



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

Step-by-step Guide

Name Reservation

On

CIPC e-Services

JUNE 2023

Ver 1.0

the dti Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001

Call Centre: 086 100 2472

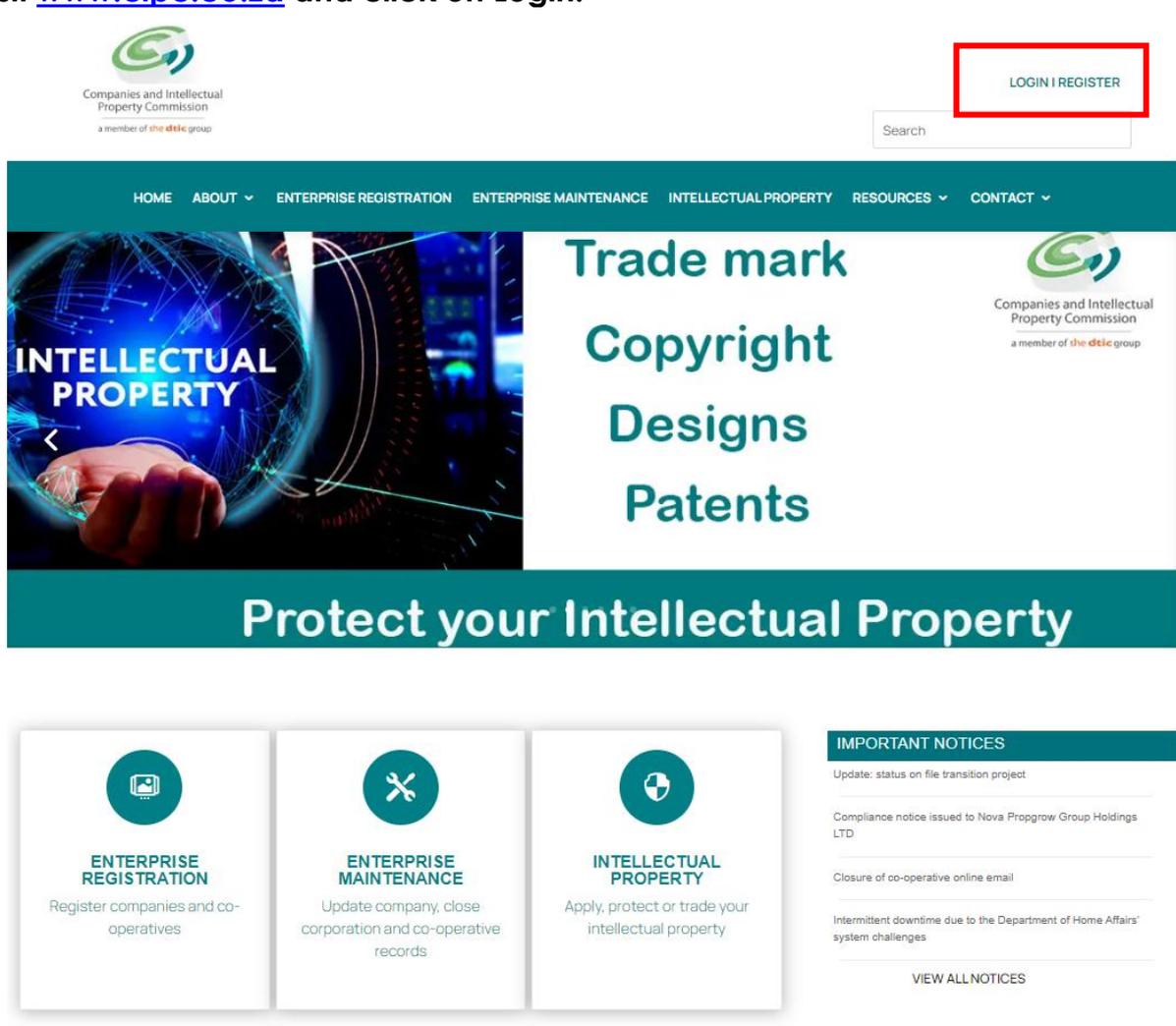
Email: ilesejane@cipc.co.za.....Website: www.cipc.co.za



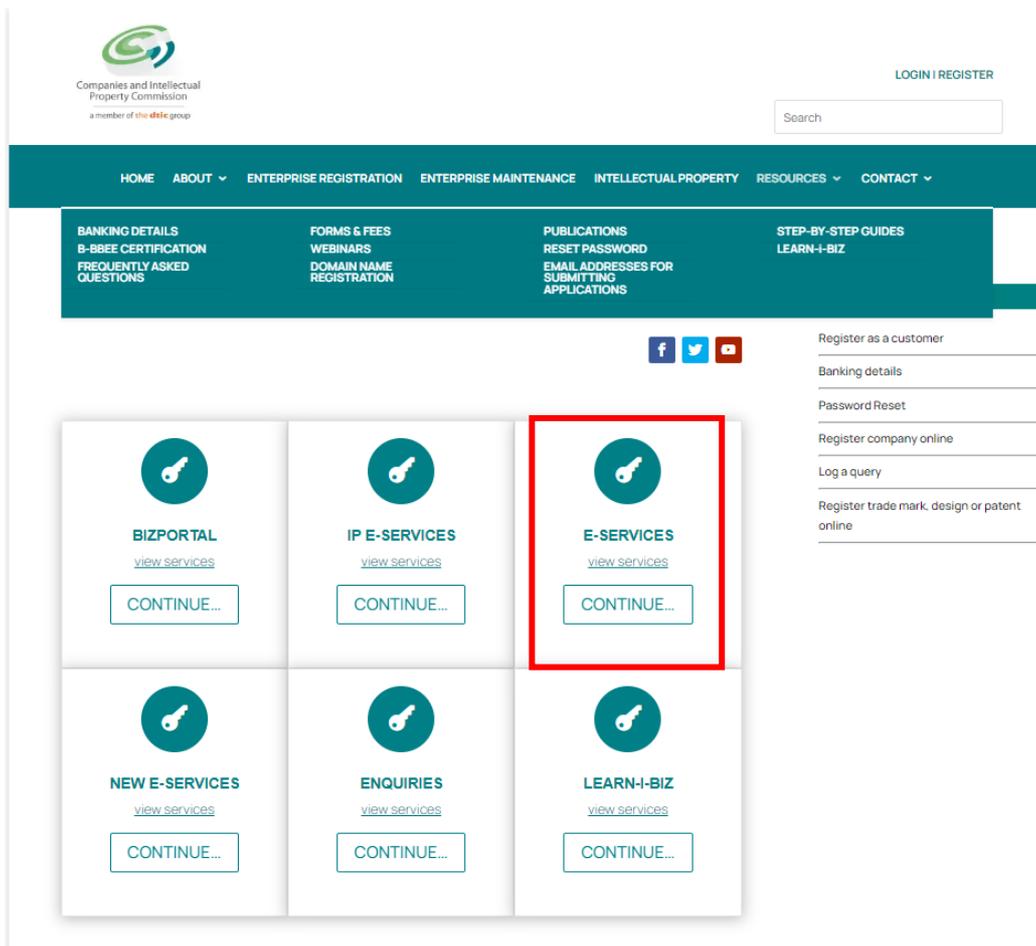
CIPC Companies and Intellectual
Property Commission

- In order to use this step by step guide, you should have registered as a CIPC customer. Consult the step by step guide for Customer registration for assistance in registering as a CIPC Customer
- Only debit/credit cards are accepted as payment method when utilizing e-Services or Bizportal for transacting.

1. Visit www.cipc.co.za and click on Login.

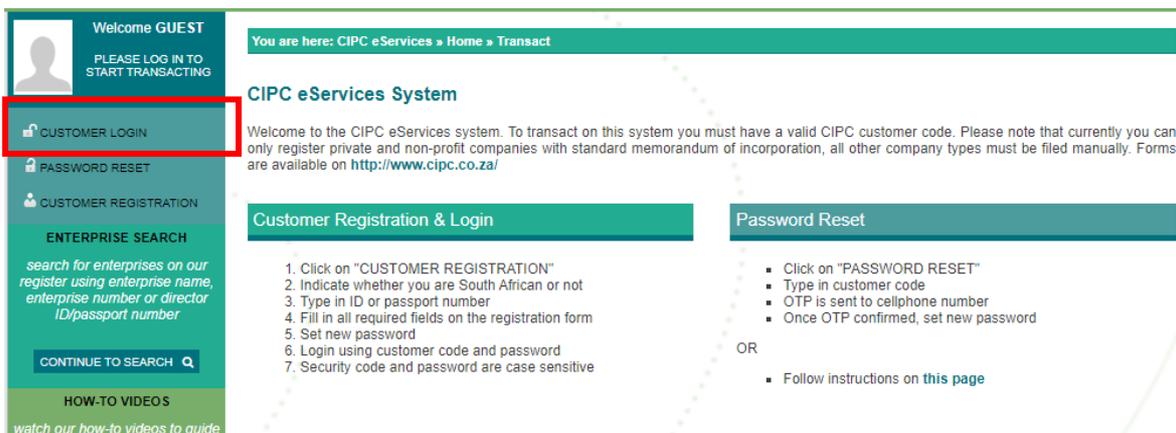


2. Select the preferred channel of transacting as e-Services



* NOTE: The service is not available on BizPortal or New e-Services

3. Click on Customer Login



4. Login as a customer

The Customer Registration screen will display. Complete the online screen, read the terms and conditions and click **Login**.

Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code *

Customer Password (case sensitive) *

RLK MZO

Enter security code displayed above. (case sensitive)

Tick to accept the CIPC Terms & Conditions

LOGIN FORGOT PASSWORD

Before you login make sure you have a **valid email address**, you will not be able to transact if you don't have one. You can register for a free email address at Gmail.

RESET PASSWORD

- To reset your password, visit the website <https://www.bizportal.gov.za>
- Click on Login on top of the page, and then on Reset Password.
- Type your ID number and click on Continue.
- An OTP will be sent to your email and cell number. Provide the OTP and reset your password.

Kindly note that the same password is used to log into E-services, New e-services and BizPortal.

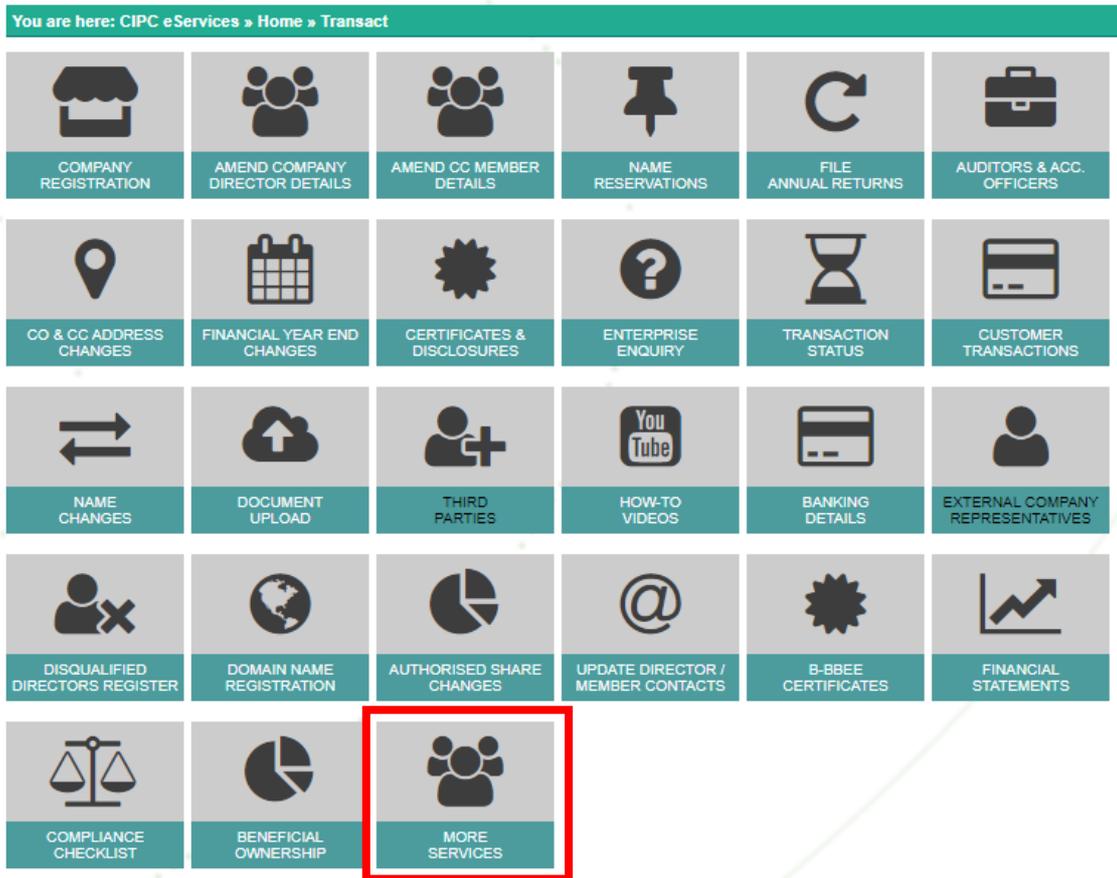
If you experience challenges with login in to the CIPC system or your cell phone number is incorrect, follow the following manual process:

- Please click here or use the link <https://enquiries.cipc.co.za>
- Click on Password reset.
- Complete the required fields, and attach certified ID copy (not older than three months).

Foreign nationals must follow the manual password reset process above, but provide a certified passport copy instead of ID copy.

5. Select **Transact** and on the Menu Dashboard click **More**.





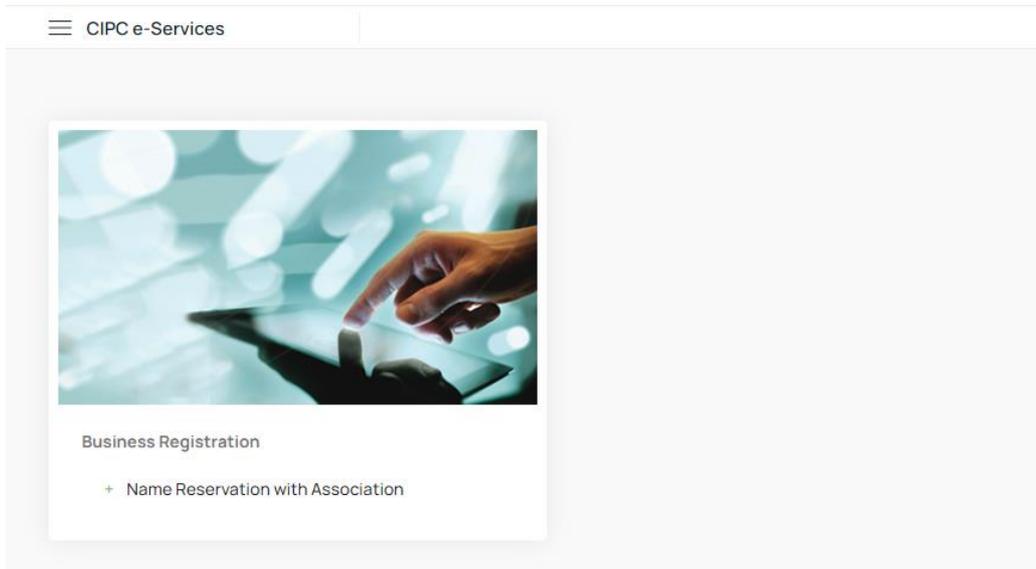
6. Read the POPIA Consent and click on **Agree**.

POPIA Consent

By making use of the main CIPC website, e-Services, BizPortal and other CIPC processes, manual or automated, you agree to the processing of your personal information where required by law. To proceed, you need to agree to this condition,

AGREE

7. On the Menu Dashboard select **Name Reservation with Association**.



Associated Name Reservation Service

8. Select up to four names in order of priority and click on **Continue**.

Before proceedings to submit your Associated names, kindly conduct the following free searches to identify any possible conflicts with existing businesses, domain names and trade marks:

- [Enterprise search](#);
- Browser search via any browser which you use; and
- [Trade Mark search](#)

Your Associated name may incorporate the following special characters:

- - Hyphen
- , Comma
- . Full stop
- ' Apostrophe
- @ At sign
- # Hash sign
- + Plus sign
- = Equal sign
- & Ampersand
- % Percent sign
- () Brackets

This service is limited to instances where the proposed name(s) are :

- closely associated with an existing company, close corporation, co-operative or defensive name, or
- endorsement by an organ of state, regulated profession, or foreign state is required.

Customers using this service MUST, before using this service, first conducted a name search to confirm whether an association exists.

TYPE IN YOUR PROPOSED NAMES

First proposed name
TRADING IN WHEELBARROWS VIRGINIA

Second proposed name

Third proposed name

Fourth proposed name

GUIDANCE

Before proceedings to submit your proposed names, kindly conduct the following free searches to identify any possible conflicts with existing businesses, domain names and trade marks:

- Enterprise search;
- Browser search via any browser which you use; and
- Trade Mark search

SPECIAL CHARACTERS

You may use the following special characters:

- Hyphen
- ,
- .
- ' Apostrophe
- @ At sign
- # Hash sign
- + Plus sign
- = Equal sign
- & Ampersand
- % Percent sign
- () Brackets

9. Upload your supporting evidence to the application.

Document Upload

Drop files here

Select File

Please select file(s) to upload.

EDIT SUBMIT

Click on **Select File**, and select and click the relevant document within your own repository and then either **Edit** (if you want to change the submitted proposed names) or **Submit** (to finalise application and move to payment).

10. Read the message and click on **Pay**.

Name Reservation with Association Confirmation

You have successfully submitted a name reservation application. The submission has been saved under reference number **60000725103**. Once the name reservation application has been processed you will receive a CoR9.4. Processing of this name reservation application will only start once we receive payment. You will only be able to use the approved name once it has been successfully reserved.

Click the pay button below to continue. You will be redirected to the cart for payment.

PAY

11. All items will be listed in the Shopping Cart. Review the items in your cart and click on the trash can to remove an item or to exclude the item not to be processed for payment. Click on **Checkout** to proceed with payment. All payments must be done the same done. Items remaining will be automatically rejected by midnight, and the application needs to be restarted from scratch.

Shopping Cart

Home > Cart

Service Items	Remove
Document Regeneration Created: 2021-06-24 12:30:03 Reference: 60000008629	
Document Regeneration Created: 2021-07-02 09:53:42 Reference: 60000008708	
Name Reservation Created: 2022-08-29 12:14:29 Reference: 60000012076	

Amount Due

Total Price: 3.00

BACK CHECKOUT

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 items by selecting Checkout

Note
All payments to be made the same day after submitting your application. Remainder items to be automatically removed by midnight. Once a service application is rejected, it needs to be re-started from scratch

12. Read and accept the Payment Terms & Conditions if you are in agreement with it.

Payment Terms & Conditions

1. Definitions
2. Service conditions and delivery
3. Hyperlinks, framing, spiders and crawlers
4. Intellectual Property and restrictions on use
5. Access and availability of service and links
6. Submissions / bulletin boards
7. Rules of conduct for the visitor and customer
8. Damages, warranty, indemnity
9. General
10. Agreement to and termination of agreement
11. Electronic Communication Legal Notice
12. Conditions of use and access
13. CIPC account or advance pre-payment method
14. Payment model for advance pre-payment method
15. Payment instruments advance pre-payment method
16. Refunds for advance pre-payment method
17. Online Purchase or PAY-AS-YOU-GO payment method
18. Credit/ Debit Cards method for PAY-AS-YOU-GO Model
19. Security Policy for "Pay-as-you-go" Model
20. Refunds for PAY-AS-YOU-GO payment method
21. Agreement of sale for all payment methods
22. Suspension of accounts
23. General
24. Privacy Statement
25. Contact Us

1. Definitions
"annual return" means an annual return provided for in terms of section 173 of the Companies Act, 1973 (Act No. 61 of 1973), Close Corporations Act 1984, (Act No. 69 of 1984) and the Companies Act, 2008 (Act No. 71 of 2008);

DONT AGREE AGREE

13. Complete the card holder's detail and pay for the transaction.

Shopping Cart

Card Payment Information

Card Holder Name

Card Number

Card Expiry

Card CVC/CVV

14. The relevant name reservation confirmation will be emailed to the email linked to your customer profile.