

**CIPC**



Companies and Intellectual  
Property Commission

a member of **the dti** group

# BUSINESS REGISTRATION WEBINAR

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# AGENDA

- **Introduction To CIPC**
- **Benefits Of Business Registration**
- **Channels for Query Resolution**
- **Services Channels**
- **Services**

# ESTABLISHMENT OF CIPC

**CIPC was brought into existence  
By the Companies Act, 2008**

In terms of Section 185(1) of the Companies Act, the Commission is established as a juristic person to function as an organ of state within the public administration, but as an institution outside the public service.

# CIPC

**Companies & Intellectual  
Property Commission**

**Businesses -  
Corporate Regulation**

Companies  
Co-operatives  
CCs

**Intellectual Property –  
Innovation & Creativity**

Patents  
Designs  
Trade Marks  
Copyright

# CIPC OBJECTIVES

- Registration of Companies, Co-operatives and Intellectual Property rights and the maintenance thereof
- Disclosure of information on its registers
- Enforcement of the relevant legislation
- Promotion of education & awareness of Company and Intellectual Property Law
- Licensing of business rescue practitioners
- Monitoring compliance with and contravention of financial reporting standards, and making recommendations thereto
- Report, research and advise the Minister on matters of national policy relating to company and intellectual property law

# BENEFITS OF BUSINESS REGISTRATION

## Limited liability

Directors and Shareholders are not personally liable for claims made against company or co-op

## Can exist indefinitely

If a Director or Shareholder die, the business can continue

## Contract, Tenders and Support

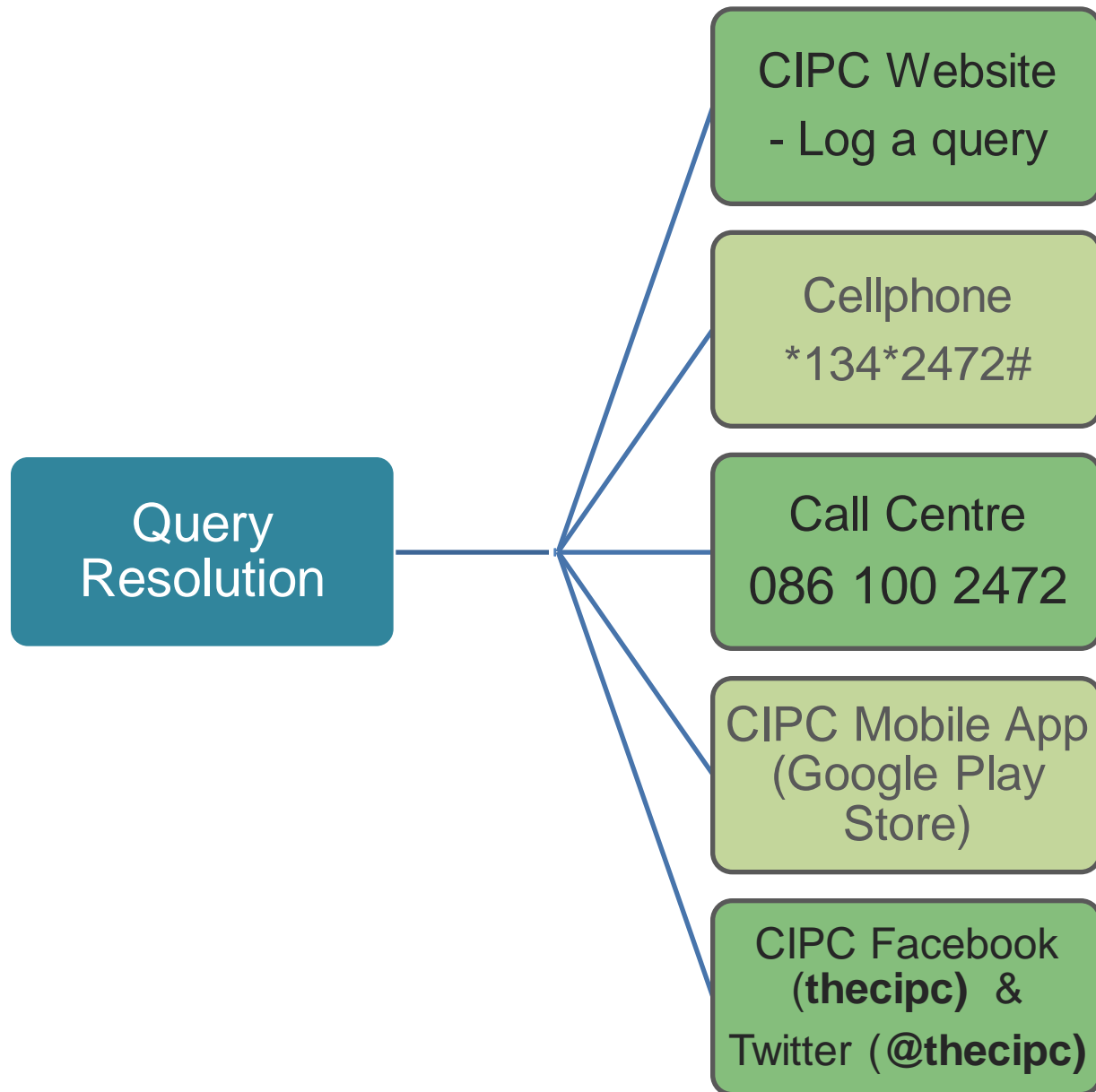
Businesses can to apply for government tenders, contracts or support

It **looks more professional** to do business under a registered business name, than under an individuals name

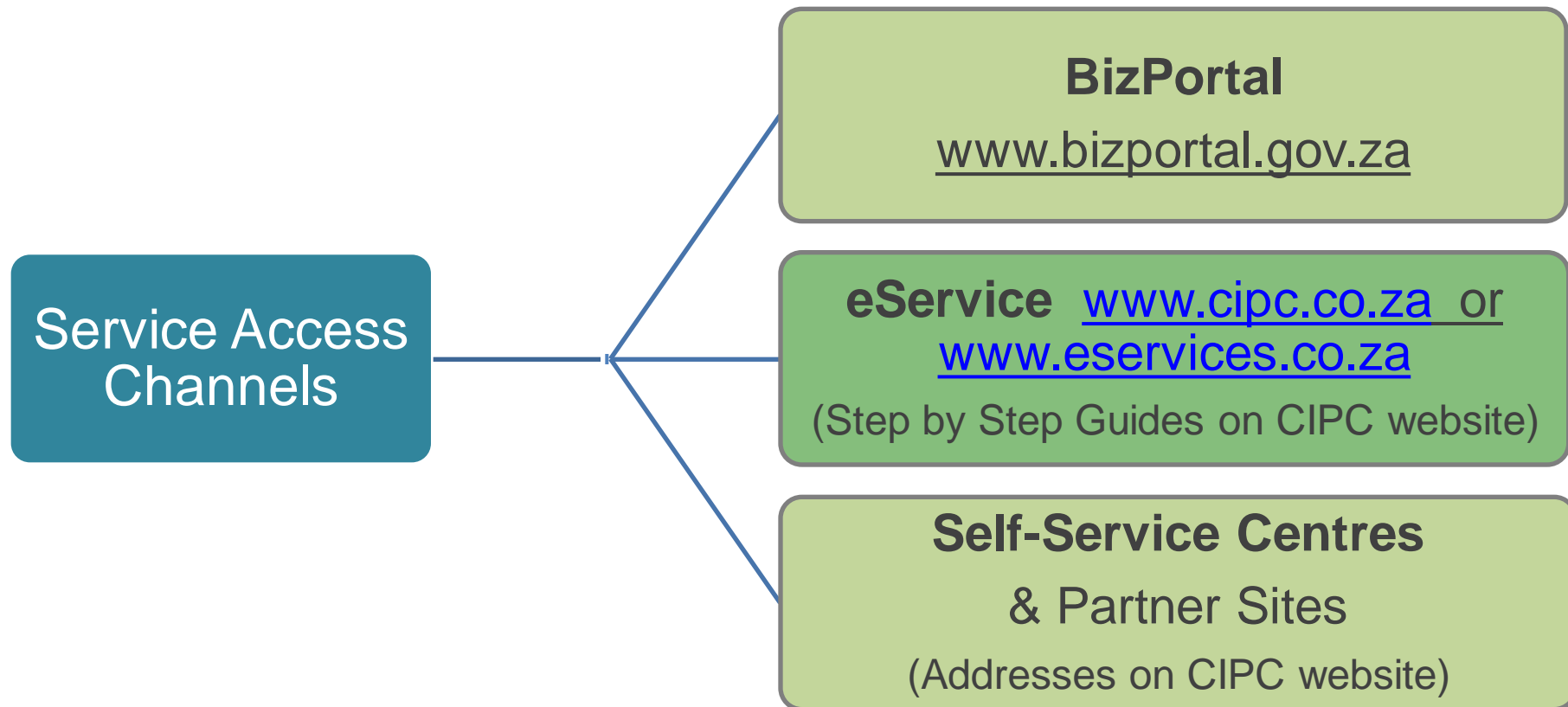
## May get tax benefits

Depending on turnover the tax rate for companies may be lower than for individuals

# QUERY RESOLUTION CHANNELS



# SERVICE ACCESS CHANNELS







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# BIZ PORTAL SERVICES



CIPC developed this platform to offer company registration & related services in a quick and easy way. It is **Paperless (no form & document submission)**. Require members' ID document details and Directors ID and marriage certificate details. Currently caters for South African citizens only.

**Fee Payment by Card only (no eft online bank transfer or deposit).**

### **Other services that are available:**

- Information from **SARS**
- Obtain a **B-BBEE** certificate, if business' turnover is less than R10 million
- Register a **Domain Name (website address)** i.e. website address
- Open a **Business Bank Account**

**All completed in 24 hours. Register Company & choose which other services e.g. opening a business bank account, to use.** BizPortal also offers these services separately and/or independently.

## ENTERPRISE REGISTRATION



### Related links

[Register as a Customer](#)[Banking details](#)[B-BBEE Certification](#)[Domain Name Registration](#)[Log a query](#)

### → BIZPORTAL

[Register](#)  
[Login](#)

### → CO-OPERATIVE REGISTRATION

[Co-operative Name Reservation](#)  
[Register a co-operative](#)

### → E-SERVICES

[Company name reservation](#)  
[Register a private company with standard MOI](#)  
[Register a non-profit company without members and with a standard MOI](#)

### → PERSONAL LIABILITY COMPANY

[Register a personal liability company](#)

[STATE OWNED COMPANY](#)

# WWW.BIZPORTAL.GOV.ZA (HOME PAGE)



[HOME](#) [ABOUT US](#) [SERVICES](#) [STATS](#) [BUSINESS SUPPORT](#) [FAQ](#) [CONTACT US](#)

## WELCOME TO THE BIZPORTAL

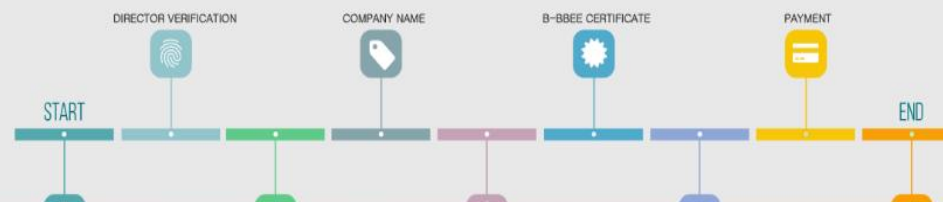
BROUGHT TO YOU BY **CIPC** (COMPANIES AND INTELLECTUAL PROPERTY COMMISSION)  
IN COLLABORATION WITH  
SARS, UIF, COMPENSATION FUND, B-BBEE COMMISSION, ZADNA, AND BANKS

## WHO WE ARE

BizPortal is a platform developed by the Companies and Intellectual Property Commission (CIPC) to offer company registration and related services in a simple seamless digital way which is completely paperless. It was developed in response to the quest of improving the ease of doing business in South Africa, specifically, starting a business.



## REGISTRATION PROCESS





# WWW.BIZPORTAL.GOV.ZA (LOGIN PAGE)



## LOGIN

Do you have a South African ID number?  YES

Type in your ID Number

Type in South African ID Number

Password

Type in Password



LOGIN

RESET PASSWORD

If you are a registered CIPC customer, you can proceed to login using your 13-digit South African ID number and your CIPC password.

If you are new to CIPC services, please register using your ID number.

\* Please note that you might be asked verification questions related to your ID or that of your marital partner. Marital partner is the legally married partner, as per the Marriage Act.

Customers who would like to login but do not have South African ID numbers can now login using their CIPC customer code. Select "NO" on the question below the login form to use a customer code, instead of an ID number. If you don't have a CIPC customer code, then you can register for one on <https://eservices.cipc.co.za/>

If you do not have a South African ID number, select "NO" on the question above in order to use your CIPC customer code to sign in.

### ABOUT BIZPORTAL

BizPortal is a platform developed by the Companies and Intellectual Property Commission (CIPC) to offer company registration and related services in a simple seamless digital way which is completely paperless. It was developed in response to the quest of improving the ease of doing business in South Africa, specifically, starting a business.

### LINKS

[Home](#)  
[About Us](#)  
[Services](#)  
[FAQ](#)  
[Contact Us](#)

### PRIVACY POLICY

[Terms & Conditions](#)  
[Disclaimer](#)





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# NAME RESERVATION



# NAME RESERVATION

- **Name Reservation is optional**, but advisable.
- **Fee is R50.**
- Name Reservation can be done **before applying for Company registration, or during the process on BizPortal.**
- If not reserved beforehand and the Name chosen during the process is not available, the **Company Registration Number** will also be the Name of the company.
- A Name Change can be done at a later stage by applying to change the Name and the Memorandum of Incorporation (no fee applicable for name change from a registration number).





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# COMPANY INFORMATION





# COMPANY INFORMATION

There are **2 categories** of Companies:

1. Non-Profit Companies
2. Profit Companies

There are different **types of Profit Companies**:

- Private Companies
  - Public Companies
  - Personal Liability Companies
  - State Owned Companies
- 
- **An External Company** can be registered as a non-profit or profit company.
  - Company registration of a Private Company cost R125



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# ANNUAL RETURNS



# ANNUAL RETURNS (ARs)

**ANNUAL RETURNS (ARs) submission to CIPC are compulsory.**

**If not submitted CIPC will start a deregistration process.**

**It is not related to SARS Tax Returns.**

**Companies:** file within 30 business days after registration anniversary date.

## **CALCULATION**

- BizPortal
- CIPC Website eServices
- Cell phone Dial \*134\*2472#
- With CIPC Mobile App
- At a CIPC Self-Service Centre / Partner Site



# ANNUAL RETURN – FEE STRUCTURE

## Companies Act, 2008 (1 May 2011)

Annual Turnover	Filing within 30 business days after anniversary date	Filing more than 30 business days after anniversary date
Less than R1 million	R100	R150
R1 million but less than R10 million	R450	R600
R10 million but less than R25 million	R2000	R2500
R25 million or more	R3000	R4000

# FAS & AFS

- **BEFORE** payment of ARs, a Financial Accountability Supplement (FAS) or Annual Financial Statement (AFS) must be filed on e-Services. It can be filed as part of the AR process or on its own.
- **FAS (CoR30.2)** is a summary of information regarding a company's record keeping and the maintenance of the financial records. Private Companies and CCs that do not need to submit financial statements **must file FAS through eServices**. FAS is a short and easy questionnaire that has to be answered.





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# LEARN-I-BIZ



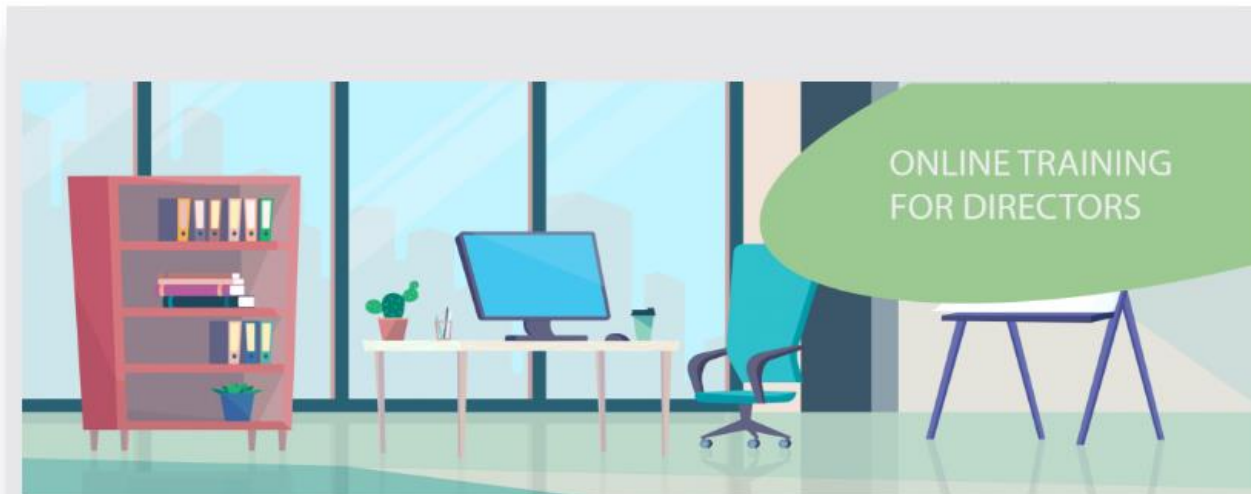
# LEARN-I-BIZ



[LOGIN](#) | [REGISTER](#)

[HOME](#) [ABOUT](#) [ENTERPRISE REGISTRATION](#) [ENTERPRISE MAINTENANCE](#) [INTELLECTUAL PROPERTY](#) [RESOURCES](#) [CONTACT](#)

## LEARN-i-BIZ



### PURPOSE

...lowing SMME directors and entrepreneurs to build their capacity in running successful

### Related links

[Register as a customer](#)

[Banking details](#)

[File annual return](#)

[Submit audited or independently reviewed annual financial statements](#)

[Update enterprise information](#)

[Submit Financial accountability supplements](#)

[Log a query](#)

[Learn-i-biz](#)

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# LEARN-I-BIZ COURSE

The CIPC has developed the **Learn-i-Biz Course**.

- It is a short educational course aimed at assisting new and existing SMME company directors to gain basic knowledge of their duties and responsibilities in order to improve compliance to the Companies Act of 2008.
- The course is free of charge and anyone who is interested can register on the CIPC website ([www.cipc.co.za](http://www.cipc.co.za)) to join the short course. The course consist of a number of short videos and a few questions that must be answered after each video. The course should take roughly 2 to 2½ hours to complete. However, one do not need to do it in one sitting. One can follow the course in your own time and at your own pace.
- Persons that attended the course can obtain a certificate of attendance after completing the course. Please note it is not an accredited course.
- Enquiries can be sent to [elearning@cipc.co.za](mailto:elearning@cipc.co.za) or phone the CIPC Call Centre.





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# THANK YOU

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