



Companies and Intellectual  
Property Commission

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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 applicable companies and close corporations to submit any beneficial ownership information relating to that entity. Anyone with more than 5% beneficial ownership of a company or close corporation must submit (file) with the CIPC, the requisite information. This document is to guide filers and users on the steps for filing beneficial ownership details via the online automated process of filing, and also to provide legislative and practical guidelines (explanatory notes) on the purpose of filing.

## STEPS TO CAPTURE BENEFICIAL OWNERSHIP DETAILS

1. Visit the CIPC website [www.cipc.co.za](http://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. **Note:** In order to file beneficial ownership information, the filer must be a registered customer of the CIPC, with a valid customer code and password.

You are here: CIPC eServices » Login

### Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

**5FqPNh**  
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.

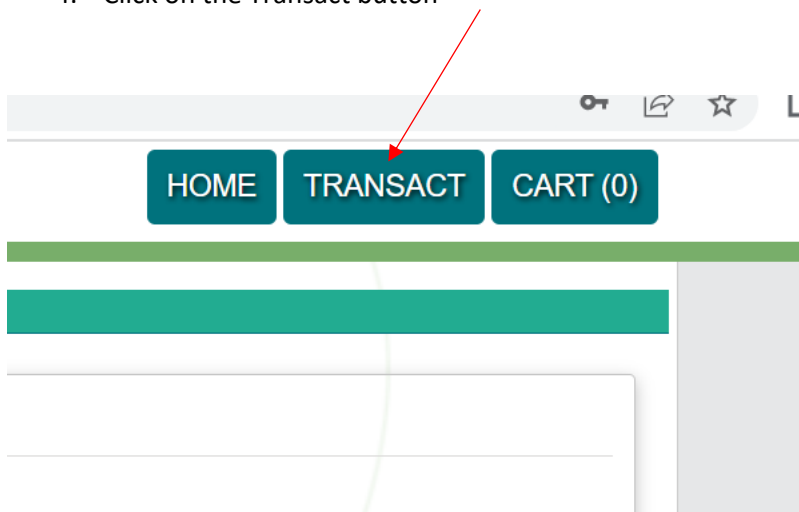
Kindly note that the same password is used to log into E-services, New E-services and BizPortal.

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

1. Please click here or use the link <https://enquiries.cipc.co.za>
2. Click on Password reset.
3. 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.

4. Click on the Transact button



5. The services on the e-services portal will be displayed. Select Beneficial Ownership option.



6. 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

**Explanatory note:** It is accepted that the filer responsible for filing beneficial ownership information of any applicable entity, has been mandated in writing by the company or close corporation, to tend to same on behalf of the entity. This written and signed mandate, received by the filer, also forms part of the supporting documentation that must be uploaded to the Commission, upon filing of the BO-information. It is accepted that the filer has been provided with the full information required to tend to the BO-filing on behalf of the entity, and the agreement above relates to the filer confirming that he/she is attending to the instructions of the entity on whose behalf they are filing.


**Legislative guideline:** When transacting with the CIPC it is accepted that the CIPC Terms & Conditions, as well as Privacy Policy (available on the CIPC website homepage) have been thoroughly read and the content thereof accepted. Section 214 of the Companies Act, provides for criminal prosecution of individual as well as juristic persons in the event of reckless conduct, non-compliance with the Act, as well as providing false statements.

7. 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 the **New** button.


**Explanatory note:** Applications in progress refers to BO-filings that have been done prior, but not finalized. The system allows for progress on filing to be “saved” and returned to later. Applications in progress do not constitute a valid filing of beneficial ownership information and requires filings to be submitted (and a confirmation thereof received) before it is accepted as complete.

Search Application

Reference Number ▾



In progress Applications

DATE	REFERENCE	STATUS	TOTAL OWNERSHIP %	CUSTOMER	ENTERPRISE	FILE
24/03/2023	60000016837	BO PENDING REGISTRATIONS	0	790902	K2022700025	

Completed Applications

No applications available

BACK

NEW

**Explanatory note:** Upon login, the system will provide the filer with a list of all entities associated with such customer code, for ease of reference. Any one of the listed entities may be selected to tend to filing, OR the search option may be selected to search for a specific entity to file its BO-information. Should a filer be mandated to submit BO-information on behalf of an entity, which is not associated with his/her customer code, simply make use of the “search” option mentioned above.

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

## 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		

## Enterprise Search

**Explanatory note: Entity statuses**

Entities with types of statuses, such as active, business rescue and deregistration process, may proceed to file. Entities with the following statuses **cannot file BO-information**: -

- Final de-registration (whether voluntary or AR);
- Voluntary de-registration process (not AR);
- Final Liquidation;
- Voluntary liquidation;
- Provisional liquidation;
- Suspended;

- Conversion from CO/CC or CC/CO
- Dissolved

Legislative guideline: Entity status

While an entity is in de-registration process, (whether voluntary or due to annual return non-compliance), the entity is still active and able to trade and do business and is thus required to comply with filing of beneficial ownership information if applicable. Once an entity has been finally de-registered, liquidated or dissolved, the entity no longer exists, cannot trade and do business and is thus not required to comply with BO-information filing. Entities converted from a CC to a company and *vice versa*, is only required to file BO-information in terms of the entity type it was converted into and not for the entity type it was before conversion. For all intent and purposes, the initial corporate entity, no longer exist, once conversion is complete.

Explanatory note: Entity types

The following entity types are required to file BO-information, if applicable: -

- Profit companies;
- Non-profit companies;
- External companies; and
- Close Corporations

9. Click on the New button and the page will be displayed where you have to populate the details of the beneficial owner(s), applicable to that entity.

## 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	SECHUBANE	MASHILO	ACTIVE			

BACK

NEW

CONTINUE

### Explanatory note: Identity verification

ID verified means that the South African ID number submitted has been verified against the Department of Home Affairs database. For foreign beneficial owners, a certified passport copy must be uploaded for the purpose of verification. (See certification guidelines available on the CIPC website).

### Explanatory note: Status

The reference to the status of the beneficial owner directly relates to the fact that the person listed is a beneficial owner. At any time, beneficial ownership changes, such changes must be submitted to the CIPC, which will update the register. Should a beneficial owner (already declared) no longer fall within the 5% threshold requirement for declaration, then same must be amended via CIPC and the status will change to inactive.

### Explanatory note: Ownership %

Beneficial ownership in respect of a company means, an individual who, directly or indirectly, ultimately owns that company or exercises effective control over that company. (Section 55 of the General Laws Amendment Act, 22 of 2022, read with the amendments to the Companies Act and Companies Act Regulations).



In the drop down list provided on the BO system, any one or more of the below types of beneficial ownership / control can be selected. Important to remember the 5% threshold for beneficial ownership declaration, with an aggregate of 100%. Currently the Companies Act provides for 5% of beneficial interest in securities, thus the norm was upheld in terms of beneficial ownership. Any beneficial ownership / control below 5%, need not be declared.

Legislative guideline: Beneficial ownership

**Types of beneficial ownership / effective control:**

- The holding of beneficial interest in the securities of a company;
- Control over voting rights, or control over the exercise of voting rights associated with securities of a company;
- The exercise of the right to appoint / remove members of the board of directors of a company, OR control over the exercise of the right to appoint / remove board members;
- The holding of beneficial interests in the securities of a holding company, (through a subsidiary) OR the ability to exercise control (including through a chain of ownership) of a holding company through its subsidiary;
- The ability to exercise control, through a chain of ownership, of-
  - (i) A juristic person other than a holding company of that company;
  - (ii) A body of persons corporate or unincorporate (i.e body corporate of an estate – NPC);
  - (iii) A person acting on behalf of a partnership;
  - (iv) A person acting in pursuance of a trust or agreement (i.e trustees, beneficiaries of trusts, beneficiaries of an agreement);
- The ability to otherwise materially influence the management of that company – effective control.
- State owned companies (SOC's) will also be required to file BO information, unless exempted by the Minister in terms of section 9(2) of the Companies Act.

10. Once an entity is selected the following page will be displayed. Display an enterprise information and you are required to upload the mandate to file BO on behalf of the entity.

## Enterprise Confirmation

You are about to file beneficial ownership application for an enterprise named **K2020500228**, which is registered with enterprise number **2021/1234567/07**. Use the continue button below to confirm that this is the enterprise you would like to file the beneficiary ownership for.

Number:

K2020500228

Name:

K2020500228

Type:

Private Company

Status:

In Business

Contact No:

0732137284

Contact Email:

SECHUBANEM@GMAIL.COM

Upload Mandate

Choose File

No file chosen

BACK

CONTINUE

11. After uploading mandate and Click Continue button the following page will be displayed.

## 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	SECHUBANE	MASHILO	ACTIVE			

BACK

NEW

CONTINUE

12. The following page will be displayed where the filer can select or search for an entity that will be filing Affected Company beneficial ownership.

### Beneficial Ownership Register

Enterprise Name:

K2020500228

Enterprise Number:

K2020500228

Total Declared Ownership %:

0

Select Company Type:

AFFECTED COMPANY

BACK

CONTINUE

13. The following page will be displayed once the filer has selected Affected Company and clicked continue button.

Supporting Documentation Information

CREATED	NAME	DOCUMENT TYPE	REMOVE
No documents available			

BACK

UPLOAD DOCUMENTS



CONTINUE

14. The filer is expected to upload the Affected Companies supporting documents. Once all the mandatory documents are uploaded the continue button will be enabled. The filer click Continue button the following page is displayed.

Beneficial Ownership  
Supporting Document Information

Home > Application:

Supporting Documentation Information

CREATED	NAME	DOCUMENT TYPE	REMOVE
13/07/2023 15:17:46	ID Copy.pdf	CERTIFIED ID	
13/07/2023 15:18:17	Security Register.pdf	SECURITIES REGISTER	

BACK

UPLOAD DOCUMENTS

CONTINUE

15. Once all the mandatory documents are upload, the summary page will be displayed.

Enterprise Information

ENTERPRISE NUMBER	ENTERPRISE NAME	TYPE	STATUS
K2020500228	K2020500228	Private Company	In Business

Ownership Information

DATE	Name	ID Number/Passport Number	ID Verified
No Ownership Information			

Document Information

REFERENCE	CREATED	DOCUMENT TYPE
60000018171	13/07/2023 15:17:46	CERTIFIED ID
60000018171	13/07/2023 15:18:17	SECURITIES REGISTER

BACK

SUBMIT

16. The filer will select Submit button and the system will send e-mail and cellphone OTP's to the filer only. The following page will be displayed.

OTP Confirmations

NUMBER	DATE	EXPIRE	FULLNAME	RECEPIENT TYPE	CONFIRMED
1871	13/jul/2023 15:20:22	13/jul/2023 15:20:22	SECHUBANE PETER MASHILO	FILER	<input checked="" type="checkbox"/>

RESEND OTPS

REFRESH

OTP CONFIRMATION RESULTS

Required: 1  
Received: 0  
Percentage: 0

APPLICATION INFORMATION

Reference: 60000018171  
Submitted By: 790902  
Submitted On: 13/JUL/2023 15:12:40  
Status: BO PENDING REGISTRATIONS

17. On the following page the filer is required to capture both OTP's received and the system will validate them.

Confirmation Validation

OWNER INFORMATION

Number:

1871

Name:

SECHUBANE PETER MASHILO

VERIFY INFORMATION

ID Number/Passport Number:

SMS OTP:

Email OTP:

CANCEL

VERIFY

18. Once the OTP's are validated the system dispatch the Affected BO acknowledgement e-mail to the filer and notify the directors of the BO filing.

### OTP Confirmations

NUMBER	DATE	EXPIRE	FULLNAME	RECEPIENT TYPE	CONFIRMED
1872	13/jul/2023 15:41:50	13/jul/2023 15:41:50	SECHUBANE PETER MASHILO	FILER	<input checked="" type="checkbox"/>
1871	13/jul/2023 15:41:50	13/jul/2023 15:41:50	SECHUBANE PETER MASHILO	FILER	<input checked="" type="checkbox"/>

REFRESH

### INFORMATION

The application confirmation is received and will be processed accordingly. No further action is required. Please check for email correspondence. Please click finish to be redirected to the page where you can download certificate.

FINISH