



Companies and Intellectual  
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# STEP BY STEP GUIDE: BENEFICIAL OWNERSHIP FILING (COMPLEX STRUCTURE – JURISTIC PERSONS AND TRUSTS) V0.0

the dti 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)

# Step by Step Guide: Beneficial Ownership Filing (Complex Structure – Juristic Persons and Trusts)

## Note:

- Consult the step-by-step guide for Customer Registration for assistance on registering on the new e-services platform.
- **When using the new e-services platform, the only payment option is via credit or debit card. Payments will only occur when a customer transacts with CIPC. The deposit system has been phased out, and it not available for company registration.**
- No supporting documents need to be sent via email to CIPC. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree to them when they register on the new e-services platform.
- CIPC may at any time require any documents that each company must keep record of according to the Companies Act (Act 71 of 2008).

## 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 to provide legislative and practical guidelines (explanatory notes) on the purpose and process of filing.

**Important:** In order to file beneficial ownership information (on behalf of a company or close corporation), the filer must be a registered customer of the CIPC, with a valid customer code and password.

## Guide to Capture Beneficial Ownership Details:

1. Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za) and click on **Online transacting / New E-services** or use the following direct link: <https://eservices.cipc.co.za/>
2. Complete your Customer Code, Password and Security Code.
3. Tick to accept the CIPC Terms & Conditions. Click on **Login**

You are here: CIPC eServices » Login

### Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

**Et 5H4Y**  
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.

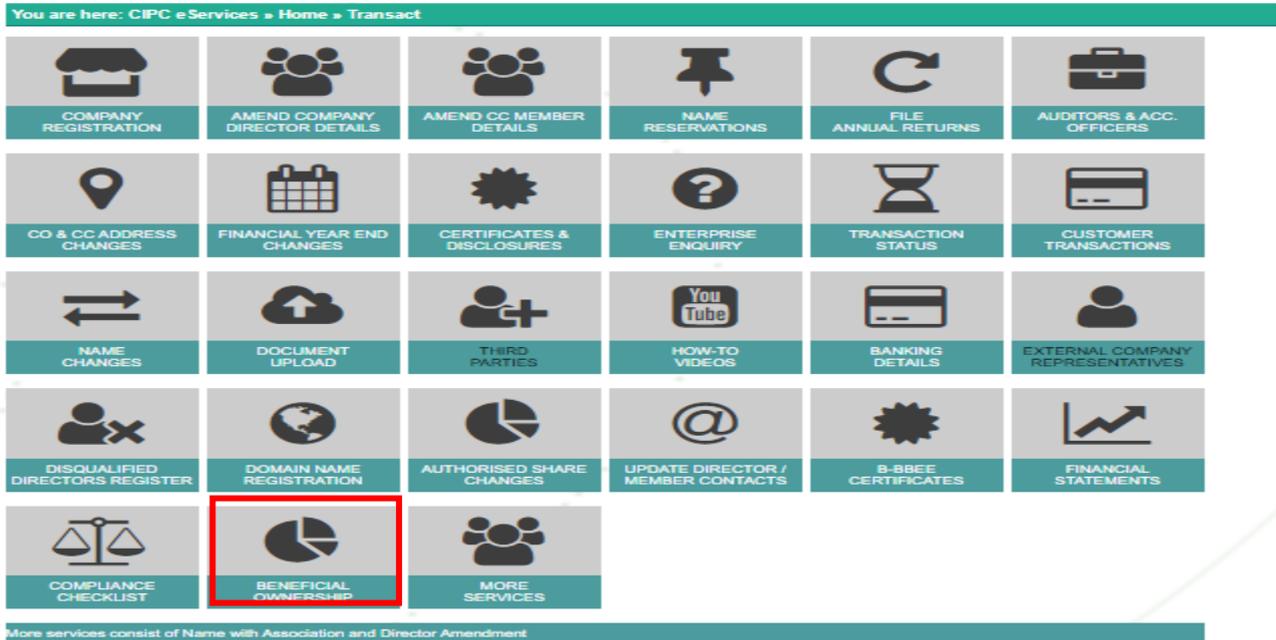
If you experience challenges with login in to the CIPC system or your cell phone number is incorrect, follow the following manual process:

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).

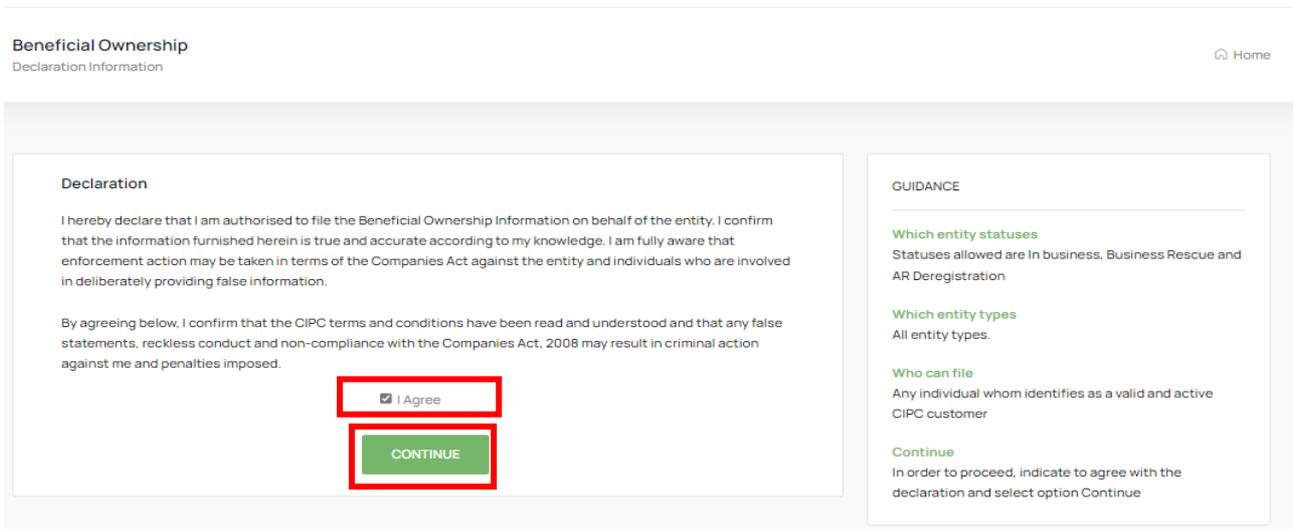
Foreign nationals must follow the manual password reset process above, but provide a certified passport copy instead of ID copy.

4. Click on **Transact**.

5. The below screen will reflect the services on the e-services portal. Select **Beneficial Ownership**.

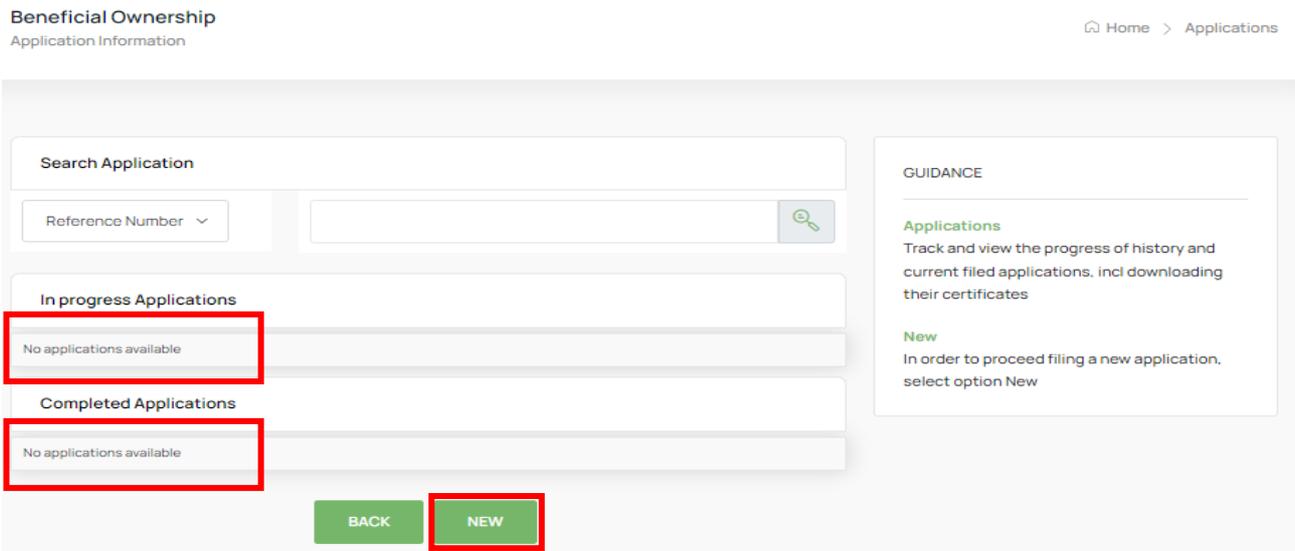


6. The below screen will reflect the Beneficial Ownership Declaration Information, click on the **I Agree** and click on **Continue**.

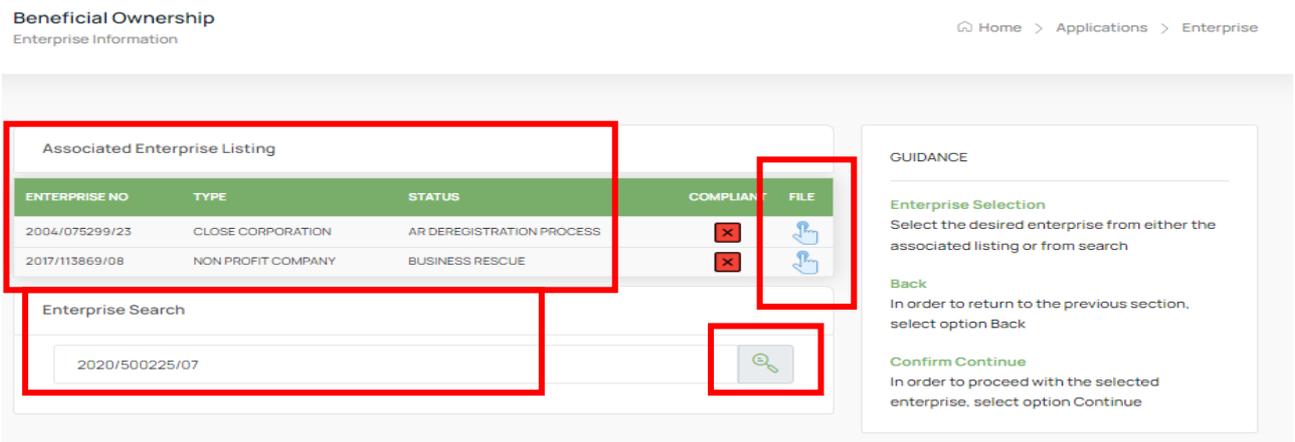


7. The below **“GRIDS”** will be displayed, either with NO information in or with filings done before.
- a) In Progress Applications
    - i. In progress applications is where the filer has not completed the BO-filings done before/prior and just closed the application
  - b) Nullified / Rejected Applications

- i. Nullified applications are where the filing does not comply with the required regulations / Act
- ii. Rejected applications is where Back office have rejected the application due to outstanding/incomplete or wrong information received
- c) Draft / Pending Applications
  - i. Draft applications are where the filer have started but not complete the filing process
  - ii. Pending applications is where the filer is waiting for the OTPs to finalise the filing process.
- d) Completed Applications
- e) To start a new transaction, select [New](#).



8. All **entities linked to the customer profile** will be displayed. **Select** the entity you want to file beneficial ownership for (**Blue hand under File**), or type in the **Free Text Box** and click on **Search** for the entity to file the beneficial information on.



9. When you have used the **Search** option or have selected an enterprise the **Enterprise Confirmation** screen will reflect –
- a) Enterprise Number
  - b) Enterprise Name
  - c) Enterprise Type

- d) Enterprise Status
- e) Filer Contact Number
- f) Filer contact Email

**Enterprise Confirmation**

You are about to file beneficial ownership application for an enterprise named **TEXTON PROPERTY FUND**, which is registered with enterprise number **M2005019302**. Use the continue button below to confirm that this is the enterprise you would like to file the beneficiary ownership for.

Number:  Name:

Type:  Status:

Contact No:  Contact Email:

Upload Mandate  
 No file chosen

10. To commence with the filing of beneficial ownership, click **Choose File** to upload the required mandate to file beneficial owner (s) on behalf of the entity and click on **Continue**.

Upload Mandate

1. Mandate.pdf (3).pdf

11. When you have selected **Continue** the Beneficial Ownership Register page will reflect -
- a) Enterprise name
  - b) Enterprise Number
  - c) Total Declared Ownership % (**Note:** This will reflect 0% as **NO** Beneficial Owner (s) have been filed yet)
  - d) Select Company Type (**Note:** The filer must select the relevant company type from the drop-down list)

**Beneficial Ownership Register**

Enterprise Name:  
60000005064

Enterprise Number:  
K2020500225

Total Declared Ownership %:  
%

Select Company Type:  
Select Company Type

BACK CONTINUE

**GUIDANCE**

**Beneficial Ownership**  
Reference number will be generated when beneficial ownership create is initiated.

**Back**  
Back button will take you to the previous page

**Non-affected company with beneficial ownership**  
Non-affected company, with beneficial ownership.

**Affected Company**  
Section 1 of the Companies Act (as amended).  
Note: full details on affected companies will be described in FAQ's and other documents.

**Non-affected company with no Beneficial Ownership to declare**  
Non-affected company without beneficial ownership.

Drop down list: **Beneficial Ownership Register - Select Company Type:**

- a. Affected Company
- b. Non-Affected Company with **NO** Beneficial Ownership to Declare
- c. Non-Affected Company **WITH** Beneficial Ownership to Declare

12. When the filer selects company type **Non-Affected Company WITH Beneficial Ownership to Declare**, the following page will be displayed, click **Continue**.

Select Company Type:

NON-AFFECTED COMPANY WITH BENEFICIAL OWNERSHIP

BACK

CONTINUE

13. When the filer has clicked on **Continue**, the following page will be displayed reflecting the **Company Details** where **Owners Information** will be captured.

- a) Click on **NEW** to capture the Juristic (**1<sup>st</sup> ownership tier**) and Natural Person Owner Information.

14. When the filer has clicked on **NEW**, the following page will be displayed reflecting the **2 (two) types** of beneficial ownership to select from.

- a) Click on the drop-down tab to select the type of beneficial ownership.

15. When the filer selects **JURISTIC type**, they must click on **I Agree** to proceed with the next step.

16. After selecting I Agree, then the following information must be completed for the Juristic Person.

**First option Enterprise**

- a) Select **Enterprise Type**
  - i. **Enterprise**
  - ii. **Trust**
- b) Select from the calendar, the **Registration Date** of the **Entity**.
- c) Enter the enterprise number and click on **search**.
- d) The following information will automatically reflect in the required field.

### **i. Enterprise Name**

- e) Enter the Juristic Persons **email address**.
- f) Enter the Juristic Persons **mobile number**.
- g) Enter the **Tax Number** of the Enterprise (not mandatory)
- h) Select **Country of Registration** (where the Enterprise was registered) – (**Note:** The Filer must scroll through the list (dropdown list) and select the correct Country of Registration).
- i) Select, by using the calendar, the **Date of Interest Type**.
- j) Select the **Interest Type** (dropdown list)
  - i. Shareholding/Beneficial Ownership
  - ii. Voting Right
  - iii. Appointment Of Board
  - iv. Other Influence or Control
  - v. Senior Managing Official
  - vi. Settlor Of Trust
  - vii. Trustee Of a Trust
  - viii. Protector Of a Trust
  - ix. Beneficiary Of a Trust
  - x. Other Influence or Control of a Trust
  - xi. Rights To Surplus Assets on Dissolution
  - xii. Rights To Receive Profits or Income
  - xiii. Rights Granted by Contract
  - xiv. Conditional Rights Granted by Contract
- k) After selection of the **Interest Type** click on the **>>** button and the selection will reflect under **Selected Interest Type**.
- l) Only when selecting **Shareholding/Beneficial Owners** or **Voting Right** will a “box” open to enter the %. (**Note:** The % interest should be divided between the Juristic and Natural person, i.e. 50% each).
- m) The next information is the **Address Details** that must be completed.
  - i. Physical Address
  - ii. Town/City of the address
  - iii. Select Province (dropdown list); and
  - iv. Postal code.
- n) If the **Postal Address** is the same as the Physical Address, select the **COPY** button and the address will be imported in the Postal Address Field.
- o) If the Postal Address is not the same as the Physical Address, then **enter** the Postal Address manually.

**Below is the screen layout as noted above.**

**Juristic Person Information**

Select Enterprise Type: ENTERPRISE \*

Registration Date: 01-Sep-2022 \*

Enterprise Number: 2022/700025/07 \*

Enterprise Name: CAAAAAT \*

Email: [REDACTED] \*

Mobile Number: [REDACTED] \*

Tax Number: [REDACTED]

Country of Registration: South Africa \*

Date of Effective: 31-May-2023 \*

Interest Type:
 

- Shareholding/Beneficial Ownersr
- Voting right**
- Appointment of board
- Other influence or control

Selected Interest Type:
 

- Voting right**
- Shareholding/Beneficial Owne

Voting Rights: 2 \*

Shares (between 0 to 100): 3 \*

**Address Details**

**PHYSICAL ADDRESS**

Address line 1 \*

Address line 2 \*

In which town/city is this address? \*

In which province is this address? Select Province

What is the postal code? \*

**POSTAL ADDRESS**

Address line 1 \*

Address line 2 \*

In which town/city is this address? \*

In which province is this address? Select Province

What is the postal code? \*

17. Once all the information is completed, click on the **Save** button.



18. If the filing was successfully saved, the following page will be displayed reflecting the **Juristic Person Listing**.

- a) The information that will be displayed is:
  - i. Company Details
  - ii. Beneficial Ownership (will be empty at this stage of the filing)
  - iii. Juristic Person Listing (details)
    - a) Enterprise Number
    - b) Enterprise Name
    - c) Juristic Person % that was captured
    - d) Status of the Juristic Person

- e) There will be an Edit button (pen) if you want to edit something on the saved filing, and
- f) Remove button (trash can) if you want to delete the Juristic Person listing.
- b) If you have another Juristic Person, then select the **New** button to add another. – **(Note: you will not be able to proceed to the next option if you do not capture a Natural Person the system will not allow you to click on Continue. A juristic person cannot be a beneficial owner and at least one natural person MUST be declared.)**
- c) If there are no other Juristic Person, then select the **New** button to add the **Natural Person**.

The below screen will reflect the selections as mentioned at number 18 above.

Enterprise No	Enterprise Name	Shares	Status	Edit	REMOVE
K2019606615	CAAAAAT	50	ACTIVE		

19. After selecting I Agree, then the following information must be completed for the Juristic Person.

Second option **TRUST**

- a) Select **Enterprise Type**
  - i. Enterprise
  - ii. Trust
- b) Select from the calendar, the **Registration Date** of the **trust**.
- c) Under **Enterprise Number**, enter the **trust number** – **(Note: the search option does not work for the Trusts as Trusts are not part of the CIPC corporate registers).**
- d) Under **Enterprise Name**, enter the **trust name** – **(Note: the system does not automatically fill in this field when the trust number was entered).**
- e) Enter the Juristic Persons **email address**.
- f) Enter the Juristic Persons **mobile number**.
- g) Enter the **Tax Number** of the Trust (not mandatory)
- h) Select **Country of Registration** (where the **Trust** was registered) – **(Note: The Filer must scroll through the list (dropdown list) and select the correct Country of Registration).**
- i) Select, by using the calendar, the **Date of Interest Type**.
- j) Select the **Interest Type** (dropdown list)
  - i. Shareholding/Beneficial Ownership
  - ii. Voting Right
  - iii. Appointment Of Board

- iv. Other Influence or Control
  - v. Senior Managing Official
  - vi. Settlor Of Trust
  - vii. Trustee Of a Trust
  - viii. Protector Of a Trust
  - ix. Beneficiary Of a Trust
  - x. Other Influence or Control of a Trust
  - xi. Rights To Surplus Assets on Dissolution
  - xii. Rights To Receive Profits or Income
  - xiii. Rights Granted by Contract
  - xiv. Conditional Rights Granted by Contract
- k) After selection of the **Interest Type** click on the **>>** button and the selection will reflect under **Selected Interest Type**.
- l) Only when selecting **Shareholding/Beneficial Owners** or **Voting Right** will a “box” open to enter the %. **(Note: The % interest should be divided between the Juristic and Natural person, e.g. 50% each)**.
- m) The next information is the **Address Details** that must be completed.
- i. Physical Address
  - ii. Town/City of the address
  - iii. Select Province (dropdown list); and
  - iv. Postal code.
- n) If the **Postal Address** is the same as the Physical Address, select the **COPY** button and the address will be imported in the Postal Address Field.
- o) If the Postal Address is not the same as the Physical Address, then **enter** the Postal Address manually.

**Below is the screen layout as noted above**

The screenshot shows a form titled "Juristic Person Information" with the following fields and values:

- Select Enterprise type: TRUST
- T2024/2356
- Enterprise Name: TESTING ENTERPRISE
- Registration Date: 05-Jun-2024
- Email: bobo.pelosa@gmail.com
- Country of Registration: South Africa
- Effective Date: 04-Sep-2024
- Interest Type: Shareholding/Beneficial Owners

Red boxes highlight the "Select Enterprise type" field, the "T2024/2356" field, the "Enterprise Name" field, and a green button with a house icon next to the "Registration Date" field.

#### Address Details

The screenshot shows two side-by-side form panels. The left panel is titled 'PHYSICAL ADDRESS' and contains fields for 'Address line 1', 'Address line 2', 'In which town/city is this address?', 'In which province is this address?' (with a dropdown menu), and 'What is the postal code?'. The right panel is titled 'POSTAL ADDRESS' and contains identical fields. A red box highlights a 'Save' button located between the two panels.

20. Once all the information is completed, click on the **Save** button.



21. If the filing was successfully **saved**, the following page will be displayed reflecting the **Juristic Person Listing**. This part is the same as section 18 of the guide.

22. When the filer has clicked on **SAVE**, the following page will be displayed reflecting the **Company Details** and **Juristic Person Listing**, where **Owners Information** still need to be captured.

a) Click on **NEW** to capture the (natural person) Owner Information.

The screenshot shows a form with three main sections: 'Company Details', 'Beneficial Ownership', and 'Juristic Person Listing'. The 'Company Details' section shows 'Company Name: IMFUNDO INFINITY (PTY) LTD'. The 'Beneficial Ownership' section shows 'No ownership info available'. The 'Juristic Person Listing' section contains a table with the following data:

Enterprise No	Enterprise Name	Shares	Status	Edit	REMOVE
K2019606615	CAAAAAT	50	ACTIVE		

Below the table are three buttons: 'BACK', 'NEW', and 'CONTINUE'. The 'NEW' button is highlighted with a red rectangular box.

23. The following information must be completed for the Natural Person Owner Information

- Select **Yes/No** – Are you a South African citizen?
- Select, by using the calendar, the **Date of Birth** for the Beneficial Owner
- Select, by using the calendar, the **Issue Date** of the ID / Passport
- Enter the **ID/Passport Number**, when you enter the ID will automatically be verified with DHA (Department of Home Affairs), and the
  - Name**, and
  - Surname** will be entered automatically. (If the system does not, then enter the details manually)
- Enter the Beneficial Owner **email address**
- Enter the Beneficial Owner **Mobile Number**
- Enter the **Personal Income Tax Number** of the BO (not mandatory)
- Select the **Demographic**
  - White
  - African

- iii. Asian
  - iv. Indian
  - v. Colored
- i) Select **Gender**
  - i. Male
  - ii. Female
  - iii. Other
- j) Select **Disability**
  - i. Disabled
  - ii. Not Disabled
- k) Select **Country of Residence** (where the BO resides) – (**Note:** The Filer must scroll through the list (dropdown list) and select the correct place of Residence).
- l) Select **Country of Origin** (where the BO was born) – (**Note:** The Filer must scroll through the list (dropdown list) and select the correct Country of Origin).
- m) Select, by using the calendar, the **Date of Interest Type**.
- n) Select the **Interest Type** (dropdown list)
  - i. Shareholding/Beneficial Ownership
  - ii. Voting Right
  - iii. Appointment Of Board
  - iv. Other Influence or Control
  - v. Senior Managing Official
  - vi. Settlor Of Trust
  - vii. Trustee Of a Trust
  - viii. Protector Of a Trust
  - ix. Beneficiary Of a Trust
  - x. Other Influence or Control of a Trust
  - xi. Rights To Surplus Assets on Dissolution
  - xii. Rights To Receive Profits or Income
  - xiii. Rights Granted by Contract
  - xiv. Conditional Rights Granted by Contract
- o) After selection of the **Interest Type** click on the **>>** button and the selection will reflect under **Selected Interest Type**.
- p) Only when selecting **Shareholding/Beneficial Owners** or **Voting Right** will a “box” open to enter the %.
- q) The next information is the **Address Details** that must be completed.
  - i. Physical Address
  - ii. Town/City of the address
  - iii. Select Province (dropdown list); and
  - iv. Postal code.
- r) If the **Postal Address** is the same as the Physical Address, select the **COPY** button and the address will be imported in the Postal Address Field.
- s) If the Postal Address is not the same as the Physical Address, then **enter** the Postal Address manually.

Below is the screen without the completed and selected information as noted above.

### Natural Person Owner Information

<b>Are you a South African citizen?</b> <input type="text" value="Yes"/>	<b>Date of Birth</b> <input type="text" value="Click calendar icon to select date"/>
<b>Issue Date:</b> <input type="text" value="Click calendar icon to select date"/>	<b>ID/Passport No:</b> <input type="text"/>
<b>Name:</b> <input type="text"/>	<b>Surname:</b> <input type="text"/>
<b>Email:</b> <input type="text"/>	<b>Mobile Number:</b> <input type="text"/>
<b>Personal Income Tax Number:</b> <input type="text"/>	<b>Demographic:</b> <input type="text" value="Select Demographic"/>
<b>Gender:</b> <input type="text" value="Select gender"/>	<b>Disability:</b> <input type="text" value="Select disability"/>
<b>Country of Residence:</b> <input type="text" value="Select Country of Residence"/>	<b>Country of Origin:</b> <input type="text" value="Select country of origin"/>
<b>Date of InterestType</b> <input type="text" value="Click calendar icon to select date"/>	

<b>Interest Type:</b> <input type="text" value="Shareholding/Beneficial Owners"/> <input type="text" value="Voting right"/> <input type="text" value="Appointment of board"/> <input type="text" value="Other influence or control"/>	<input type="button" value="&gt;&gt;"/>	<input type="button" value="&lt;&lt;"/>	<b>Selected Interest Type:</b> <input type="text" value="Voting right"/> <input type="text" value="Shareholding/Beneficial Owr"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------	-----------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

<b>Voting Rights:</b> <input type="text" value="10"/>
----------------------------------------------------------

<b>Shareholding/Beneficial Ownership (between 5 to 100):</b> <input type="text" value="90"/>
-------------------------------------------------------------------------------------------------

### Address Details

<b>PHYSICAL ADDRESS</b> Address line 1 <input type="text"/> Address line 2 <input type="text"/> In which town/city is this address? <input type="text"/> In which province is this address? <input type="text" value="Select Province"/> What is the postal code? <input type="text"/>	<input type="button" value="COPY"/>	<b>POSTAL ADDRESS</b> Address line 1 <input type="text"/> Address line 2 <input type="text"/> In which town/city is this address? <input type="text"/> In which province is this address? <input type="text" value="Select Province"/> What is the postal code? <input type="text"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

24. Once all the information is completed, click on the **Save** button.



25. If the filing was successfully saved, the following page will be displayed reflecting the **Company Details, Beneficial Ownership** and **Juristic Person Listing** (Enterprise or Trust).

- a) The information that will be displayed is:
  - i. **Company Details**
    - a) Company Name
  - ii. **Beneficial Ownership details**
    - a) Enterprise Number
    - b) Reference Number (Filing)
    - c) Ownership % that was captured
    - d) Name of the Owner (BO)
    - e) Surname of the Owner (BO)
    - f) Status of the Owner (BO)
    - g) ID Verified (this will show a tick, and the box will reflect green when verified with DHA)
    - h) There will be an Edit button (pen) if you want to edit something on the saved filing, and
    - i) Remove button (trash can) if you want to delete the ownership listing.
  - ii. **Juristic Person Listing**
    - a) Reference number
    - b) Enterprise Name (Juristic Person)
    - c) Shares (%)
    - d) Status of the Enterprise
    - e) There will be an Edit button (pen) if you want to edit something on the saved filing, and
    - f) Remove button (trash can) if you want to delete the juristic person listing.
- b) If you have another Beneficial Owner or Juristic Person Listing, then select the **new** button again to add him/her or the enterprise / trust.
- c) If there is no other Owner / listing to capture, then select the **Continue** button.

The below screen will reflect the selections as mentioned at number 25 above.

Company Details

Company Name: CAAAAAT (PTY) LTD

Beneficial Ownership

Enterprise No	Reference No	Ownership %	Name	Surname	Status	ID Verified	Edit	REMOVE
K2022700025	60000024381	20			ACTIVE			

Juristic Person Listing

Reference No	Enterprise Name	Shares	Status	Edit	REMOVE
60000024381		0	ACTIVE		

BACK BACK NEW CONTINUE

26. When the filer has clicked on **Continue**, the following page will be displayed to **upload** the required / mandatory documents.

Supporting Documentation Information

CREATED	NAME	DOCUMENT TYPE	REMOVE
No documents available			

BACK UPLOAD DOCUMENTS CONTINUE

### Mandatory documents:

- Certified ID copy of Filer and Beneficial Owner (**natural persons**), dated not older than 3 months
- If Foreigner, notarized or Commissioner of Oath passport / Foreign ID copy, dated not older than 3 months
- Original Mandate, (**On declaring company letterhead**)
- Securities Register, and
- If it is a Complex Beneficial Ownership Information, a Disclosure Form reflecting the diagrammatic representation of the ownership structure, demonstrating the position of the Beneficial owner in the hierarchy of the company (if applicable).

27. Once all required documents are uploaded, the **Upload documents** button will still reflect **green** as an indication that if you want to upload additional documents then you may proceed to upload more. There is no limit to uploading documents for this specific company type. Click on **Continue** to proceed to the next page.

Supporting Documentation Information

CREATED	NAME	DOCUMENT TYPE	REMOVE
28/02/2024 12:49:46	BO-Step-by-step-Guidelines.pdf	CERTIFIED ID	
28/02/2024 12:49:59	BO-Step-by-step-Guidelines.pdf	ORIGINAL MANDATE	
28/02/2024 12:50:29	BO-Step-by-step-Guidelines.pdf	SECURITIES REGISTER	
28/02/2024 12:50:16	BO-Step-by-step-Guidelines.pdf	BENEFICIAL INTEREST REGISTER	
28/02/2024 12:50:42	BO-Step-by-step-Guidelines.pdf	DISCLOSURE FORM	

[BACK](#)
[UPLOAD DOCUMENTS](#)
[CONTINUE](#)

28. When you have clicked on **Continue**, the filing is almost complete and the information filed for the **Non-Affected Company WITH Beneficial Ownership to Declare**, will reflect as per the screen below. - (**Note:** Beneficial Ownership Information will be displayed as a natural person was captured).

Enterprise Information

ENTERPRISE NUMBER	ENTERPRISE NAME	TYPE	STATUS
M2005019302	TEXTON PROPERTY FUND	Public Company	In Business

Ownership Information

DATE	Name	ID Number/Passport Number	ID Verified
28/02/2024 12:38:34	VERONICA VAN DYK	7209270231087	

Document Information

ENTERPRISE NUMBER	CREATED	DOCUMENT TYPE
60000021460	28/02/2024 12:49:46	CERTIFIED ID
60000021460	28/02/2024 12:49:59	ORIGINAL MANDATE
60000021460	28/02/2024 12:50:29	SECURITIES REGISTER
60000021460	28/02/2024 12:50:16	BENEFICIAL INTEREST REGISTER
60000021460	28/02/2024 12:50:42	DISCLOSURE FORM

[BACK](#)
[SUBMIT](#)

29. When the ID was verified with DHA (Automatically), then you will find that it will reflect ID Verified and the box will be green. (**Note:** If DHA is offline the box will be red but the filling will still go through when you click on submit).



30. Continue with the next step in the process by clicking on the **Submit** button.

### Document Information

REFERENCE	CREATED	DOCUMENT TYPE
60000021460	28/02/2024 12:49:46	CERTIFIED ID
60000021460	28/02/2024 12:49:59	ORIGINAL MANDATE
60000021460	28/02/2024 12:50:29	SECURITIES REGISTER
60000021460	28/02/2024 12:50:16	BENEFICIAL INTEREST REGISTER
60000021460	28/02/2024 12:50:42	DISCLOSURE FORM

[BACK](#) [SUBMIT](#)

31. Once you have clicked on **Submit**, you will receive a screen where you need to confirm the Filer by verifying with an **OTP** that will be send by **SMS** and by **EMAIL**.
- a) On the right side of your screen, you will find the following information for your recording and tracking: -
- i. OTP Confirmation Results
  - ii. Application information
  - iii. Enterprise Information

OTP Confirmations Sent to

Mobile: [REDACTED]

Email: [REDACTED]

NUMBER	DATE	EXPIRE	FULL NAME	RECIPIENT TYPE	CONFIRMED
3386	28/02/2024 12:27:41	01/03/2024 12:27:41	[REDACTED]	FILER	<input type="checkbox"/>

[RESEND OTPS](#) [REFRESH](#)

**Note:** If you have not received the **OTP's** then click on **RESEND OTPS**.

32. Click on the **RED X BOX** under **CONFIRMED**.



33. Once you have clicked on the **RED X BOX**, the Confirmation Validation screen will open where you need to Verify the Information by entering: -

- i. **SMS OTP** (Note: that the **S** before the number **MUST** be captured in **CAPS LOG**)
  - ii. **Email OTP** (Note that the **E** before the number **MUST** be captured in **CAPS LOG**)
- b) After entering the OTPs in the prescribed fields, click on **Verify**.

Confirmation Validation

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**OWNER INFORMATION**

Number:  Name:

**VERIFY INFORMATION**

SMS OTP:  Email OTP:

34. Once you have clicked on **Verify**, the confirmation will be sent to the **Mobile number** and the **Email address** linked to the customer profile.

OTP Confirmations Sent to

Mobile:

Email:

35. The last step will reflect the **PREVIOUSLY RED X BOX** as **GREEN**.

NUMBER	DATE	EXPIRE	FULL NAME	RECIPIENT TYPE	CONFIRMED
3385	28/02/2024 12:15:42	01/03/2024 12:15:42	<input type="text" value=""/>	FILER	<input checked="" type="checkbox"/>

36. Once the confirmation was completed, the last screen will reflect that the filing was received and it will be processed accordingly.

a) Click on the **FINISH** button to finalise the last process in your filing.

#### 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**

**Note:** Once you have clicked **FINISH** you will be taken back to the HOME page, and the transaction will be displayed under **COMPLETED APPLICATIONS**, the **FILER** will receive an email with the Beneficial Ownership Certificate and the Certificate can also be downloaded by clicking on the **Download** button.

### COMPLETED APPLICATION GRID

Completed Applications

DATE	REFERENCE NUMBER	STATUS	ENTERPRISE NAME	COMPANY TYPE	ENTERPRISE NUMBER	DOWNLOAD	AMENDMENT
28/FEB/2024 12:52:25	60000021460	BO COMPLETE REGISTRATIONS	TEXTON PROPERTY FUND LTD	NON-AFFECTED COMPANY WITH BENEFICIAL OWNERSHIP	2005/019302/06	<b>DOWNLOAD</b>	

### EMAIL FILING NOTIFICATION



Dear [REDACTED]

Thank you for your Beneficial Ownership disclosure Certificate application dated 28 February 2024.

#### Enterprise Details

Enterprise Number: 2005/019302/06  
Reference Number: 60000021460  
Enterprise Name: TEXTON PROPERTY FUND Ltd

Your application has been successfully completed.

Kind Regards,  
CIPC Services

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

## EXPLANATORY NOTES & LEGISLATIVE GUIDELINE:

### 1. Mandate

#### 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.

#### **A. Content of mandate:**

The written mandate provided by the declaring entity to an individual (filer) to submit beneficial ownership information to the CIPC, needs to comply with certain requirements in order to be accepted as a valid, lawful and binding document. Although there exists no specific template for the mandate itself, below serves as a guide with regards to minimum content: -

- a. The mandate may be in the form of a [letter, a resolution or power of attorney](#), providing a specific mandate by the declaring entity to an individual (natural person) to submit beneficial ownership information, together with mandatory supporting documents, to the CIPC. The mandate must be on a [company / close corporation letterhead](#) of the declaring entity.
- b. The mandate must be provided to a singular [natural person](#) (not a juristic person) who is in possession of a valid CIPC customer code, to be used when filing. The [full name, surname and ID number](#) of the mandated person (filer) must be indicated in the mandate, accompanied by a certified ID copy of the filer.
- c. Also, the mandate must be signed by at least [50% +1 of the directors of the company](#) (ordinary resolution requirements), and [all the members of a CC](#).

#### 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 individuals as well as juristic persons in the event of reckless conduct, non-compliance with the Act, as well as providing false statements.

### 2. GRIDS: - BO Applications

#### Explanatory Note:

The system will display 4 (four) GRIDS.

- a. In Progress Applications
  - i. In progress applications is where the filer has not completed the BO-filings done before/prior and just closed the application.
- b. Nullified / Rejected Applications
  - i. Nullified applications are where the filing does not comply with the required regulations / Act
  - ii. Rejected applications is where Back office have rejected the application due to outstanding/incomplete or wrong information received
- c. Draft / Pending Applications
  - i. Draft applications are where the filer have started but not completed the filing process
  - ii. Pending applications are where the filer is waiting for the OTPs to finalise the filing process.
- d. Completed Applications

Applications in progress do not constitute a valid filing of beneficial ownership information and require filings to be submitted (and confirmation received thereof), before it is accepted as complete.

### 3. Login

#### 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 file, **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.

### 4. Entity Statuses

#### Explanatory Note:

Entities with types of statuses, such as active, business rescue, re-instatement process and deregistration process, may proceed to file Beneficial Ownership Information.

Entities with the following statuses cannot file BO-information: -

- i. Final de-registration (whether voluntary or AR).
- ii. Voluntary de-registration process (not AR).
- iii. Final Liquidation.
- iv. Voluntary liquidation.
- v. Provisional liquidation.
- vi. Suspended.
- vii. Conversion from CO/CC or CC/CO
- viii. Dissolved
- ix.

## Legislative Guideline:

### Entity status

While an entity is in de-registration process, (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. It is accepted that entities that applied for voluntary de-registration (thus voluntary de-registration process status), the company has ceased to carry on business and there is no requirement to file Beneficial Ownership information (section 82(3) (b) (ii) of the Companies Act).

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 Beneficial Ownership Information filing. Entities converted from a CC to a company and **vice versa**, are only required to file Beneficial Ownership 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 exists, once conversion is complete.

## 5. Entity Types

### Explanatory Note:

The following entity types are required to file Beneficial Ownership Information, if applicable: -

- a. Profit companies.
- b. Non-profit companies.
- c. External companies; and
- d. Close Corporations

## 6. Identity Verification

### Explanatory Note:

ID verified means that the South African ID number submitted has been verified against the Department of Home Affairs (DHA) database.

For foreign Beneficial Owners, a certified passport / notarized passport copy must be uploaded for the purpose of verification.

- a. See certification guidelines available on the CIPC website; and
- b. Foreign Assurance Verification process.

## 7. Status on Owner Listing

### Explanatory Note:

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.

## 8. Ownership %

### Explanatory Note:

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 Beneficial Ownership system, any one or more of the below types of Beneficial Ownership / control can be selected.

It is 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.

## 9. Juristic Person Listing

### Explanatory Note:

The following 1st tier ownership listings may be filed depending on the structure of the company: -

- a. Enterprise
- b. Trust

Beneficial owner as per the definition (GLAA, 22 of 2022) can ONLY be a natural person. In instances where complex ownership structures exist with juristic persons (companies, close corporations, and Trusts) reflected as shareholders of companies and members of close corporations, this information can be captured as a first tier of ownership, before the beneficial ownership (natural person) information is declared.

The CIPC Beneficial Ownership Declaration functionality provides for **2 types of juristic persons (as first ownership tiers)** to be declared. Declaring entities are however urged to still submit a **'disclosure form'** detailing the complex ownership structure fully.

**ALL** companies, external companies and close corporations are required to comply with beneficial ownership declaration requirements, once annually, or as and when the information changes. When a juristic person is selected as 1<sup>st</sup> tier of ownership – the filer confirms that the juristic person declared forms part of the multiple tiers of ownership or control of the declaring company, and that each juristic person (declared as part of ownership structure) is still responsible for their own BO-declaration as provided for in the legislation. This confirmation **does not** mean that the filer for a declaring company will be responsible for the filing of the declared juristic person beneficial ownership declarations or held accountable.

Each company, external company or close corporation remains responsible for compliance with beneficial ownership declaration requirements.

**Direct beneficial ownership:** - ownership or effective control in terms of the declaring company directly, i.e., registered shareholder (natural person) of a company.

**Indirect beneficial ownership:** - ownership or effective control in terms of the declaring company directly, i.e., shareholder (natural person) holding shares indirectly in a company through a bank or broker OR through multiple juristic person ownership tiers.

### 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 unincorporated (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. Beneficial Ownership Company Category

### Explanatory Note:

#### Non-Affected Company WITH Beneficial Ownership to Declare

Companies that are not classified as “affected companies” (section 1 of the Companies Act), and have Beneficial ownership information to declare, will follow the standard BO-register requirements of completing beneficial ownership information and submitting the required documentation.

The mandatory documentation:

- i. Certified ID copy of the Filer mandated to file Beneficial Ownership on behalf of the declaring Company.
- ii. Certified ID/passport copy of the Beneficial Owners dated not older than 3 months.
- iii. Signed Mandate (50 + 1 of the directors of the company) and / or all members of the close corporation; and

- iv. [Beneficial Interest register](#) as per [section 56\(7\) \(aA\)](#) of the Companies Act.

### **Legislative Guideline:**

#### **Beneficial ownership company category**

Corporate entities are classified into two (2) main types, "[affected](#)" and "[non-affected](#)" companies.

When a company falls within either of these categories, the next question is whether the company or close corporation have any Beneficial Ownership information to declare.

The answer to these two (2) questions will dictate which Beneficial Ownership company type ([category](#)) is selected. The abovementioned Beneficial Ownership category is aimed at simplifying the filing of information mandatory in terms of the Companies Act and subsequent Regulations (as amended).

**NB:** [Non-affected companies with beneficial ownership information to declare](#) will receive a [confirmation certificate](#) of beneficial ownership filing.