



Companies and Intellectual
Property Commission
a member of the dtic group

Step-by-step Guide

Foreigner Assurance

On

CIPC e-Services

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Ver 2.1

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STEP 1. Visit the CIPC website: www.cipc.co.za

Click on **LOGIN**

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

FM309g

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.

STEP 2. Select Transact

Not secure | eservicetests.cipc.co.za/Index.aspx

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome **B1SG01**
HAYLIE DELPORT

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

Search by Type in enterprise name, number or director ID number


STEP 3. Select More Services On the dashboard

COMPLIANCE CHECKLIST

BENEFICIAL OWNERSHIP


MORE SERVICES

STEP 4. Under Business Registration click **Foreigner Assurance** and then **New Verification**



Business Registration

- + Name Reservation with Association
- + **Foreigner assurance**



Business Maintenance

- + Director amendments
- + Change Contact Details

Foreigner Assurance

Foreign Nationals must be verified before transacting with CIPC. A passport or official country identification card or document can be used for this purpose. Ensure that the verification documents submitted are valid. A certified copy (certification not older than 3 month) of either document must be uploaded.

This is a once-off verification that will be valid until submitted document expires. Once a document expires, a new verification must be done before the document owner is able to transact again.

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 Verification

🛒 **FREE**

🕒 24 HOURS MAX

Check Status

🛒 **FREE**

🕒 INSTANT

Practice Note on Certification

📄 **PDF FILE**

🕒 2 PAGES

Step-by-step Guide [PDF]

📄 **PDF FILE**

🕒 7 PAGES

Step-by-step Guide [Video]


📺 **VIDEO**

🕒 00:00:00

STEP 5. Enter Passport or foreign ID number

Passport or Foreign ID Number

Type in Passport number or foreign ID number

JK123654 * 

STEP 6. Enter passport or foreigner details

Select document type

Select passport expire date

Select Date of Birth

Enter Surname

Enter Name

Enter cell number

Enter email address

Click on [continue](#)

Surname *

Name(s) *

Cellphone Number *

Type in your Cellphone Number

Email Address *


Type in your Email address

CONTINUE


STEP 7. You will receive OTP's through SMS and Email, insert both OTP'S on the space provided and click verify.

OTP Verification

Cellphone number OTP

Email address OTP

VERIFY

STEP 8. Upload Passport document click Submit

Document Upload

Drop files here

Select File All Files Uploaded. Please select file(s) to upload.

9 Numeric Traders-COOPFORM1 (1) (10) (1).pdf (application/pdf) - 463.73 kb *(Uploaded)*

SUBMIT

Note:

- Size limitation is 5 MG.
- Refer to Practice Note 1 of 2022 regarding certification requirements.

Application Confirmation

You have successfully applied for your passport or foreign ID verification.

Your application to verify your passport or foreign ID has been received. You will only be able to login or register for a profile once the verification has been approved. You will receive an email once the verification process is complete.

APPLICATION DETAILS

Applicant: HAYLIE
Reference Number: 60000054408

STEP 9. Confirmation will be automatically dispatched to the email address linked with customer code.

Note:

- If application is rejected, the process must be restarted, and a new reference must be created.

END OF STEP-BY-STEP

