



Companies and Intellectual
Property Commission
a member of the **dtic** group

CUSTOMER NOTICE

ONLINE VERIFICATION OF CIPC DISCLOSURE CERTIFICATES

The Companies and Intellectual Property Commission (CIPC) is receiving numerous complaints from registered businesses that CIPC documents (web disclosures, confirmation letters and registration certificates) when presented to other institutions are not always accepted.

Section 6(7) of the Companies Act states as follows:

“(7) An unaltered electronically or mechanically generated reproduction of any document, other than a share certificate, may be substituted for the original for any purpose for which the original could be used in terms of this Act, if that reproduction satisfies any applicable prescribed requirements as to the form or manner of reproduction.”

It is clear from the above, that the Companies Act provides for the reproduction of original documentation, held in electronic format. The CIPC is swiftly moving away from any paper based systems, and automation of ALL CIPC processes are envisioned.

The electronic certificates (disclosures) issued by the CIPC detailing registration information and more, may be used by accountable institutions to establish and confirm company and close corporation information, the information of which can be verified by accessing the CIPC website and electronic processing platforms.

A full disclosure certificate can be obtained via the CIPC website, www.cipc.co.za with payment of a fee of R30 (thirty rand only), which provides the requestor with full details of the company or close corporation governance structure as well as the history of the entity. These disclosure certificates will provide assurance to institutions and individual CIPC customers that the certificates presented are authentic as well as confirming and verifying information of entities against the CIPC records.

Step-by-step guides are available on the CIPC website, detailing the process to request a free (shortened) or full (official use) disclosure.

Regards

**Adv. R.W Voller
COMMISSIONER**

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