

Step-by-step Guide

NEW COMPANY REGISTRATION

On

CIPC New e-Services

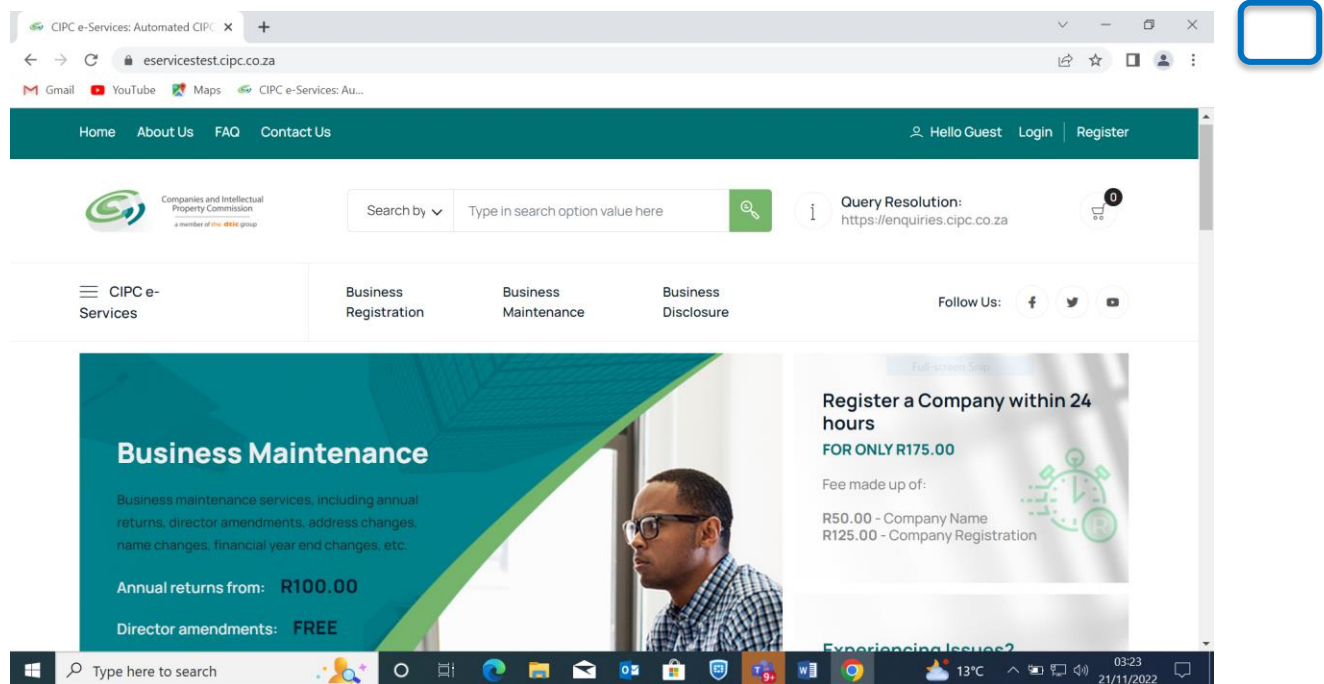
21 November 2022

Ver 1.1

Created by Glory Moumakwe

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

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

Customer Registration

Do you have a South African ID number? ☒



[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 3. Select business registration

[Home](#) [About Us](#) [FAQ](#) [Contact Us](#)

Hello HAYLIE [Dashboard](#) [Logout](#)

 Companies and Intellectual Property Commission
a member of the dtic group

Search by ▼ 

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



CIPC e-Services

Business Registration

Business Maintenance

Business Disclosure

Follow Us:   

Customer Dashboard Home > Dashboard

Quick Links

 Change Password

 File Annual Returns

 Register a Company

 Statistics

 Contact Us

 Balance: R0.00

PERSONAL DETAILS

Surname: DELPORT
Name(s): HAYLIE
ID Number: 7101270256083



STEP 4. Click on Company Registration

Business Registration

[Home](#) > [Business Registration](#)

Company Registration

 R125.00 or R175.00

 24 HOURS MAX

Cooperative Registration

 R125.00 or R175.00

 24 HOURS MAX

SARS Services

 FREE

 INSTANT

B-BBEE Certificates

 FREE

 INSTANT

Foreigner Assurance

 FREE

 24 HOURS MAX

Domain Names

 R63.25

 INSTANT

Name Reservations

 R50.00

 24 HOURS MAX

Business Bank Accounts

 FREE

 BANK DEPENDENT

Compensation Fund

 FREE

 24 HOURS MAX

Unemployment Insurance Fund

 FREE

 24 HOURS MAX

Google Business Services

 FREE

 PARTNER DEPENDENT

Company Registration

In terms of the Companies Act, 2008, a for profit company (e.g. private company) may be registered with or without a company name while a not for profit company must have a name. When a company is registered without a reserved name, its registration number automatically becomes the company name with (South Africa) as the suffix. This is the quickest way to register a company.

Such a company may transact with a trading (business) name, or may apply to add a reserved name at a later stage. In this case, the company will need to first reserve a name and then apply for a name change, which constitutes a change to its Memorandum of Incorporation (MOI).

If your initial name reservation application is not approved, you will need to apply for new names. You may apply for between 1 and 4 names during each application process. Each name reservation application costs R50 and since it is regarded as a filing fee and not an administrative fee, it is not refundable. It is advised that a free Trade Mark search and browser search (using your preferred browser, like Google Chrome, Microsoft Edge, etc.) to confirm the use of your proposed name before submitting such as part of your name reservation application.

Your name reservation application is only registered or reserved upon written confirmation from CIPC in the form of a CoR9.4. The name reservation is valid for 6 months during which period you must have used it on a company or co-operative registration or a change to a company or close corporation name.

STEP 5. Click on **New Registration**

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 Registration

 **R125.00**

 24 HOURS MAX

Registration Certificates

 **FREE OR R30.00**

 INSTANT

Name Reservations

 **R50.00**

 24 HOURS MAX

Step-by-step Guide [PDF]

 **PDF FILE**

 7 PAGES

Step-by-step Guide [Video]

 **VIDEO**

 00:00:00



STEP 6. Select **Name Option**.

Company Name Options



Select a name option for your company below. If you select the approved name option, you will be presented with a list of names that you have reserved already. You may also choose to apply for a name as part of this company registration. Lastly, you may also register your company without a name. In this case, your company registration number will also be your company name, with the suffix "(South Africa)" appended to it.

NOTE: Only profit companies may apply for company registration without a name. If you choose to register a Non-Profit Company (NPC), it is compulsory to reserve a name first which must be approved.

Use Approved Name

R0.00

INSTANT

Apply for a New Name

R50.00

24 HOURS MAX

Register without a Name

R0.00

INSTANT

STEP 7. Select company type from dropdown list

[Click on continue](#)

Company Type

Please select the type of company you would like to register from the dropdown list below. At the moment, we only offer Private Companies [(PTY) LTD] and Non-Profit Companies [NPC] registration online. Private companies must have at least one (1) director while Non-profit companies must have at least three (3) directors.

Company Type

What company type would you like to register?

Private Company



PLEASE NOTE: Private Companies must have at least 1 director.

CONTINUE



STEP 8. Enter ID no.

Click on [continue](#)

Company Type

Type in director identity number

SA ID



+

ID Number	Surname	Name(s)	Remove
	DELPORT	HAYLIE	

CONTINUE

STEP 9. Enter ID number

[Enter married date](#)

[Enter spouse ID number](#)

Click on [verify](#)

DHA Verification

Verification for HAYLIE DELPORT

Which date was the identity document issued?

2012/05/22

Which date did the ID holder get married?

1992/11/07

What is the ID number of the ID holder's spouse?

VERIFY



Business Disclosure

Select each of the directors listed below by clicking on the blue hand icon next to the director, then type in all required details. The email addresses and cellphone numbers of directors are vital as all communication, including legal notices and correspondence from the CIPC is sent using those two communication mediums.

Company Directors

ID/PASSPORT No	NAME(S)	SURNAME	EDITED?	EDIT
[REDACTED]	HAYLIE	DELPORT		

STEP 10. Select Director details from dropdown list:

Enter cell number

Enter email address

Director Details

Select director type

Director

Select title

Ms

Select demographic

Caucasian

Select gender

Female

Select disability status

Not Disabled

Date of birth

27-Jan-71

Email address

hdelport99@gmail.com

PLEASE NOTE: This email address is regarded as domicilium citandi et executandi, for purposes of all legal notices to be served by CIPC on the company.

Cellphone number

0827786881

STEP 11. Enter Director Physical and Postal address.

Select save director details

Click on [Save director details](#)

Click on [continue](#)



Address Details

PHYSICAL ADDRESS

Address line 1

77 meintjies street *

Address line 2

sunnyside

In which town/city is this address?

pretoria *

In which province is this address?

Gauteng ▾

What is the postal code?

0001 *



POSTAL ADDRESS

Address line 1

77 meintjies street *

Address line 2

sunnyside

In which town/city is this address?

pretoria *

In which province is this address?

Gauteng ▾

What is the postal code?

0001 *

SAVE DIRECTOR DETAILS

Director Details



Select each of the directors listed below by clicking on the blue hand icon next to the director, then type in all required details. The email addresses and cellphone numbers of directors are vital as all communication, including legal notices and correspondence from the CIPC is sent using those two communication mediums.

Company Directors

ID/PASSPORT No	NAME(S)	SURNAME	EDITED?	EDIT
7101270256083	HAYLIE	DELPORT	☒	

CONTINUE



Company Directors

ID/PASSPORT No	NAME(S)	SURNAME	EDITED?	EDIT
	HAYLIE	DELPORT	☒	

CONTINUE

STEP 12. You will receive OTP's through SMS and Email, insert **both** OTP'S on the space provided and **click continue**.

Company Directors

NAME(S)	SURNAME	SMS OTP	Email OTP	SMS	EMAIL
HAYLIE	DELPORT	S67160	E47301	☒	☒

RE-SEND OTP

VERIFY

CONTINUE

STEP 13. Enter Company details.

Company Details

Which month will the company financial year end be?

January



How many authorised shares will be issued?

100 SHARES



100



Company Contact Number

0827786881



Company Email Address

hdelpor99@gmail.com



PLEASE NOTE: This email address is regarded as domicilium citandi et executandi, for purposes of all legal notices to be served by CIPC on the company.

Website Address

STEP 14. Enter Company Physical and Postal address

Click on [continue](#)



Company Address Details

PHYSICAL ADDRESS

Address line 1

77 meintjies street *

Address line 2

sunnyside

In which town/city is this address?

pretoria *

In which province is this address?

Gauteng ▼

What is the postal code?

0001 *



POSTAL ADDRESS

Address line 1

77 meintjies street *

Address line 2

sunnyside

In which town/city is this address?

pretoria *

In which province is this address?

Gauteng ▼

What is the postal code?

0001 *

CONTINUE

Application Confirmation

You have successfully submitted an application to register a company. Your application has been added to the cart. Click on the pay button below to pay for the application. Payment must be done immediately. Failure to make immediate payment will result in your application being automatically rejected.

PAY

STEP 15. Then you will be redirected to the cart for payment and click **PAY**.

STEP 16. Click on **CHECKOUT**.

STEP 17. Click on **AGREE** to accept the payment terms and conditions.



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DONT AGREE AGREE

STEP 18. Type card payment information and click on PAY.

INFORMATION MESSAGE

Reference: D60000053743

Status: Successful

Outcome: Authorization, authentication and debit completed!

Please contact the CIPC Call Centre at 086 100 2472 for any queries relating to this transaction

Card Payment Information

Card Holder Name

Type in full name

Card Number

0000 0000 0000 0000

VISA

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

The dtic Campus (Block F – Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria, P O Box 429, Pretoria, 0001

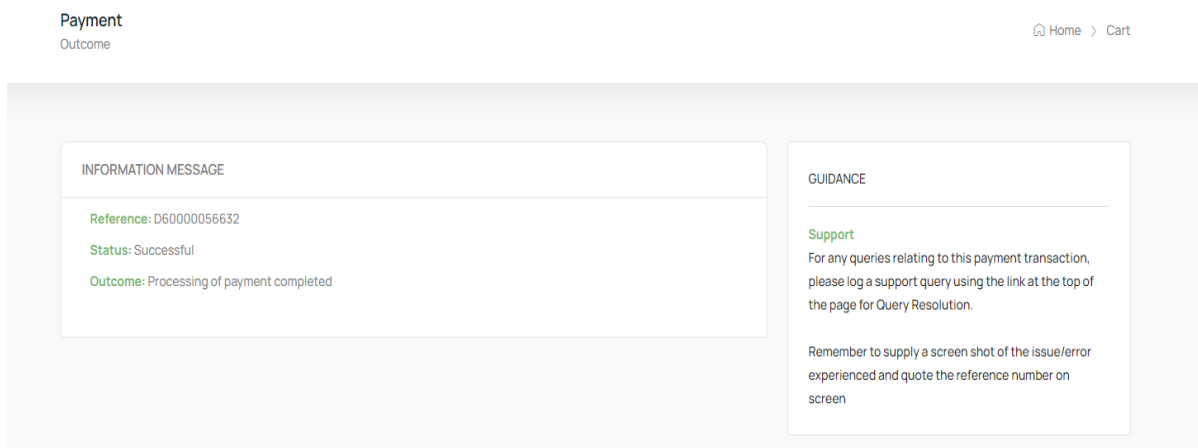
Call Centre: 086 100 2472 | Website: www.cipc.co.za

f @THECIPC @BIZPORTAL.GOV.ZA

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YouTube @THECIPC @BIZPORTALGOVZA

STEP 19. Proof of payment will reflect on the screen.



STEP 18. Company registration successful after payment.

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





svc_devk2srv@cipc.co.za <svc_devk2srv@cipc.co.za>

09:24



To: HDELPOR99@GMAIL.COM



CompanyRegistrationMOI-6000...
645,67 KB

Dear HAYLIE DELPORT,

Thank you for your New Enterprise Registration application dated 05 July 2022.

Company Registration Details

Enterprise Number: 2022/052198/07

Reference Number: 60000053742

Enterprise Name: K2022052198 (SOUTH AFRICA) (Pty) Ltd

Your application has been successfully completed and the Company has been registered.

Kind Regards,

CIPC Enterprise Registrations

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

END OF STEP-BY-STEP

