



## IMPORTANT NOTICE TO CUSTOMERS

### NEW ESERVICES AUTOMATION SYSTEM FOR REGISTRATION OF CO-OPERATIVES

Dear Valued Customers,

We are excited to announce that CIPC is implementing a new automated registration system for Co-operatives, effective 25 October 2024.

#### Key Changes:

- a) **Automated Documents:** System-generated Co-op1 Form and Constitution will be sent to all members via email for authorisation of the process.
- b) **OTP Authentication:** The new process will use OTP numbers to authenticate member signatures, eliminating the need to upload signature pages.
- c) **End-to-End Process:** All steps, from Name Reservation to complete Co-operative registration, must be completed via the new e-services portal.
- d) **Foreign Nationals:** Verification: Foreign nationals must first register with foreign assurance for verification.

#### Exceptions:

Secondary and Tertiary Applications: These will still require the uploading of signed documents due to the nature of the process of verifying the primary and secondary cooperatives before registration.

A detailed Step-by-Step guide will be published on the CIPC Website to assist with the new process .

We appreciate your cooperation and understanding as we make this transition to better serve you.

## Important Deadlines:

Pending Applications: **All applications must be completed on the current system by 23 October 2024.** Please ensure you finalise the registration process before this date.

Yours sincerely



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**Adv. R. Voller**  
**COMMISSIONER: CIPC**

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