Companies and Intellectual
Property Commission

a member of the **dtic** group

USER GUIDELINES

BENEFICIAL OWNERSHIP

PURPOSE OF DOCUMENT

The CIPC is to keep a register of beneficial ownership (BO) for companies and close corporations. The register to be kept is for the directors/members of the companies and close corporations. Anyone with more than 5% beneficial ownership of a company or close corporation must register with the CIPC. This document is to guide filers on the steps of filing beneficial ownership details via the online automated process of filing.

STEPS TO CAPTURE BENEFICIAL OWNERSHIP DETAILS

1. Visit the CIPC website www.cipc.co.za and click on On-line transacting/New E-services or use the following direct link: https://eservices.cipc.co.za/
2. Complete your Customer Code, Password and Security Code. Click on Login

3. Click on the Transact button
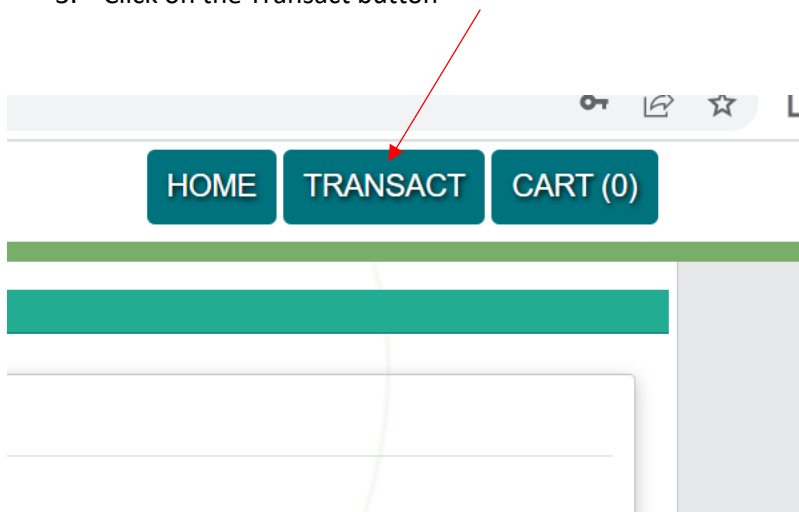
4. The services on the e-services portal will be displayed. Select Beneficial Ownership option.

5. Read and accept the Declaration, click I Agree check box and continue button.

Beneficial Ownership
Declaration Information

Declaration

I hereby declare that I am authorised to file the Beneficial Ownership Information on behalf of the entity. I confirm that the information furnished herein is true and accurate according to my knowledge. I am fully aware that enforcement action may be taken in terms of the Companies Act against the entity and individuals who are involved in deliberately providing false information.

By agreeing below, I confirm that the CIPC terms and conditions have been read and understood and that any false statements, reckless conduct and non-compliance with the Companies Act, 2008 may result in criminal action against me and penalties imposed.

☑ I Agree

CONTINUE

6. The system will display 2 grids, one for the applications in progress and the other on completed applications. To start a new transaction the customer has to click **New** button.

Search Application

| Reference Number ⌄ | | 🔍 |

In progress Applications

DATE	REFERENCE	STATUS	TOTAL OWNERSHIP %	CUSTOMER	ENTERPRISE	FILE
24/03/2023	60000016837	BO PENDING REGISTRATIONS	0	79____2	K2022700025	👆

Completed Applications

No applications available

[BACK] [NEW]

7. The system will display the list of entities linked to your profile. Select the entity you want to file BO for or the type the free text box and search the entity to file the BO.

Enterprise Information

Associated Enterprise Listing

ENTERPRISE NO	TYPE	STATUS	COMPLIANT	FILE
2011/091321/23	CLOSE CORPORATION	IN BUSINESS	✓	👆
2020/500225/07	PRIVATE COMPANY	BUSINESS RESCUE	✓	👆
2020/500228/07	PRIVATE COMPANY	IN BUSINESS	✗	👆
2021/453401/07	PRIVATE COMPANY	BUSINESS RESCUE	✓	👆
2022/052315/08	NON PROFIT COMPANY	IN BUSINESS	✗	👆
2022/052316/08	NON PROFIT COMPANY	IN BUSINESS	✗	👆
2022/052317/07	PRIVATE COMPANY	IN BUSINESS	✗	👆
2022/700007/07	PRIVATE COMPANY	IN BUSINESS	✗	👆
2022/700025/07	PRIVATE COMPANY	IN BUSINESS	✗	👆
2022/700054/08	NON PROFIT COMPANY	IN BUSINESS	✗	👆

1 2

8. Click on the New button the page will be displayed where you have to populate the details of the beneficial owner.

Beneficial Ownership
Ownership Information

Company Details

Company Name: CAAAAAT

Owners Listing

Enterprise No	Reference No	Ownership %	Name	Surname	Status	ID Verified	Edit	REMOVE
K2022700025	60000016837	60	SE███NE	M████O	ACTIVE	✔	✏	🗑

BACK   NEW   CONTINUE

9. The following page will be displayed, the filer is expected to capture the beneficial owner of the entity. Once the filer conclude capturing, the filer must click of save button.

Natural Person Owner Information

Are you a South African citizen?	Date of Birth
Yes	Click calendar icon to select date

Issue Date:	ID/Passport No:
Click calendar icon to select date	

Name:	Surname:

Email:	Personal Income Tax Number:

Ownership percentage (between 5 to 100):	Interest Type:
	Shareholding

Demographic:	Gender:
African	Female

Natural Person Owner Information

Are you a South African citizen?

Yes

Date of Birth

Click calendar icon to select date 📅

Issue Date:

Click calendar icon to select date 📅

ID/Passport No:

Name:

Surname:

Email:

Personal Income Tax Number:

Ownership percentage (between 5 to 100):

Interest Type:

Shareholding

Demographic:

African

Gender:

Female

Address Details

PHYSICAL ADDRESS

Address line 1

[   ] *

Address line 2

[   ]

In which town/city is this address?

[   ] *

In which province is this address?

[Eastern Cape   ⌄]

What is the postal code?

[   ] *

POSTAL ADDRESS

Address line 1

[   ] *

Address line 2

[   ]

In which town/city is this address?

[   ] *

In which province is this address?

[Eastern Cape   ⌄]

What is the postal code?

[   ] *

COPY

[CANCEL]   [SAVE]

10. Repeat the same steps until all the beneficial owners are captured then click continue button. The following page will be displayed where the filer is required to upload the supporting documents.

Beneficial Ownership
Supporting Document Information

Supporting Documentation Information

CREATED	NAME	TYPE	REMOVE
No documents available			

BACK   UPLOAD DOCUMENTS   CONTINUE

11. Filer must select upload documents button, to upload supporting documents.

Supporting Documentation Information

CREATED	NAME	TYPE	REMOVE
No documents available			

New Supporting Documentation Information

Document File:

| Choose File | No file chosen |

Document Type:

BENEFICIAL OWNERSHIP REGISTRATION CERTIFICATE ⌄

CANCEL SAVE

12. Filer will select a file to upload and the document type then click save button. The uploaded document will be supporting documents information grid.

Supporting Documentation Information

CREATED	NAME	TYPE	REMOVE
30/03/2023 09:36:05	ERD 1.pdf	CERTIFIED ID	🗑

13. Repeat the above mentioned steps until all mandatory documents are uploaded.

Supporting Documentation Information

CREATED	NAME	TYPE	REMOVE
30/03/2023 09:36:05	ERD 1.pdf	CERTIFIED ID	🗑
30/03/2023 10:20:34	ERD 3.pdf	ORIGINAL MANDATE	🗑
30/03/2023 10:23:10	ERD 4.pdf	REGISTER OF INTEREST	🗑
30/03/2023 10:25:39	ERD 6.pdf	SECURITIES REGISTER	🗑

BACK   **UPLOAD DOCUMENTS**   **CONTINUE**

14. Once all the mandatory documents are uploaded, click Continue button. The following summary page will be displayed.

Enterprise Information

ENTERPRISE NUMBER	ENTERPRISE NAME	TYPE	STATUS
K2022700025	CAAAAAT	Private Company	In Business

Ownership Information

DATE	Name	ID Number/Passport Number	ID Verified
30/03/2023 09:33:53	SEC̶̶̶̶̶̶̶HILO	7̶̶̶̶̶3	✅

Document Information

Document Information

REFERENCE	CREATED	DOCUMENT TYPE
60000016920	30/03/2023 09:36:05	CERTIFIED ID
60000016920	30/03/2023 10:20:34	ORIGINAL MANDATE
60000016920	30/03/2023 10:23:10	REGISTER OF INTEREST
60000016920	30/03/2023 10:25:39	SECURITIES REGISTER

BACK   SUBMIT

15. Summary page will display enterprise details, ownership information and uploaded documents. The filer must click Submit button to continue. Both the filer and the directors of the entity will receive both e-mail and SMS OTP.

OTP Confirmations

NUMBER	DATE	EXPIRE	OWNER	RECEPIENT TYPE	CONFIRMED
1663	30/MAR/2023 10:27:52	30/MAR/2023 10:27:52	SEC... M... D	DIRECTOR	☒
1662	30/MAR/2023 10:27:52	30/MAR/2023 10:27:52	SEC... MA...LO	FILER	☒

RESEND OTPS   REFRESH

16. Click on the confirmed button to capture OTP's, the following page will be displayed.

Confirmation Validation

OWNER INFORMATION

Number:

1662

Name:

SE◼◼◼◼◼◼◼◼MASHILO

VERIFY INFORMATION

ID Number/Passport Number:

SMS OTP:

Email OTP:

CANCEL   VERIFY

17. Capture all the mandatory fields and verify the OTP's, once all the verifications have been completed. Click finish button.