

First phase: Directors, Members and Auditors.

(Licensing and Appointment of Business Rescue will be migrated)

Second phase: Company Secretary, Representatives, Accounting Officers.

NB: Only directors, members or company secretary can file the changes.

Straightforward appointments and/or resignations of directors or members are fully automated.

All Complex transactions such as removal or court order related applications will go to the back office.

BENEFITS

- Quick turnaround times
- Prevention of unauthorised changes
- Reduced administrative burden
- Reliable data
- Cost effective



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PAYMENT METHOD

Speaker: Louie Muller



NEW E-SERVICES CARD PAYMENT SYSTEM

- The new and improved card payment solution will be used by CIPC as it implements its new E-Services channel.
- The card payment solution will allow customers to use Debit or Credit cards as means of payment.
- The change in payment method will only affect companies related services.
- The CIPC online payment solution is a simple and cost-effective way for customers to select and pay for services through a secure portal - "pay-as-you-go."
- This eliminates unnecessary delays between the payment of the service and completion of the transaction.

BENEFITS OF USING ONLINE PAYMENTS – CREDIT / DEBIT CARDS

- The CIPC online payment solution is a simple and cost-effective way for customers to select and pay for services through a secure portal - "pay-as-you-go."
- This eliminates unnecessary delays between the payment of the service and completion of the transaction.

Benefits:

- No more logging of payment enquiries
- Real-time transactions will improve service delivery
- Eliminating incorrect deposit referencing deposits
- Convenient and efficient – Pay online , any time , anywhere
- Secured transaction
- Your choice - Debit or Credit card payment methods
- Instant – immediate confirmation of payment

WHAT TO REMEMBER

- No requirement for the customer to register their debit or credit card information with CIPC.
- Shopping basket approached.
- Only completed transaction will be direct to the CIPC payment gateway.
- The lifespan of a transaction in the cart is 12 hours; if no payment is made during that time, it will be deleted.
- Only 3D secure enabled cards will be accepted.
- Familiarise yourself with CIPC terms and condition before proceeding with the lodgement.
- All card disputes must first be referred to CIPC.



WHAT TO REMEMBER

Accepted cards

✓ Visa

American Express

✓ Master Cards

Diners Club International



“Pay-as-you-go” customer pays only for service(s) rendered. No more
Paying in advance for services.

FREQUENTLY ASKED QUESTIONS

- **Will customers be able to use the existing declining balance account?**
Yes, but only for other related services, not e-services or BizPortal services.
- **Who can use Online Payment Solution?**
All CIPC customers will be able to use Credit / Debit Card to make payment for certain Company related service only.
- **How long does it take for payment to reflect?**
Customer pays only for service(s) selected and such payment reflects immediately upon transaction.
- **What will happen to my account balance?**
The balance will be refunded use using a simplified process for transaction >60 days verification of customer detail.

FREQUENTLY ASKED QUESTIONS

- <60 days of the deposit date, will have to provide additional documentation such as deposit slips (normal refund requirement)
- Certified ID document of the owner of the customer code.
- Proof of payment.
- Bank details on bank letterhead or bank stamp.
- Letter signed by account holder indicating the reason for the refund, the amount and customer account.

IMPORTANT

- ***Refund*** request should be logging via the CIPC enquiry (QRS system) on the CIPC Website.
- **We encourage all client with balances in their customer account to start using them up and not to deposit any bulk amount.**



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ESERVICES DEMONSTRATION

TEBOGO MASAKALE





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Questions & Answers

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PLATFORM LINKS

- <https://eservices.cipc.co.za>
- <https://bizportal.gov.za>