



Companies and Intellectual  
Property Commission  
a member of the dtic group

# Step-by-step Guide

## Co and CC Address Change

On

## CIPC e-Services & CIPC BizPortal

August 2022

Ver 1.1



1. Visit 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

### Customer Registration

Do you have a South African ID number?

### 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?

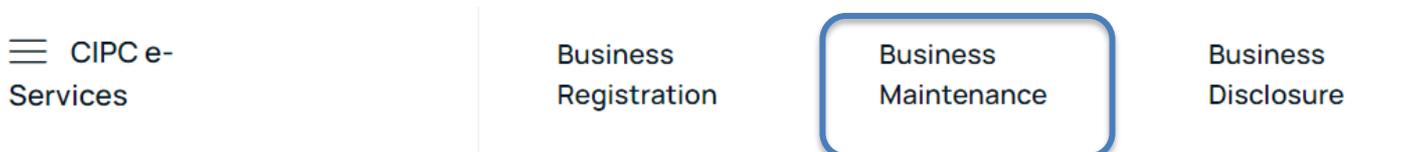
Type in your passport number

Type in your password

### CUSTOMER LOGIN

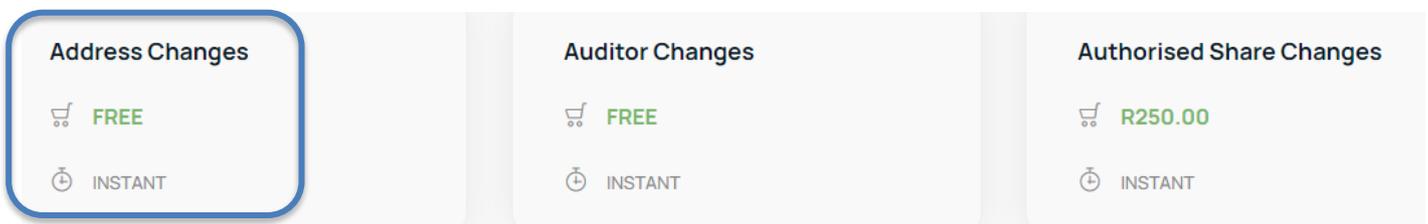
Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.

4. Click on **Business Maintenance**



## Customer Dashboard

5. Click on **Address Changes**



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

### 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.

<b>New Application</b> 🛒 <b>FREE</b> 🕒 <b>INSTANT</b>	<b>View</b> 🛒 <b>FREE</b> 🕒 <b>INSTANT</b>	<b>Step-by-step Guide [PDF]</b> 📄 <b>PDF FILE</b> 🕒 <b>0 PAGES</b>
---	--	--

## 7. Select and click on the blue hand under the heading “File” for the relevant **Company** from the list provided to update/add address change. You need to be a Director, Member or Company Secretary of the relevant company to be able to use this option (**OPTION 1**).

**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	ZANDNTOM SECURITY OPERATIONS	CLOSE CORPORATION	IN BUSINESS	✗	👤
B2011009742	SSL MOTORS	CLOSE CORPORATION	IN BUSINESS	✗	👤
K2011101002	PORTITYPE	PRIVATE COMPANY	IN BUSINESS	✗	👤
K2011101005	KHANGELA LODGE	PRIVATE COMPANY	IN BUSINESS	✗	👤
K2011101008	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

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

**OPTION 2: Enterprise Number**

Type in Enterprise Number



**8. Select effective date from the calendar, if you are changing address for company (5 business days or more from the date of filing) and if is for close corporations (same day of filing or any other day).**

Enterprise Details

Select effective date

2022/09/04



Email Address

JMulidzwi@cipc.co.za



Website Address

www.cipc.co.za

ENTERPRISE DETAILS

Enterprise Number: 2011/101008/07

Enterprise Name:

KYALAMI SERVICE STATION (Pty) Ltd

GUIDANCE

Select an effective date, then type in new address details.

**9. Type in the new addresses and click on the copy icon if the postal address is the same as residential address.**



**PHYSICAL ADDRESS**

Address line 1  
6 CIKO STREET \*

Address line 2  
MOUNTAIN VIEW

In which town/city is this address?  
LIMPOPO \*

In which province is this address?  
Limpopo ▾

What is the postal code?  
0159 \*

**POSTAL ADDRESS**

Address line 1  
6 CIKO STREET \*

Address line 2  
MOUNTAIN VIEW

In which town/city is this address?  
LIMPOPO \*

In which province is this address?  
Limpopo ▾

What is the postal code?  
0159 \*



**SUBMIT CHANGE**

For companies, the effective date must be five (5) business days or more from the date of filing. The change will be effected on the selected date and your confirmation document will be emailed to you on the effective date.

For close corporation, the effective date can be the same day of filing, or any selected day thereafter and your confirmation document will be emailed to you on the effective date.

10. Once done typing addresses click on **SUBMIT CHANGE**.

**PHYSICAL ADDRESS**

Address line 1  
6 CIKO STREET \*

Address line 2  
MOUNTAIN VIEW

In which town/city is this address?  
LIMPOPO \*

In which province is this address?  
Limpopo ▾

What is the postal code?  
0159 \*



**POSTAL ADDRESS**

Address line 1  
6 CIKO STREET \*

Address line 2  
MOUNTAIN VIEW

In which town/city is this address?  
LIMPOPO \*

In which province is this address?  
Limpopo ▾

What is the postal code?  
0159 \*

SUBMIT CHANGE

For companies, the effective date must be five (5) business days or more from the date of filing. The change will be effected on the selected date and your confirmation document will be emailed to you on the effective date.

For close corporation, the effective date can be the same day of filing, or any selected day thereafter and your confirmation document will be emailed to you on the effective date.

**Notes 1:**

- **CIPC randomly sample address changes in order to assure the correctness of information. Kindly make sure you type in the actual address. Example of incorrect address: XXXX, XXXX, 0001**

**Notes 2:**

- **Confirmation document/certificate will be emailed to you on the effective date:**  
**For Companies – after 5 working days or date selected.**  
**For Close Corporations – same day of filling or date selected.**

11. Once the address change has been **SUBMITTED**, the following message will appear on your screen depending if you have done changes on **COMPANY** or on **CLOSE CORPORATIONS**.

|

### Address Change Confirmation

---

You have successfully filed for an address change for the enterprise named **KYALAMI SERVICE STATION (Pty) Ltd**; which is registered with enterprise number **2011/101008/07**.

The filing has been saved under reference number **60000056564**, and will be processed automatically on **2022/09/04**. A confirmation certificate will be sent to your email address after processing.

**THE END**

