

Step-by-step Guide

COMPANY NAME CHANGE

On

CIPC e-Services & CIPC BizPortal

September 2022 Ver 1.1 Created by Jane Mulidzwi

The dtic Campus (Block F - Entfutfukweni), 77 Meintjies Street, Sunnyside, Pretoria, P O Box 429, Pretoria, 0001 Call Centre: 086 100 2472 | Website: www.cipc.co.za









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

Click on LOGIN



STEP 2. Type in a South African ID number, password and click on LOGIN.

Customer Login	G Home $>$ Customer Login
Customer Registration	CUSTOMER LOGIN
Do you have a South African ID number?	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
Type in your South African ID number	verified passport/foreign ID number instead of a South African ID number.
Type in your password	
LOGIN PASSWORD RESET	

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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		යි Home 🗦 Customer Log
Customer Registration		CUSTOMER LOGIN
Do you have a South African ID number? Type in your passport number		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.
Type in your password LOGIN PASSWORD RESET	٢	

STEP 4. Click on Business Maintenance.

── CIPC e-	Business	Business	Business
Services	Registration	Maintenance	Disclosure

Customer Dashboard

STEP 5. Click on Name Changes.

Annual Return Filing	Director Amendments	Member Amendments	Name Changes
ಸ್ಲ್ FROM R100.00	ថ្ល៍ FREE	넜 FREE	녔 FREE OR R250
	3 DAYS MAX		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.



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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	ТҮРЕ	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	SSLMOTORS	CLOSE CORPORATION	IN BUSINESS	×	Ł
K2011101002	PORTITYPE	PRIVATE COMPANY	IN BUSINESS	×	Ł
K2011101005	KHANGELA LODGE	PRIVATE COMPANY	IN BUSINESS	×	Ł
K2011101008	KYALAMI SERVICE STATION	PRIVATE COMPANY	IN BUSINESS	~	£
		1 2	3 4	5 6	7

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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			යි Hom	e > Company N
Select an approved name from the list p have any approved names under your p application is approved.	provided below to proceed. If there are rofile. Submit a proposed name applica	no items in the list below, it means t ation first, then wait for confirmatior	at you do not that your If there	CE are no names liste
Approved Names			have an	y approved name:
APPROVED NAME	REF No	EXPIRYDATE	EDIT	
WEDDING CAKE SHOP	6000055508	07-FEB-2023	£	
DOG TRAININGNOVEL	6000055505	07-FEB-2023	S-	
CANVAS PRINTING	60000055346	21-FEB-2023	£	

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 It home > Company Name Changes > OTP Approval

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



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STEP 11. If you are changing registration number to a new proposed name, then the fee will be waved and click on FINALISE.

Application Confirmation	GUIDANCE
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.	123
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.	

STEP 12. Name change from registration number to a new proposed name submitted successfully, R250 fee waived.

G Home
GUIDANCE
123

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.

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

Payment Terms & Conditions

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



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

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INFORMATION MESSAGE GUIDANCE Reference: D60000056632 Support Status: Successful For any queries relating to this payment transaction please log a support query using the link at the the page for Query Resolution. Outcome: Processing of payment completed Remember to supply a screen shot of the issue experienced and quite the reference number.		
INFORMATION MESSAGE GUIDANCE GUIDANCE GUIDANCE GUIDANCE GUIDANCE GUIDANCE Status: Successful Control of payment completed for Query Resolution. For any queries relating to this payment transcription of payment completed for Query Resolution. Remember to supply a screen shot of the issue experienced and quite the reference number to supply a screen shot of the issue experienced and quite the reference number of the support of the reference number of the refer		
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Outcome: Processing of payment completed please log a support query using the link at the the page for Query Resolution. Remember to supply a screen shot of the issue experienced and quite the reference number.	For any gueries rel	relating to this payment transaction,
Remember to supply a screen shot of the issue	please log a suppo	port query using the link at the top of ary Resolution.
Remember to supply a screen shot of the issu experienced and quote the reference number		.,
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experienced and quote the reference number screen	experienced and q	a quote the reference humber on

STEP 18. Name change successful after payment.

Company Name Changes

Application Confirmation			GUIDANCE
You have successfully submitted a K2022298172 (SOUTH AFRICA) (P	name change application for company currently r y) Ltd, which is registered with enterprise numb	named er 2022/298172/07.	123
CURRENT NAME: K2022298172 (SC PROPOSED NEW NAME: CANVAS PI	DUTH AFRICA) (Pty) Ltd RINTING (Pty) Ltd		
Your application has been queued	or automatic processing. You will receive an ema	il with your confirmation certificate	

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

END OF STEP-BY-STEP

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