



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

## CUSTOMER NOTICE 60/2024 RECOMMENCEMENT OF REFERRAL FOR DEREGISTRATION DUE TO NON-COMPLIANCE WITH ANNUAL RETURNS

The CIPC would like to inform its customers that as from 1 September 2024, CIPC will recommence with the referral for deregistration of non-compliant companies and close corporations with Annual Returns.

Customers are reminded that they need to comply timeously with the filing of Annual Returns, Beneficial Ownership Declaration and AFS/FAS. Failure of which the company or close corporation will incur a penalty for the late filing as well as referral for deregistration if the non-compliance continues. They must also adhere to the content of all notices issued by the CIPC since time frames for compliance are clearly stated therein.

**Customer must also take note, that further enhancements have been incorporated into the Annual Return Deregistration process and therefore, the period between referral for deregistration and final deregistration for non-compliance with Annual Returns will be drastically reduced as from 1 September 2024.** This is to give effect to the CIPC mandate to maintain an up-to-date registry of companies and close corporations and to facilitate the efficient deregistration of companies and close corporations.

All notices relating to the referral for deregistration due to non-compliance with Annual Returns from 1 September 2024 will only be issued electronically to the contact details of the active directors, members and company secretary. Therefore, directors, members and company secretaries **MUST** ensure that CIPC always has their correct contact information, especially cell phone and e-mail addresses. Customers are also reminded that directors and members cannot share electronic contact details or use that of service providers – it must be that of their own. Directors and members are responsible for compliance with relevant legislation, and such cannot be negated or delegated to others, especially service providers.

Once finally deregistered, the company or close corporation may apply for re-instatement **PROVIDED** that it meets the requirements for re-instatement *inter alia* that it can provide proof that it had economic value at the time of deregistration – refer to the CIPC website for more information on the requirements for re-instatement.

As part of the enhancements, CIPC will be releasing a download functionality for such deregistration letters via e-Services and BizPortal platforms. The below must be noted on such download functionality: -

- Guidance on how to use the service is provided on the service itself – refer to the right of the screen “Guidance”.

The dtic Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001  
Call Centre: 086 100 2472  
Website: [www.cipc.co.za](http://www.cipc.co.za)

- For e-Services the service will be available under “More Service” under the main service dashboard.  
[www.cipc.co.za](http://www.cipc.co.za) / login / e-services / login using customer code and password / Transact / More Services / AR Deregistration Letters
- For BizPortal the service will be available on the main service dashboard.  
[www.bizportal.gov.za](http://www.bizportal.gov.za) / login / Services / AR Deregistration Letters
- Only notices relating to Annual Return Deregistration, as companies and close corporations are referred from 1 September 2024 will be available. The service does not provide access to final deregistration letters or other notices relating to previous Annual Return Deregistrations.
- It is only for deregistration notices relating to annual returns for companies and close corporations – not voluntary deregistrations or deregistrations for co-operatives.
- The identity number of the customer logging into the platform must be the same as the identify number of an active director, member or company secretary.
- The notices will be available free of charge for the active directors, members or company secretaries for a period of 6 (six) months, whereafter a fee for the download of such notices will be charged. The payment component will be released at a later date.
- If a service provider to the company or close corporation, a request may be made to the Annual Return team as per the contact details published on the CIPC website. To confirm that the person making the request is related to the company or close corporation, a mandate is required from the company or close corporation concerned. If the final deregistration is older than 6 (six) months, then a request must be made to the CIPC Paper-Based Disclosure unit since a fee is payable.
- If a third party to the company or close corporation, a request must be made to the CIPC Paper Based Disclosure unit, since a fee is payable for the disclosure.

For further assistance, kindly refer to [www.cipc.co.za](http://www.cipc.co.za) / enquiries for guidance on how to refer your enquiry.

Rory Voller



Signed by Rory Voller, RVoller@cipc.co.za

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**Adv. Rory W Voller**

**Commissioner: CIPC**