

# Step-by-step Guide

## LOCATION OF COMPANY RECORDS

On

## CIPC e-Services & CIPC BizPortal

August 2022

Ver 1.0

1. Go to the CIPC website: [www.cipc.co.za](http://www.cipc.co.za)

Click on **LOGIN**



Search by ▼

Type in search option value here



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



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.



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

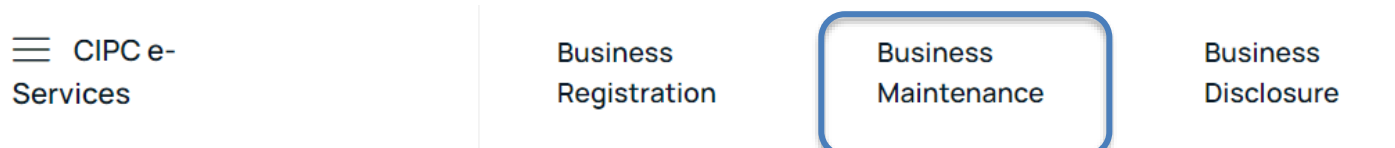
LOGIN

PASSWORD RESET

CUSTOMER LOGIN

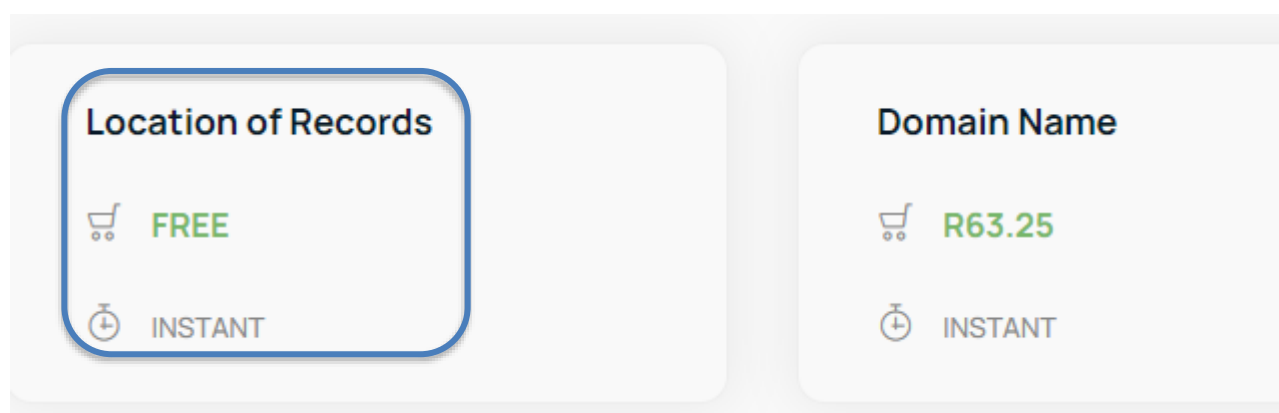
Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.

4. Click on **Business Maintenance**



## Customer Dashboard

5. Select and click on **Location of Records**



6. Read and understand the information below, then Select **New Application**.

## Change to Company Location of Records

The office of a company is very important, as it is the address at which any legal documents will be served on the company. Companies are required by law to ensure that this information is up to date, and maybe liable for a fine or prosecution if it is found that the information is not up to date. The Companies Act requires all companies to keep records of their minutes, resolutions and decisions, as well as the financial statements and share register at a location that has been declared. A notice of the location of the company records must be filed with the CIPC only if the company records are not kept at its registered office or address.

External companies, close corporation, and co-operatives are excluded from filing changes to location of records.

### 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**

### View

 **FREE**

 **INSTANT**

### Step-by-step Guide [PDF]

 **PDF FILE**

 **0 PAGES**

7. Select and click on the **Company**, from the list provided, that you need to update/add location of company records.

| ENTERPRISE No | NAME                    | TYPE            | STATUS      | COMPLIANT                                                                             | SELECT                                                                                |
|---------------|-------------------------|-----------------|-------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| K2011101002   | PORTITYPE               | PRIVATE COMPANY | IN BUSINESS |  |  |
| K2011101005   | KHANGELA LODGE          | PRIVATE COMPANY | IN BUSINESS |  |  |
| K2011101008   | KYALAMI SERVICE STATION | PRIVATE COMPANY | IN BUSINESS |  |  |

### 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



8. If there is an existing address, click on **remove icon** before adding the new one.

Current Records

| DOCUMENT TYPE                                                            | DATE        | ADDRESS                                     | Remove                                                                             |
|--------------------------------------------------------------------------|-------------|---------------------------------------------|------------------------------------------------------------------------------------|
| Any other documents and/or information in terms of section 24 the Co Act | 18-AUG-2022 | 12 SELINA STREET, DIMANI, VENDA, 3367, 0159 |  |

**ADD LOCATION**

GUIDANCE

To add a new address, select the "Add Location" button. You will be required to select the type of record, then the address. You may add multiple locations by clicking the "Add Location" button after saving each address.

To remove an address, click on the "Remove" icon to the right of each address listed.

9. Click on **ADD LOCATION** in order to add new address.

Current Records

| DOCUMENT TYPE                                                                                                           | DATE | ADDRESS | Remove |
|-------------------------------------------------------------------------------------------------------------------------|------|---------|--------|
| This enterprise has not submitted any location of records. Use the 'ADD' option below to add a new location of records. |      |         |        |

**ADD LOCATION**

GUIDANCE

To add a new address, select the "Add Location" button. You will be required to select the type of record, then the address. You may add multiple locations by clicking the "Add Location" button after saving each address.

To remove an address, click on the "Remove" icon to the right of each address listed.

10. Add a new address starting by selecting **Document type**, complete valid address and click **SAVE**.

Location of Records

Document Type

Any other documents and/or information in terms of section 24 the Co Act

Address line 1

22 Selina Kone Street

Address line 2

Atteridgeville

Town / City

Pretoria

Province

Gauteng

Postal Code

0008

SAVE

**Notes:**

- CIPC randomly conducts a sampling of addresses in order to verify the correctness of information. Kindly make sure you type in the real address. Example of incorrect address: XXXX, XXXX, 0001



## 11. You can add multiple locations by clicking “ADD LOCATION” after saving each address.

Current Records

| DOCUMENT TYPE                                                                                                           | DATE | ADDRESS | Remove |
|-------------------------------------------------------------------------------------------------------------------------|------|---------|--------|
| This enterprise has not submitted any location of records. Use the 'ADD' option below to add a new location of records. |      |         |        |

New Proposed Records

| DOCUMENT TYPE | ADDRESS                                   |
|---------------|-------------------------------------------|
| AO            | VHUGALA, MUKOVHE, ORIFHUMUDZA, 3370, 0008 |

ADD LOCATION

SUBMIT

GUIDANCE

To add a new address, select the "Add Location" button. You will be required to select the type of record, then the address. You may add multiple locations by clicking the "Add Location" button after saving each address.

To remove an address, click on the "Remove" icon to the right of each address listed.

### 11.1 Below is an example of two addresses of Location of company records.

Current Records

| DOCUMENT TYPE                                                                                                           | DATE | ADDRESS | Remove |
|-------------------------------------------------------------------------------------------------------------------------|------|---------|--------|
| This enterprise has not submitted any location of records. Use the 'ADD' option below to add a new location of records. |      |         |        |

New Proposed Records

| DOCUMENT TYPE | ADDRESS                                   |
|---------------|-------------------------------------------|
| AO            | VHUGALA, MUKOVHE, ORIFHUMUDZA, 3370, 0008 |
| AO            | MUTUWI, ALUGUMI, THIVHA, 3367, 0001       |

ADD LOCATION

SUBMIT

GUIDANCE

To add a new address, select the "Add Location" button. You will be required to select the type of record, then the address. You may add multiple locations by clicking the "Add Location" button after saving each address.

To remove an address, click on the "Remove" icon to the right of each address listed.

12. Once addresses have been added then click **SUBMIT**.

Current Records

| DOCUMENT TYPE                                                                                                           | DATE | ADDRESS | Remove |
|-------------------------------------------------------------------------------------------------------------------------|------|---------|--------|
| This enterprise has not submitted any location of records. Use the 'ADD' option below to add a new location of records. |      |         |        |

New Proposed Records

| DOCUMENT TYPE | ADDRESS                                   |
|---------------|-------------------------------------------|
| AO            | VHUGALA, MUKOVHE, ORIFHUMUDZA, 3370, 0008 |
| AO            | MUTUWI, ALUGUMI, THIVHA, 3367, 0001       |

ADD LOCATION

SUBMIT

GUIDANCE

To add a new address, select the "Add Location" button. You will be required to select the type of record, then the address. You may add multiple locations by clicking the "Add Location" button after saving each address.

To remove an address, click on the "Remove" icon to the right of each address listed.

13. The below message will then appear on your screen.

Location of Company Records Confirmation

You have successfully submitted a location of records application for an enterprise named **KYALAMI SERVICE STATION (Pty) Ltd**, which is registered with enterprise number **2011/101008/07**.

14. At the Same time you will receive amended certificate which contains new location of company records address/s through an email address linked with your customer code. All the active directors will be notified through sms about this changes provided their details are updated on CIPC database.

**THE END**