

E-mail addresses for submitting documents to CIPC

Important Note: Ensure that the correct email address for submitting applications are used. Documents submitted to incorrect email addresses will not be processed.

Court documents and court orders

Court documents and court orders	corporatelegalservices@cipc.co.za
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Name reservation

Associated Name reservations and defensive name reservations	namereservationsandregistrations@cipc.co.za
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Company registration

Manual new company applications – Completing the long standard form for profit and not for profit companies and external companies	companydocs@cipc.co.za
Registration of external company	companydocs@cipc.co.za
Notice of Merger and Amalgamation	CoR89@cipc.co.za

Changes/amendments to your company

Notice of Amendment to the Memorandum of Incorporation / Special Resolutions	moiamendments@cipc.co.za
Company changes - notice of location of company record	companychanges@cipc.co.za
Notice of person authorised to accept service	CoR21.2@cipc.co.za
Company changes - notice of change of auditor and company secretary (appointments, resignations)	CoR44@cipc.co.za

• Manual director changes	Manualcor39@cipc.co.za
• Company director changes – electronic (application submitted via CIPC system)	Eservicescor39@cipc.co.za

Changing the status of your company or close corporation

• Company and close corporation deregistrations	deregistrations@cipc.co.za
• Company and close corporation reinstatements	re-instatements@cipc.co.za
• Company and close corporation liquidations	liquidations@cipc.co.za
• Application to transfer registration of foreign company	companydocs@cipc.co.za

Conversions

• Close corporation to company conversions	companydocs@cipc.co.za
• Conversion from co-operative to company	companydocs@cipc.co.za
• Conversion from one type of company to another	moiamendments@cipc.co.za

Business Rescue

• Notice to start Business Rescue Proceedings	businessrescue@cipc.co.za
• Appointment of a Business Rescue Practitioner	businessrescue@cipc.co.za
• Response to filing of Business Rescue Status Report; Business Rescue Terminations and Business Rescue Substantial Implementation	businessrescue@cipc.co.za

Corporate Compliance and Enforcements

• CoR135.1 complaints – acknowledge receipts of complaints	CoR135.1complaints@cipc.co.za
• Request for investigation	CoR135.1complaints@cipc.co.za
• Reportable Irregularities arising from Independent Review of financial statements.	independentreview@cipc.co.za
• Filing financial or reviewed financial statements	financialstatements@cipc.co.za
• Prospectus	prospectus@cipc.co.za
• Advisory opinions	education@cipc.co.za
• Confidentiality Applications in terms of section 212 of the Companies Act	212applications@cipc.co.za

Close corporation (CC)

• Changes in CC membership - eServices	eservicesck2@cipc.co.za
• Changes in CC membership - form completed manually	manualck2@cipc.co.za
• Letters for Accounting Officer (consent, resignation)	manualck2@cipc.co.za
• CC change in address	manualck2@cipc.co.za
• CC manual financial year end changes	manualck2@cipc.co.za
• CC change in principal business	manualck2@cipc.co.za

Co-operatives

• Co-operative Disclosure/Copies	coop14@cipc.co.za
• Amendment to constitution of a co-operative	Co-op6@cipc.co.za
• Changes business addresses & appointments / resignation of auditor	Co-op3an4@cipc.co.za
• Conversions	Coopsconversions@cipc.co.za
• Amalgamations/Divisions	Coopsconversions@cipc.co.za
• Changing of directors details	Co-op2@cipc.co.za
• Deregister a co-operative	Coop10@cipc.co.za

• Financial Statements	Coopsfinancials@cipc.co.za
• Updating Contacts	Coopscontact@cipc.co.za