



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

## **STEP BY STEP GUIDE:**

# **NEW E-SERVICES PRIMARY CO-OPERATIVE REGISTRATION**

**V0.1**

## **STEP BY STEP GUIDE: NEW CO-OPERATIVES REGISTRATIONS**

This document describes the event of a new Co-operative registration with CIPC on the on the online system.

In order to use this step-by-step guide, you should have registered as CIPC customer.

**NOTE:** Kindly consult the step-by-step guide for Customer Registration for assistance in registering a customer code.

### **THE FOLLOWING APPLY FOR CO-OPERATIVE REGISTRATION**

- Minimum 5 natural persons 2 juristic persons or a combination of any 5 persons.
- Minimum of 2 directors
- Members fee must be equal for all the members of the Co-operative.
- Directors must not share the same contact details such as E-mail address and cellular phone number.

### **LEGAL REQUIREMENTS**

- All Co-operatives must reserve a name before lodging a new Co-operative registration.

### **PRIMARY CO-OPERATIVE MUST SUBMIT THE FOLLOWING:**

- Foreign Nationals must be verified before transacting with CIPC. Kindly make use of the step-by-step guide, reflecting on CIPC website.

### **JURISTIC PERSON**

- Any entity registered at CIPC and must be in business.
- One of the directors of the Company, Close Corporation or Trust must be the representative of Juristic Person for the Co-operative.

### **IMPORTANT NOTICE**

1. The application must be finalised within 5 calendar days from date of lodgement. Failure of which will result in the application being rejected.
2. Co-operatives must keep a copy of their constitution and registration documents.
3. If you did not receive feedback via email, and the service turnaround times have lapsed, forward an enquiry to: [coopregenq@cipc.co.za](mailto:coopregenq@cipc.co.za)

#### 4. New Application Procedure.

- Application submitted and/or reworked when rejected in Back Office
- OTP Approval by filer and all members incl issued COOP1 and Constitution documentation indicating what is agreed to and approved via OTP
- Documentation for COOP1 and Constitution should be kept for your records and not returned to CIPC.
- Auto or Back Office pre-approval
- Payment instruction issued for R125.00
- Application processed and documentation issued after payment is receive (Co-op11).

#### 5. New OTP Approval Process.

- OTPs are valid for 96 hours
- OTPs for both SMS and Email will be issued to the filer and all members
- OTPs that has expired, result in void applications to be submitted from new
- All OTPs are required to be verified to process an application
- Auto approval applies by default, else manual Back Office approval when one or more foreign members specified or type financial category

1. Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za) and click on Enterprise Registration.

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LOGIN | REGISTER

Search

HOME ABOUT ▾ ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES ▾ CONTACT ▾

## #YOURBUSINESSOURFOCUS

Register your company at a cost of R175, including name reservation and R125 without a name.

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### ENTERPRISE REGISTRATION

Register companies and co-operatives

### ENTERPRISE MAINTENANCE

Update company, close corporation and co-operative records

### INTELLECTUAL PROPERTY

Apply, protect or trade your intellectual property

### IMPORTANT NOTICES

Outgoing One Time Pin (OTP) and e-mails restored

Delays on outgoing One Time Pin (OTP) and e-mails

E-Services and BizPortal Migration

Update: System challenges with the implementation of enhanced e-services and BizPortal platforms

[VIEW ALL NOTICES](#)

### EVENTS AND WEBINARS

CIPC invites you to a troubleshooting webinar: Annual Return Filing

CIPC invites you to a troubleshooting webinar: Open session

CIPC invites you to a troubleshooting webinar: Company registration and name reservations

CIPC invites you to a troubleshooting webinar: Director Amendments & Foreign Director Assurance

[VIEW ALL EVENTS](#)

**WEBINARS** +34 2472# Enquiries

QUICK ACCESS » SEARCH OUR REGISTRY » XBRL PROGRAMME »

### USEFUL RESOURCES

- B-BBEE Certification
- Banking Details
- Domain Name Registration
- Forms and Fees
- Business Hub

### NEED HELP?

- Step-by-Step Guides
- Self-Service Centers
- Log a Query
- Learn-i-biz
- Email addresses for submitting applications

### LEGAL

- Access to Information
- Terms and Conditions
- Privacy Policy
- Legislation
- Company Investigations

### OTHER

- Frequently Asked Questions
- Submit Audited or Independently Reviewed Financial Statements
- Submit Financial Accountability Supplements

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## 2. Click on Register a Co-operative.

The screenshot shows the homepage of the Companies and Intellectual Property Commission. The header includes the logo, navigation menu, and a search bar. The main content area is titled 'ENTERPRISE REGISTRATION' and features a grid of registration options. An orange arrow points from the instruction to the 'CO-OPERATIVE REGISTRATION' link. A 'Related links' sidebar is on the right, and a footer with resources is at the bottom.

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LOGIN | REGISTER

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### 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

**BIZPORTAL**  
Register  
Login

**PERSONAL LIABILITY COMPANY**  
Register a personal liability company

**PRIVATE COMPANY**  
Register a private company with standard MOI  
Register a private company with customised MOI

**STATE OWNED COMPANY**  
Register a state-owned company

**PUBLIC COMPANY**  
Register a public company

**FOREIGN COMPANY**  
Register a foreign company  
Domestication of a foreign Company

**NON-PROFIT COMPANY**  
Register a non-profit company without members and with a standard MOI  
Register a non-profit company with members and with a customised MOI  
Register a non-profit company with members

**USEFUL RESOURCES**

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- Banking Details
- Domain Name Registration
- Forms and Fees
- Business Hub

**NEED HELP?**

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↑

Scroll down and at Step 7, click on “REGISTER NOW”

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LOGIN | REGISTER

Search

HOME ABOUT ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES CONTACT

## CO-OPERATIVE REGISTRATION

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### REGISTERING A CO-OPERATIVE

A very simple definition of a co-operative would be to say it is a business where a group of people get together voluntarily to address their common needs.

A co-operative is a distinct form of enterprise that provides services and/or products to its members. Profit, known as surpluses in a co-operative, is divided among members in relation to the amount of the business each member did with the co-operative.

By registering a co-operative, you are creating a legal entity with powers and responsibilities as prescribed in the amended Co-operatives Act 6 of 2013. Before registering a co-operative, take note of the importance of record-keeping that need to be done by a co-operative.

Before you decide to register a co-operative, you need to have a formation meeting to decide on a common purpose and agree to register a co-operative. At the formation meeting, the members have to decide on the form and type of co-operative. There must be at least five natural persons or two juristic persons or a combination of any five persons in order to form a primary co-operative.

#### TYPES OF CO-OPERATIVES

Co-operatives may take the form of primary, secondary or tertiary co-operatives. The types of co-operatives include agricultural, marketing, housing, financial services, consumer, service, crafts and burial societies etcetera.

##### Primary Co-operative

A primary Co-operative is formed by a minimum of five natural persons; or two juristic persons or a combination of any five persons.

**Note:** Primary co-operative, Secondary and Tertiary co-operative can only be registered online  
Primary co-operative registration accept card payment method only

##### Secondary Co-operative

Secondary co-operatives are formed when two or more operational primary co-operatives come together because they are involved in similar activities and want to promote their services in the sector in which they operate.

##### Tertiary Co-operative

Tertiary co-operatives are formed by two or more operational secondary co-operatives which come together to promote the interests of their members to government bodies, the private sector and other stakeholders.

#### National apex Co-operative

A National Apex is formed by three operational sectoral tertiary co-operatives that operate on a national level; and five operational multi-sectoral tertiary co-operatives that operate on a provincial, district or local level.

**N.B** Operational means a co-operative that has held its annual general meeting and has submitted its annual report, audited report or independent reviewed report to the registrar in its financial year.

**Note:** You can apply for Secondary and Tertiary co-operative online, to apply for co-operative [click here](#)

[Click here](#) for the CIPC service standards. Service Standard is dependent on payment for the transaction being made.

[Click here](#) to log an enquiry (only after the indicated service standard has lapsed).

**Checklist for registration of a co-operative:**

- [STEP 1:- REGISTER AS A CUSTOMER \(view how to\)](#)
- [STEP 2:- PAYMENT METHODS \(view how to\)](#)
- [STEP 3:- FORMATION MEETING \(view how to\)](#)
- [STEP 4:- APPOINT BOARD OF DIRECTORS \(view how to\)](#)
- [STEP 5:- ADOPT THE CONSTITUTION \(view how to\)](#)
- [STEP 6:- FORMS OF CO-OPERATIVES \(View how to\)](#)
- [STEP 7:- CO-OP REGISTRATION \(view how to\)](#)

**REGISTER NOW**

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[f](#) [t](#) [v](#)

The Customer Portal Entrance page will display. Select RSA individual, type in your ID number and click on **Search**.

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## Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

Gmail   Outlook   YAHOO! MAIL

**NOTE:** CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

**NOTE:** Your e-mail account will be used as your primary login/transaction account.

**NOTE:** This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:  
RSA Individual

Identification: ID Number  
[Redacted ID Number]

**Search**

Companies and Intellectual Property Commission  
27 Jul 2022 12:05:00 PM

If you were registered as a Customer with CIPC previously and had an existing customer profile, the following message will display: “Your customer profile record could be successfully validated”. You will be redirected to Login. Click on **OK**.

If you have never registered as a CIPC customer, the following message will display: “Your customer record was not found or incomplete.” You will be redirected to individual Customer Registration. Click on **OK**.

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## Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

Gmail   Outlook   YAHOO! MAIL

**NOTE:** CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

**NOTE:** Your e-mail account will be used as your primary login/transaction account.

**NOTE:** This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:  
RSA Individual

Identification: ID Number  
[Redacted ID Number]

**Search**

Companies and Intellectual Property Commission  
27 Jul 2022 12:05:00 PM

CIPC

**Customer Search**

Your customer profile record could be successfully validated!

You will be redirected to Login.

**OK**

3. Enter the Username (Email address) and Password and click on **Login**.

The screenshot shows a login form with two input fields: 'Username' and 'Password'. Red arrows point to each field. Below the fields is a green button labeled 'LOGIN'. A red arrow also points to the 'LOGIN' button.

4. The landing page will be displayed. Click on **Services**, then **co-operatives** thereafter click on **Start New Co-operative Application**

The screenshot shows the 'CIPC Electronic Self Service' landing page. The user is logged in as 'LUCILLE'. The 'Services' menu is highlighted with a red arrow. The page contains a form for starting a new co-operative application with the following fields:

Email Address *	[REDACTED] ZA
Title *	Miss
Full Name *	LUCILLE
Surname *	[REDACTED]
Cellphone Number *	[REDACTED]
Telephone Number	Please enter a telephone number
Are you a citizen of South Africa ?	Yes
Country Of Origin	South Africa
Date Of Birth (yyyy-MM-dd)	[REDACTED]
South African ID Number	[REDACTED]
ID Document Type	Green Bar-coded Identity Book
ID Document Date Of Issue (yyyy-MM-dd)	

The screenshot shows the 'CIPC Electronic Self Service' landing page with the 'Services' menu open. A red arrow points to the 'Co-Operatives' menu item. The page contains a form for starting a new co-operative application with the following fields:

Email Address *	[REDACTED]
Title *	Miss
Full Name *	LUCILLE
Surname *	[REDACTED]
Cellphone Number *	[REDACTED]
Telephone Number	Please enter a telephone number
Are you a citizen of South Africa ?	Yes
Country Of Origin	South Africa
Date Of Birth (yyyy-MM-dd)	[REDACTED]
South African ID Number	[REDACTED]
ID Document Type	Green Bar-coded Identity Book
ID Document Date Of Issue (yyyy-MM-dd)	

**New Application** ←

Registered Co-operatives Pending Document Upload / OTP Verification Under Review By CIPC Awaiting Payment Not Submitted / COOP Conversion Rejected Applications

**Name Reservations**

- A name reservation is not required for initiating a Cooperative Application into draft state, but compulsory when submitting
- Revisit your current name reservations by selecting [Name Reservations](#)
- Navigate via menu option [Services > Name Reservations](#) to ensure available approved names prior to starting a new Cooperative application

**Registered Co-operatives**

✕ Terminate Selected Application

Double Click a Co-operative to view the Application and documentation

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000005328	[Redacted] NS	[Redacted] O.ZA	[Redacted]	Active/Successful
6000005320	[Redacted]	[Redacted] O.ZA	[Redacted]	Active/Successful
6000005312	[Redacted] MONDS	[Redacted] O.ZA	[Redacted]	Active/Successful
6000005321	[Redacted]	[Redacted] O.ZA	[Redacted]	Active/Successful
6000007022	[Redacted]	[Redacted] O.ZA	[Redacted]	Active/Successful
6000010240	[Redacted]	[Redacted] O.ZA	[Redacted]	Active/Successful
6000010683	[Redacted]	[Redacted] O.ZA	[Redacted]	Active/Successful
6000016999	[Redacted]	[Redacted] O.ZA	[Redacted]	Active/Successful
6000019456	[Redacted] RCES	[Redacted] O.ZA	[Redacted]	Active/Successful
6000016613	[Redacted] TIONS	[Redacted] O.ZA	[Redacted]	Active/Successful

5. A screen will display a pop up message for you to confirm you want to Start New Co-operative application. Click on **OK**.

CIPC Electronic Self Service

Welcome [Redacted]

Logout

Home Services Amendments Financials Authorization

Start New Co-operative Application

Registered Co-operatives Pending Document Upload

Registered Co-operatives:

✕ Terminate Selected Application

Double Click a Co-operative to view the Application

Selected Filter: Default

REFERENCE NUMBER	COOPERATIVE NAME	STATUS
6000005328	[Redacted]	Active/Successful
6000005320	[Redacted] YLUCY	Active/Successful
6000005321	[Redacted] CLOCKS	Active/Successful

**CIPC CO-OPERATIVE REGISTRATION**

**Confirm Action**

Hi LUCI [Redacted]

Please read each section carefully before submitting the application form.  
You may save and close the application at any time and re-open it from the dashboard.

Do you want to start a new Co-operative Registration Application ?

**OK** **Cancel**

6. If you have not applied for a name for the Co-operative yet, you need to apply. Navigate via menu option **Services > Name Reservations** to ensure available approved names prior to starting a new Cooperative application

CIPC Electronic Self Service

Welcome, LU [redacted]

Logout

Home Services Amendments Business Rescue Financials

Email Address \* [redacted]

Title \* Miss

Full Name \* LUCILLE

Surname \* [redacted]

Cellphone Number \* [redacted]

Telephone Number [redacted]  
*Please enter a telephone number*

Are you a citizen of South Africa? Yes

Country Of Origin South Africa

Date Of Birth (yyyy-MM-dd) [redacted]

South African ID Number [redacted]

ID Document Type Green Bar-coded Identity Book

ID Document Date Of Issue (yyyy-MM-dd)

CIPC Electronic Self Service

Welcome [redacted]

Logout

Home Services Amendments Business Rescue Financials

Name Reservations Company Registration Co-Operatives Documents Convert Enterprise to Cooperative B-BBEE Certificates Business Bank Accounts Cooperatives API Subscriptions

Email Address \* [redacted]

Title \* Miss

Full Name \* LUCILLE

Surname \* [redacted]

Cellphone Number \* [redacted]

Telephone Number [redacted]  
*Please enter a telephone number*

Are you a citizen of South Africa? Yes

Country Of Origin South Africa

Date Of Birth (yyyy-MM-dd) [redacted]

South African ID Number [redacted]

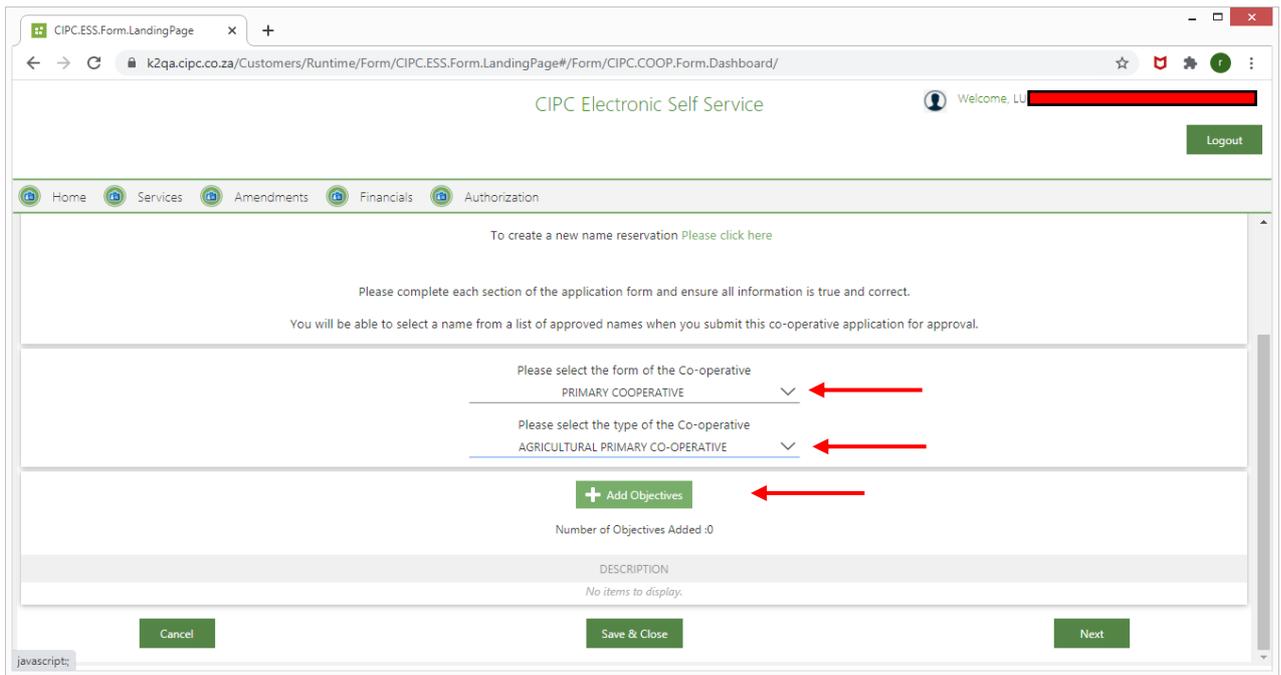
ID Document Type Green Bar-coded Identity Book

ID Document Date Of Issue (yyyy-MM-dd)

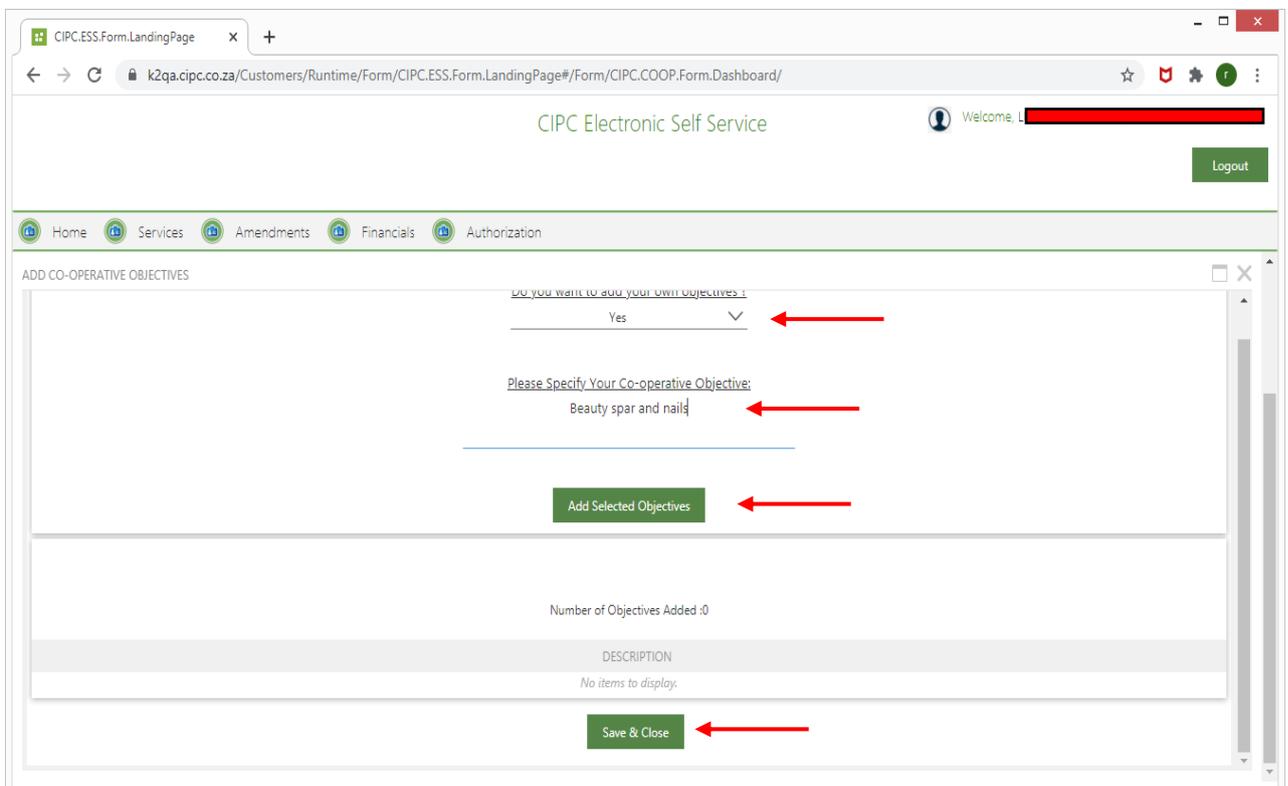
<https://s2qa.cipc.co.za/Customers/Runtime/Form/CIPC.General.Form.Menu>

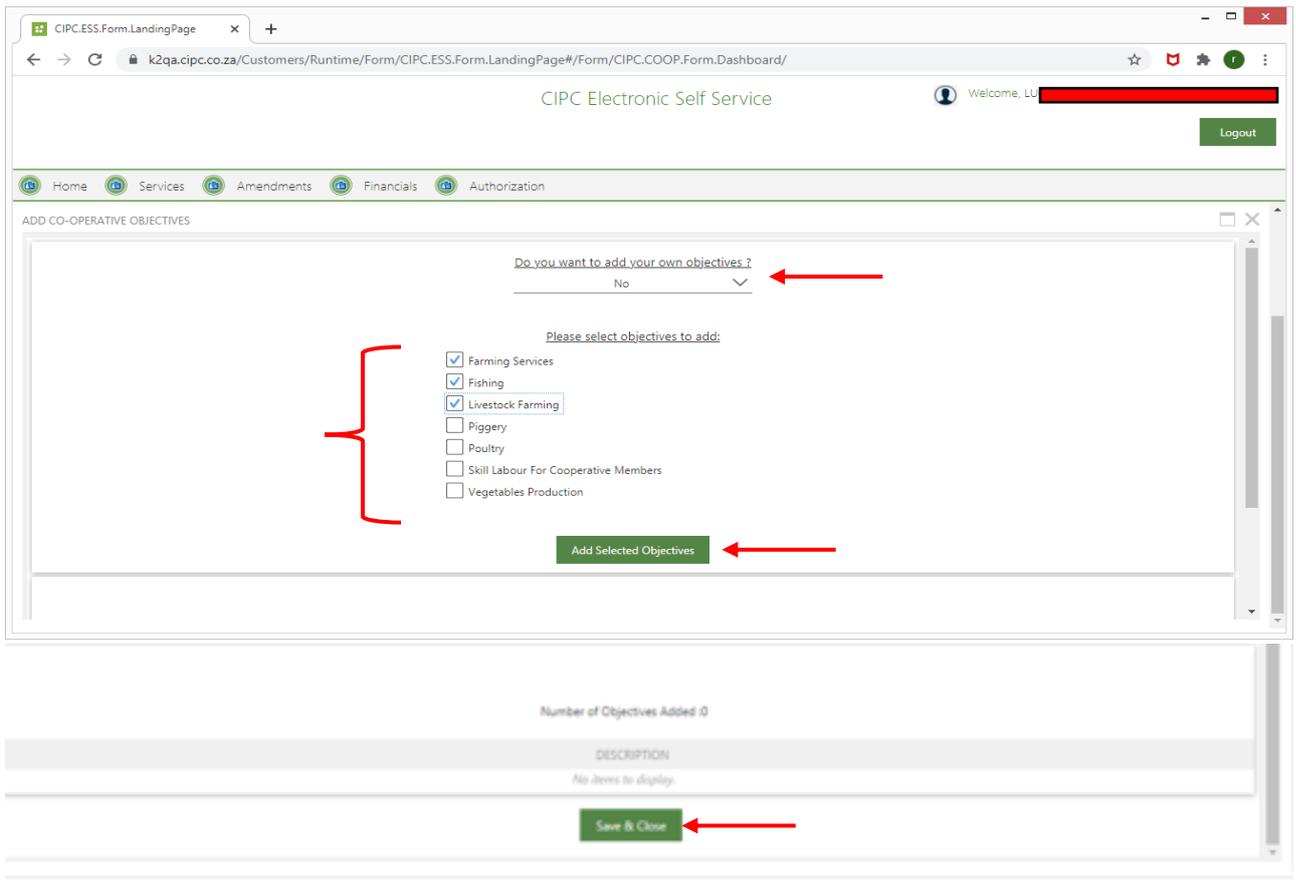
7. If you applied for a name reservation already, select the following:

- (a) Form of Co-operative
- (b) Type of Co-operative
  - Select the Type of co-operative.
    - Agricultural primary co-operative
    - Financial services primary co-operative
    - Housing primary co-operative
    - Non-specific primary co-operative
    - Social primary co-operative
    - Worker primary co-operative
- (c) Objectives: Click on the + sign next to **objectives**.



A screen will display and ask if you want to add your own objectives. Option 1: Click **yes** if you want to add your own objectives and capture the objectives under “your co-operative objectives” Option 2: Click **No** if you want to choose from the drop box. Click in the boxes. Thereafter click on **add selected objectives and save & close**.





(d) A screen will display all the objectives. You may add more objectives by clicking on the **add objectives + sign** or scroll down to Industry Specification Information



(e) A screen will display the Industry Specification Information. Click on the drop boxes to add the industry specification information and thereafter on next.

Industry Specification Information

Please specify the industry applicable by making a selection from the levels below:

Level 1: (Compulsory)  
Select an item

Level 2: (Compulsory)  
Select an item

Level 3: (Optional)  
Select an item

Buttons: Cancel, Save & Close, Next

This screenshot shows the initial state of the 'Industry Specification Information' screen. It features three levels of selection, each with a drop-down menu. Red arrows point to the drop-down arrows on the right side of each level. The 'Next' button is highlighted in green.

Industry Specification Information

Please specify the industry applicable by making a selection from the levels below:

Level 1: (Compulsory)  
AGRICULTURE, HUNTING FORESTRY AND FISHING

AGRICULTURE, HUNTING FORESTRY AND FISHING  
COMMUNITY, SOCIAL AND PERSONAL SERVICES  
CONSTRUCTION  
ELECTRICITY, GAS AND WATER SUPPLY  
FINANCIAL INTERMEDIATION INSURANCE, REAL ESTATE AND BUSINESS SERVICES  
MANUFACTURING  
MINING AND QUARRIVING  
TRANSPORT, STORAGE AND COMMUNICATION

Buttons: Cancel, Next

This screenshot shows the Level 1 drop-down menu open. A red bracket on the left indicates the list of options. The top option, 'AGRICULTURE, HUNTING FORESTRY AND FISHING', is highlighted in green. A red arrow points to the right side of the menu. The 'Next' button is highlighted in green.

Industry Specification Information

Please specify the industry applicable by making a selection from the levels below:

Level 1: (Compulsory)  
AGRICULTURE, HUNTING AND RELATED SERVICES  
FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS  
FORESTRY, LOGGING AND RELATED SERVICES  
AGRICULTURE, HUNTING AND RELATED SERVICES

Level 3: (Optional)  
FARMING OF ANIMALS

Buttons: Cancel, Save & Close, Next

This screenshot shows both the Level 1 and Level 3 drop-down menus open. Red brackets on the left indicate the lists of options. The top option in the Level 1 menu, 'AGRICULTURE, HUNTING AND RELATED SERVICES', is highlighted in green. Red arrows point to the right side of both menus. The 'Next' button is highlighted in green.

8. The **Co-operative Contact Details** screen will display. Complete the required fields and click on **next**
- Co-operative email address
  - Co-operative Cell phone number
  - Co-operative telephone number
  - Physical address
  - Business address
  - Postal Address

CIPC Electronic Self Service Welcome [redacted] (D.ZA) [Logout](#)

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives **Co-operative Contact Details** Co-operative Financial Details Co-operative Members Application Summary

Reference Number: 60000021269

Co-Operative Email Address: \*  
[redacted]@ZA

Co-Operative Cellphone Number: \*  
[redacted]

Co-Operative Website:  
[redacted]

Co-Operative Telephone Number:  
[redacted]

Is the business address the same as the physical address ?  Yes  No

Is the Postal address the same as the physical address ?  Yes  No

Physical Address	Business Address	Postal Address
Country: * South Africa	Country: * South Africa	Country: * South Africa
Region   Area   Province: * Eastern Cape	Region   Area   Province: * Eastern Cape	Region   Area   Province: * Eastern Cape
City: * PORT ELIZABETH	City: * PORT ELIZABETH	City: * PORT ELIZABETH
Suburb: * MOUNT CROIX	Suburb: * MOUNT CROIX	Suburb: * MOUNT CROIX
ZIP   Postal Code: * 6001	ZIP   Postal Code: * 6001	ZIP   Postal Code: * 6001
Street Address: * 2 MANDY STREET	Street Address: * 2 MANDY STREET	Street Address: * P O BOX 257

[Back](#)
[Save & Close](#)
[Next](#)

9. The Co-operative **Financial Details** screen will display. Complete the required fields and click on **next**.

- Minimum number of Directors
- Maximum number of Directors
- Co-operative Financial year end
- Date of interested persons meeting
- Membership Fees
  - Co-operative Annual membership fee
  - Initial Co-operative membership entrance fee

(f) Membership shares

- (i) Authorized number of shares for Co-operative
- (ii) Minimum number of shares a member must have
- (iii) Nominal value of co-operative member shares.

Reference Number: 60000021269

Minimum Number Of Directors (Minimum 2): \*  
2

Maximum Number Of Directors: \*  
2

Co-Operative Financial Year End: \*  
February

Date of interested persons meeting: \*  
2024/02/05

**Membership Fees**

Co-Operative Annual Membership Fee: \*  
R1 350.00

Initial Co-Operative Membership Entrance Fee:  
R150.00

**Member Shares**

Authorized Number Of Shares For Co-Operative: \*  
1000

Minimum Number Of Shares a Member Must Have: \*  
10

Nominal Value Of Co-Operative Member Share: \*  
R50.00

Back Save & Close Next

10. A screen will display **member details**. You may either add a natural person or juristic person. To add a **Natural Person**, click on the **+ Add Natural Person**.

Reference Number: 60000021269

**Minimum no. of Founder Members for a Co-operative Application:**

Primary Co-operative	Secondary Co-operative	Tertiary Co-operative
Min of 5 Founding members	Min of 2 Primary Co-operatives as members	Min of 2 Secondary Co-operatives as members
Natural Persons of 5 (if only Natural members)	Juristic Person member is by default a Founding member	A Juristic Person member is by default a Founding member
Juristic Persons of either 0 or 2		
Combination, Natural of 3 and Juristic of 2 (if combo Natural & Juristic)		
Juristic Person member is by default a Founding member		

**Natural Member:**

Number of Members Added: 0      Number of Founders: 0      Number Of Directors: 0

**+ Add Natural Person(s)** View/Update Natural Person Remove Natural Person Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
No items to display.									

**Juristic Members:**

Number of Juristic Members Added: 0      Number of Juristic Member Founders: 0

**+ Add Juristic Member** Delete Juristic Member Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
No items to display.		

**Auditors:**

Number of Auditors: 0

**+ Add Auditor** Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

Back Save & Close Next

11.(1) You may either add an existing customer of CIPC or non existing customer.

To add a **Non Existing** customer, click on **No** and complete the required fields. Thereafter click on **next**.

- (a) Is the member a citizen of South Africa
- (b) Is the member a director of the Co-operative
- (c) Is this a founding member of the Co-operative
- (d) Member first name
- (e) Member Surname
- (f) Date of Birth
- (g) Click on add document and upload certify id copy or passport
- (h) Member origin
  - (i) Country of origin
  - (ii) Id Number or passport number
- (i) Member Contract Details
  - (i) Email address
  - (ii) Cellphone number
  - (iii) Telephone number
- (j) Member Description
  - (i) Gender
  - (ii) Demographic
  - (iii) Does this member have a disability

### Attach Passport Copy for Foreign Directors/Members

The screenshot shows a web application interface for adding a natural person. At the top, there is a navigation bar with icons and labels for Home, Services, Amendments, Business Rescue, and Financials. Below this is a header for 'ADD NATURAL PERSON' with a close button (X). The main content area has a breadcrumb trail: 'Natural Person Details' (active), 'Personal Information', 'Physical Address', 'Postal Address', and 'Co-operative Natural Person Summary'. The current step is 'Adding existing CIPC customers as Natural Person(s) (Member(s))'. A question is posed: 'Is the member an existing customer?'. Below the question is a dropdown menu with the text 'Select an item' and a downward arrow. A red arrow points to the 'No' option in the dropdown. At the bottom right of the form is a green 'Next' button.

Home Services Amendments Business Rescue Financials

ADD NATURAL PERSON

Natural Person Details Personal Information Physical Address Postal Address Co-operative Natural Person Summary

**Natural Person (Member) Details**

Is this member a citizen of South Africa?  Yes  No

Is this member a director of the Co-operative? \*  Yes  No

Is this a founding member of the Co-operative? \*  Yes  No

**Member Origin**

Country of origin: \*  
South Africa

ID Number: \*  
[REDACTED]

ID Issue year: \*  
2010

ID Issue Month: \*  
05

Passport Number: \*

Passport Expiry Date: \*

Please Attach Your Passport Document: \*

Click here to attach a file

Note: 2.00 MB max file size allowed

**Member Contact Details**

Member First Name: \*  
[REDACTED]

Member Surname: \*  
[REDACTED]

Date of Birth: \*  
[REDACTED]

Email Address: \*  
[REDACTED]@COM

Cellphone Number: \*  
[REDACTED]

Telephone Number:  
Please enter a telephone number

**Member Description**

Gender: \*  
Male

Demographic: \*  
White

Does this member have a disability? \*  
Not Disabled

Back Next

Add the physical address and click on **Next**. If the postal address is the same as physical address click on **Yes**, alternatively click on **No** and add the postal address. To add another natural member click on **Save & add another natural member**.

ADD NATURAL PERSON

Natural Person Details Personal Information Physical Address Postal Address Co-operative Natural Person Summary

**Physical Address**

Physical Address Country: \*  
South Africa

Physical Address Region: \*  
Eastern Cape

Physical Address City: \*  
PORT ELIZABETH

Physical Address Suburb: \*  
MOUNT CROIX

Physical Address ZIP/Postal Code: \*  
6001

Physical Address Street: \*  
52 MANDY STREET

Back Next

ADD NATURAL PERSON

Natural Person Details Personal Information Physical Address **Postal Address** Co-operative Natural Person Summary

Is the Postal address the same as the physical address ?

Yes  No

**Postal Address**

Postal Address Country: \*  
South Africa

Postal Address Region: \*  
Eastern Cape

Postal Address City: \*  
PORT ELIZABETH

Postal Address Suburb: \*  
MOUNT CROIX

Postal Address ZIP/Postal Code: \*  
6001

Postal Address Street: \*  
52 MANDY STREET

Back

Close Save & Add Another Natural Member Save & Finish

11.(2) To add an **existing** customer click on **Yes**. Add the ID number / Passport number and email address. Click on **search for customer**.

Natural Person Details Personal Information Physical Address Postal Address Co-operative Natural Person Summary

Adding existing CIPC customers as Natural Person(s),(Member(s))

Is the member an existing customer ?

Yes

Select Identification Type:

ID Number

Identity/Passport Number of Existing Customer :

Email Address of Existing Customer :

Search for Customer

Next

The customer details will display. Click **Yes** or **No** if the Customer is a director / member. Thereafter click on **next**.

The physical address information will display. Click on **Next**. Thereafter the postal address will reflect. If the postal address is the same as the physical address click on **Yes** or **No** and thereafter on **Save and add another Natural Person**

12.(1) To add a **Juristic Member** click on **+Add Juristic member**.

Co-operative Details & Objectives   Co-operative Contact Details   Co-operative Financial Details   **Co-operative Members**   Application Summary

**Primary Co-operative**  
A Minimum of 5 Founding Members  
5 Natural Persons (of only Natural Person members):  
Juristic Persons (Can only be either 0 or 2):  
Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both natural and Juristic Person Members):  
A Juristic Person Member is by default a Founding Member

**Secondary Co-operative**  
A Minimum of 2 Founding Members  
A Minimum of 2 Primary Co-operatives as Members  
A Juristic Person Member is by default a Founding Member

**Tertiary Co-operative**  
A Juristic Person Member is by default a Founding Member  
A Minimum of 2 Primary Co-operatives as Members  
A Juristic Person Member is by default a Founding Member

Number of Members Added: 1   Number of Founders: 1   Number of Directors: 1

+ Add Natural Person(s)   View/Update Natural Person   Remove Natural Person   Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
DANIELLE	[REDACTED]	Yes	[REDACTED]		[REDACTED]	[REDACTED]	Yes	Yes	Yes

Number of Juristic Members Added: 0   Number of Juristic Member Founders: 0

+ Add Juristic Member   Delete Juristic Member   Verify Juristic Member

ENTERPRISE NUMBER   ENTERPRISE NAME   VERIFIED

No items to display.

If the Juristic member is a Trust click in the block and add information. Attach the Trust documentation. Capture the Physical /Business and Postal Address. If the postal address is the same as the physical address click on Yes or No. Thereafter click on **Add Juristic Member** and the representative screen will display.

CIPC.COOP.FORM.JURISTICPERSON

Juristic Person

Juristic Person Is A Trust

Juristic Number  
[REDACTED]

Juristic Name  
REMELL FAMILY TRUST

Please Attach Your Trust Document:

Click here to attach a file

Note: 2.00 MB max file size allowed

CIPC.COOP.FORM.JURISTICPERSON

Yes  No    Yes  No

Physical Address	Business Address	Postal Address
Physical Address Street : 8787 SKOBUZO STREET	Business Address Street : 8787 SKOBUZO STREET	Postal Address Street : Type a value
Physical Address City : PORT ELIZABETH	Business Address City : PORT ELIZABETH	Postal Address City : Type a value
Physical Address Postal Code : 6001	Business Address Postal Code : 6001	Postal Address Postal Code : Type a value
Physical Address Country : South Africa	Business Address Country : South Africa	Postal Address Country : Select an item
Physical Address Region : Eastern Cape	Business Address Region : Eastern Cape	Postal Address Region : Select an item

Close   Add Juristic Member

12.(2) Add the representative details and click on **save and add representative / director**.

**Juristic Representatives**

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
No items to display.		
<< < 1 >		

Juristic Representative Details

ID Issue Month\*  
02

ID Issue Year\*  
[REDACTED]

Juristic Representative ID Number: \*  
[REDACTED]

Juristic Representative First Name: \*  
LUCILLE

Juristic Representative Surname: \*  
[REDACTED]

Juristic Representative Cellphone Number: \*  
[REDACTED]

Juristic Representative Email Address: \*  
*Type a value*

Is the Postal address the same as the physical address?  
 Yes  No

Physical Address	Postal Address
Physical Address Street : 51 MAIN ROAD	Postal Address Street : 51 MAIN ROAD
Physical Address City : PORT ELIZABETH	Postal Address City : PORT ELIZABETH
Physical Address Postal Code : 6001	Postal Address Postal Code : 6001
Physical Address Country : South Africa	Postal Address Country : South Africa
Physical Address Region : Eastern Cape	Postal Address Region : Eastern Cape

Close

Save & Add Representative / Director

12.(3) To add a Company or Close Corporation as a member, add the registration number. The information of the entity will display. Add the addresses and click on **Add Juristic Member**.

The next screenshot will reflect all the members / directors of the Company / Close Corporation. Click on the member/director name and thereafter on **+Add Coop Representative as Director**.

Add the representative cellphone number, email address, physical address, postal address and thereafter, click on **Save & Add Representative / Director**.

The first screenshot shows the 'Juristic Representative Details' form with the following fields:

- Juristic Representative ID Number: \*
- Juristic Representative First Name: \* (SHIRLEY)
- Juristic Representative Surname: \*
- Juristic Representative Cellphone Number: \*
- Juristic Representative Email Address: \* (...@...COM)

The second screenshot shows the address selection form with the following fields:

- Physical Address:
  - Physical Address Country: South Africa
  - Physical Address Region: Eastern Cape
  - Physical Address City: PORT ELIZABETH
  - Physical Address Suburb: GLEN HURD
  - Physical Address ZIP/Postal Code: 6045
  - Physical Address Street: 5425 GLEN HURD DRIVE
- Postal Address:
  - Postal Address Country: South Africa
  - Postal Address Region: Eastern Cape
  - Postal Address City: PORT ELIZABETH
  - Postal Address Suburb: GLEN HURD4490
  - Postal Address ZIP/Postal Code: 6045
  - Postal Address Street: 5425 GLEN HURD DRIVE

Buttons: Close, Save & Add Representative / Director (indicated by a red arrow).

13. To add an Auditor click on **+ Add Auditor**. A list of Auditors will display. Click on the **Auditors name** and thereafter on **+Add Auditor**.

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details **Co-operative Members** Application Summary

Reference Number: 60000021272

Minimum no. of Founder Members for a Co-operative Application:

Primary Co-operative	Secondary Co-operative	Tertiary Co-operative
Min of 5 Founding members	Min of 2 Primary Co-operatives as members	Min of 2 Secondary Co-operatives as members
Natural Persons of 5 (if only Natural members)	Juristic Person member is by default a Founding member	A Juristic Person member is by default a Founding member
Juristic Persons of either 0 or 2		
Combination, Natural of 3 and Juristic of 2 (if combo Natural & Juristic)		
Juristic Person member is by default a Founding member		

Natural Member:

Number of Members Added: 5      Number of Founders: 5      Number Of Directors: 2

+ Add Natural Person(s) View/Update Natural Person Remove Natural Person Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
LUCILLE		Yes				@ZA	Yes	Yes	Yes
LETTY MSUKELWA		No				@ZA	Yes	No	No
DANIELLE		No				@DM	Yes	No	No
SHIRLEY		No				@GMAIL...	Yes	Yes	No
AUBREY		No					Yes	No	No

**Juristic Members:**

Number of Juristic Members Added: 1      Number of Juristic Member Founders: 1

[+ Add Juristic Member](#)      [X Delete Juristic Member](#)      [Verify Juristic Member](#)

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
[REDACTED]	[REDACTED]	Yes

<< < 1 > >>

---

**Juristic Members Representatives:**

Number of Juristic Members as Directors: 1

[+ Add Juristic Representative as Director](#)      [X Delete](#)

FIRST NAME	SURNAME	ENTERPRISE NUMBER
SHIRLEY	[REDACTED]	[REDACTED]

<< < 1 > >>

---

**Auditors:**

Number of Auditors: 0

[+ Add Auditor](#)      [X Remove Auditor](#)

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

<< < 1 > >>

[Back](#)      [Save & Close](#)      [Next](#)

- [Home](#)
- [Services](#)
- [Amendments](#)
- [Business Rescue](#)
- [Financials](#)

Number of Juristic Members as Directors: 1

[+ Add Juristic Rep](#)

Number of Auditors: 0

[+ Add Auditor](#)      [X Remove Auditor](#)

[PRACTICE NUMBER](#)

CIPC.COOP.SMO.IRBA LIST

Selected Filter: Default      Quick Search: All fields

AUDITOR NAME	AUDITOR SURNAME	PROFESSION NO	PROFESSION CODE
[REDACTED]	[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	[REDACTED]	CA
[REDACTED]	[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	[REDACTED]	CA
[REDACTED]	[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	[REDACTED]	CA
[REDACTED]	[REDACTED]	[REDACTED]	CA
[REDACTED]	[REDACTED]	[REDACTED]	PA-SA

[+ Add Auditor](#)      [Close / Exit](#)

<< < 1 > >>

[Back](#)      [Save & Close](#)      [Next](#)

14. The next screen will display all the members captured. You may remove a member, click on the member and click on the **x remove natural member**. You may **save & close** the application and continue at a later stage or continue by clicking on **next**.

CIPC Electronic Self Service Welcome, LUCILLE [REDACTED] Logout

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Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details **Co-operative Members** Application Summary

Reference Number: 60000021272

Minimum no. of Founder Members for a Co-operative Application:

<p><u>Primary Co-operative</u></p> <p>Min of 5 Founding members</p> <p>Natural Persons of 5 (if only Natural members)</p> <p>Juristic Persons of either 0 or 2</p> <p>Combination, Natural of 3 and Juristic of 2 (if combo Natural &amp; Juristic)</p> <p>Juristic Person member is by default a Founding member</p>	<p><u>Secondary Co-operative</u></p> <p>Min of 2 Primary Co-operatives as members</p> <p>Juristic Person member is by default a Founding member</p>	<p><u>Tertiary Co-operative</u></p> <p>Min of 2 Secondary Co-operatives as members</p> <p>A Juristic Person member is by default a Founding member</p>
---	---	--

---

**Natural Member:**

Number of Members Added: 5 Number of Founders: 5 Number Of Directors: 2

+ Add Natural Person(s)
 / View/Update Natural Person
✗ Remove Natural Person
/ Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
LUCILLE	[REDACTED]	Yes	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes	Yes	Yes
LETTY MSUKELWA	[REDACTED]	No	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes	No	No
DANIELLE	[REDACTED]	No	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes	No	No
SHIRLEY	[REDACTED]	No	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes	Yes	No
AUBREY	[REDACTED]	No	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Yes	No	No

<< < 1 >

---

**Juristic Members:**

Number of Juristic Members Added: 1 Number of Juristic Member Founders: 1

+ Add Juristic Member
 ✗ Delete Juristic Member
/ Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
[REDACTED]	[REDACTED] 3	Yes

<< < 1 >

---

**Juristic Members Representatives:**

Number of Juristic Members as Directors: 1

+ Add Juristic Representative as Director
 ✗ Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
SHIRLEY	[REDACTED]	[REDACTED]

<< < 1 >

---

**Auditors:**

Number of Auditors: 1

+ Add Auditor
 ✗ Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
[REDACTED]	A	15/02/2024	[REDACTED]	A

Back
Save & Close
Next

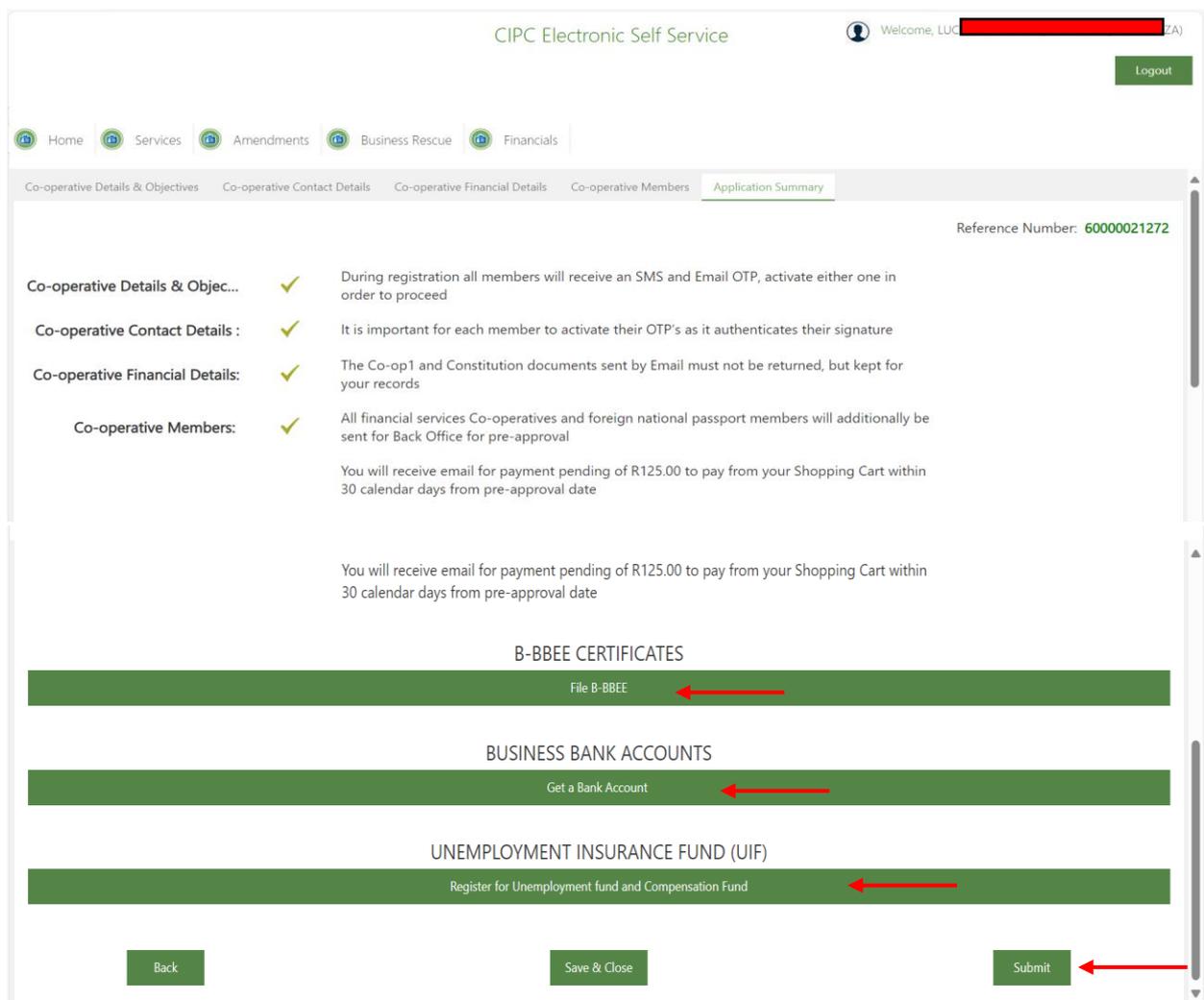
15. A screen will display the following:

If all information have been captured a correct mark (✓) will display next to each category. If a cross reflects next to a category, kindly revisit the category and complete the capturing.

- (a) Co-operatives details and objectives ✓
- (b) Co-operatives contact details ✓
- (c) Co-operatives financial details ✓
- (d) Co-operative members X

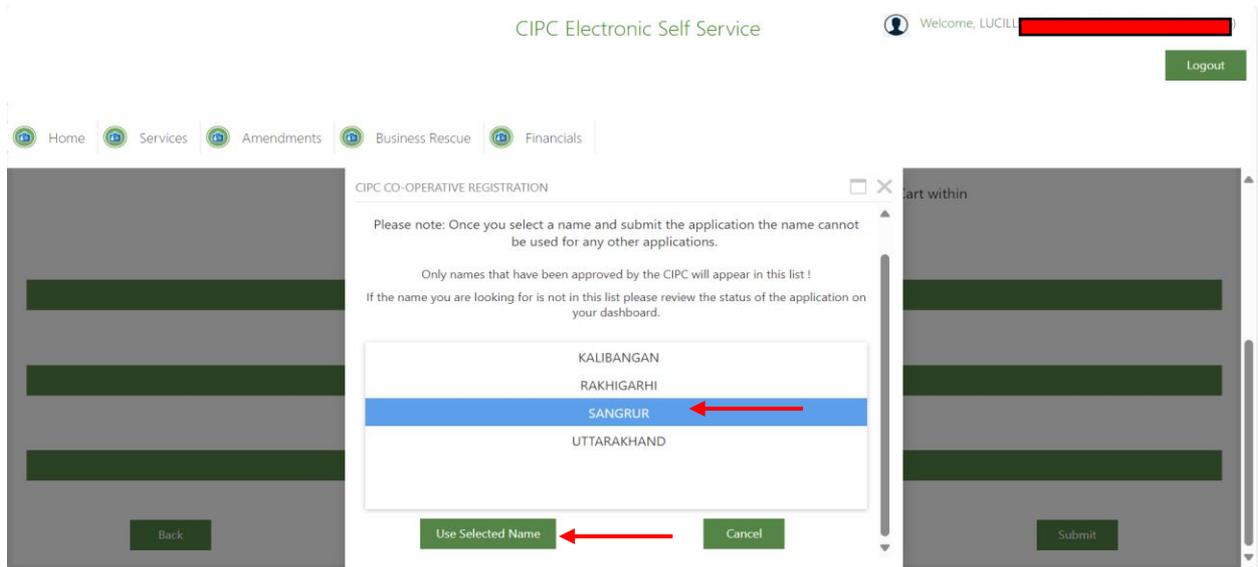
You may click on **save & close** and continue the application at a later stage.

You may apply for a B-BBEE certificate, Business Bank Account and Unemployment insurance. **Click** on the green bar to apply, or **click** on Submit.



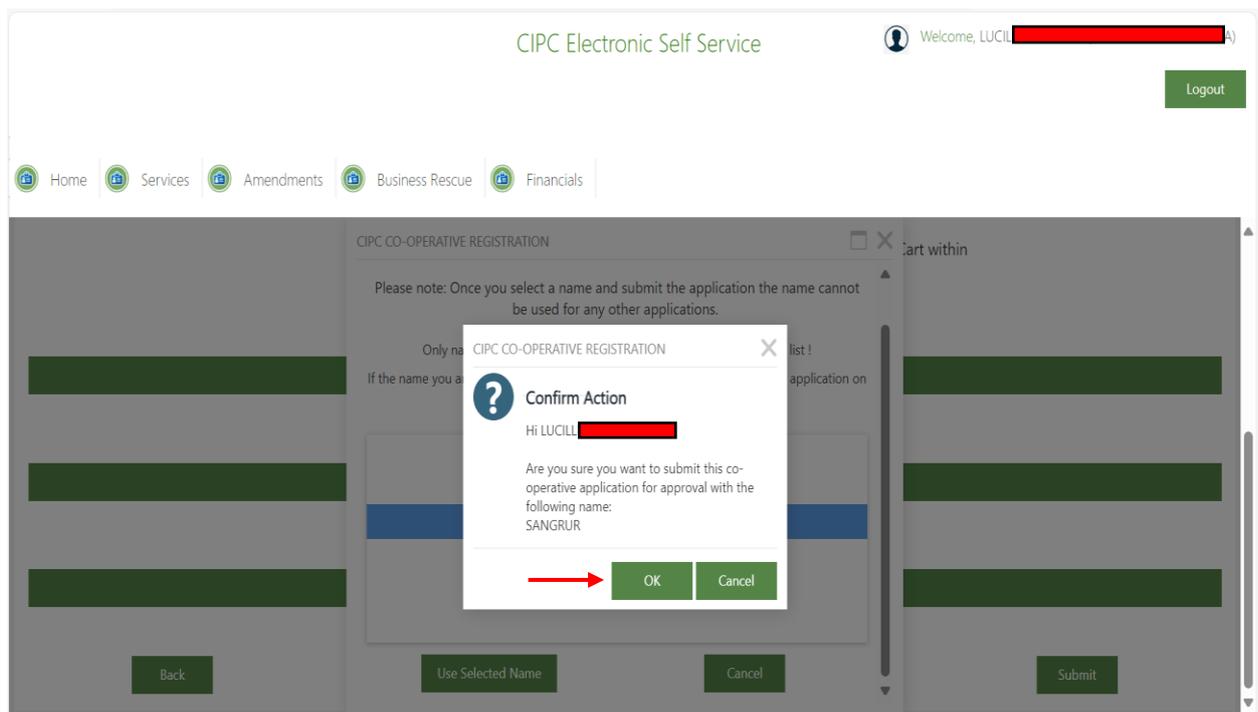
16. The next screen will display all the name reservations approved under your customer code.

Select the approved name and click on **Use selected name**. If the box are reflecting no names, you do not have any name reservations approved.

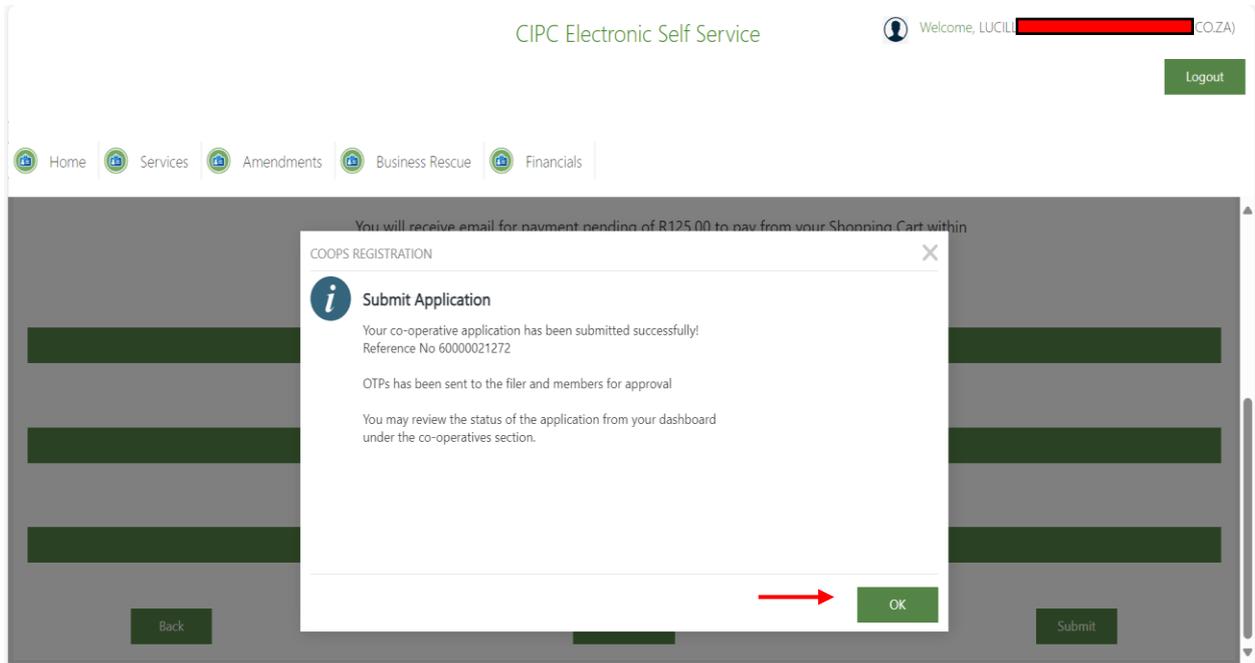


17. A pop up screen message will display the following:

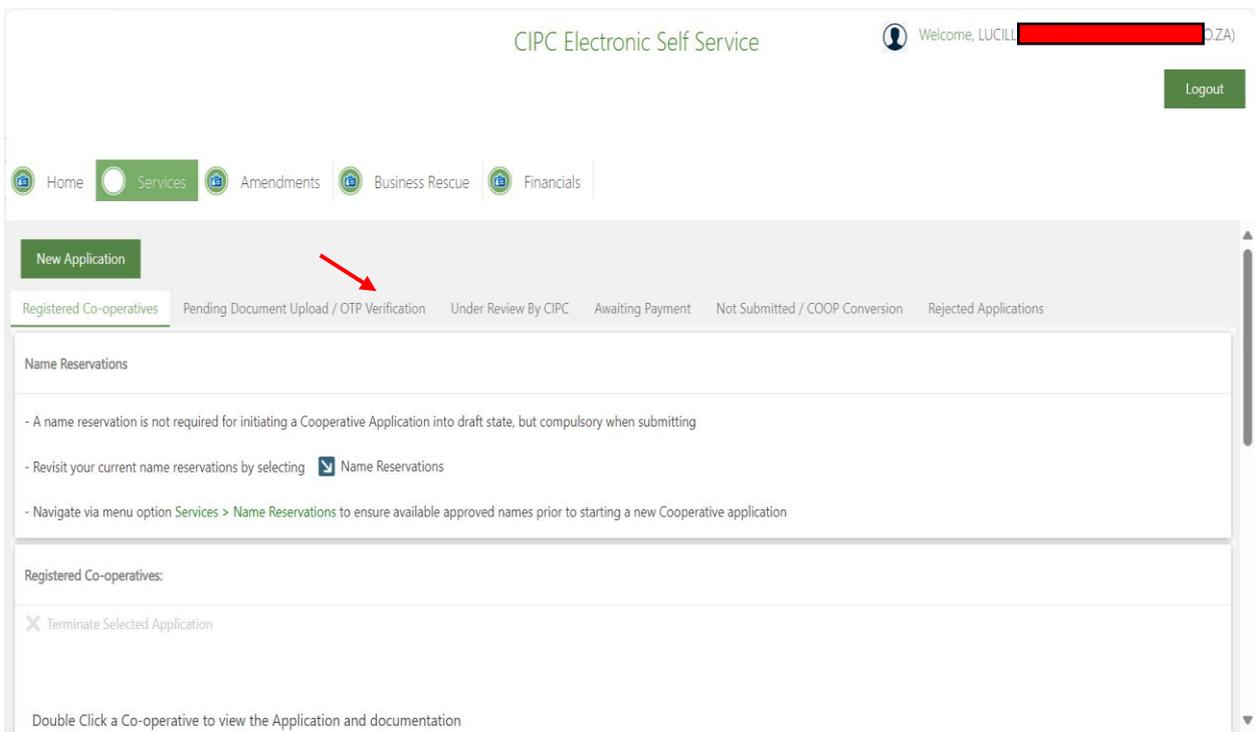
“Are you sure you want to submit the co-operative application for approval with the following Name: XX To proceed click **OK**.”



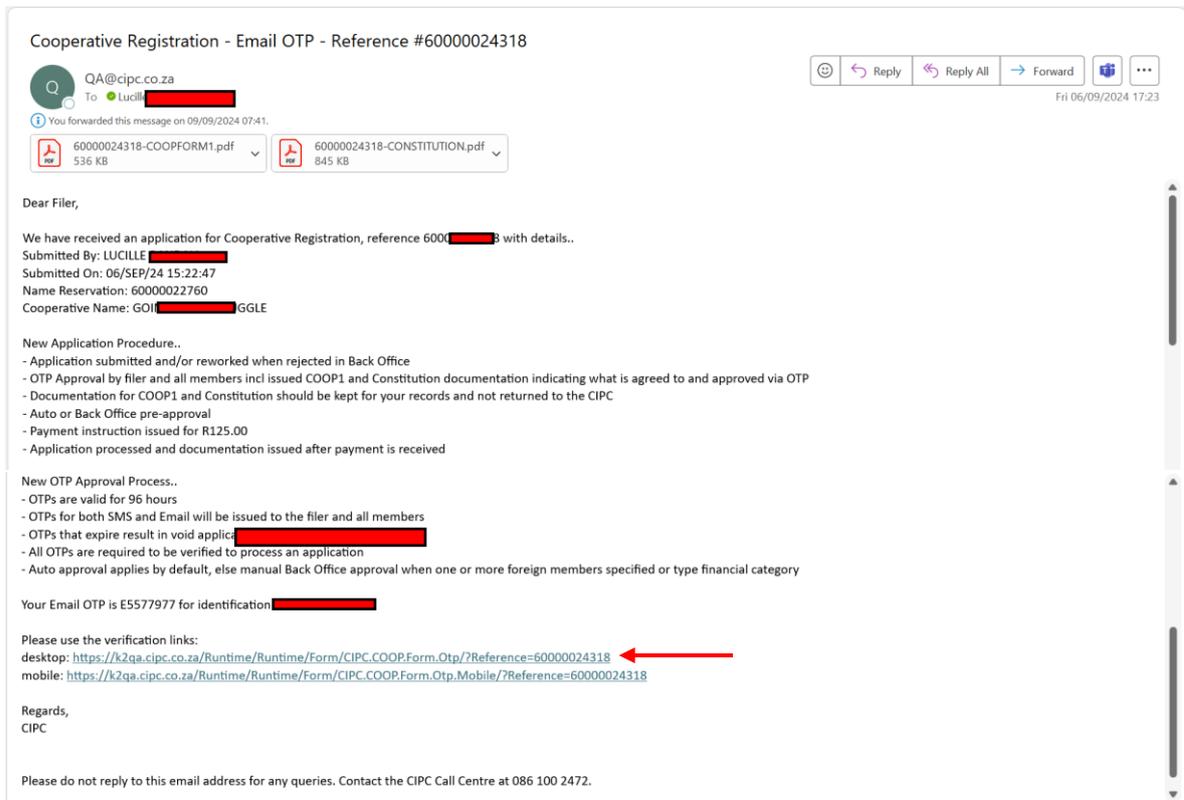
18. A pop up message will display the tracking number of the application. OTP's has been sent to the filler and members for approval. Click on **OK** to proceed



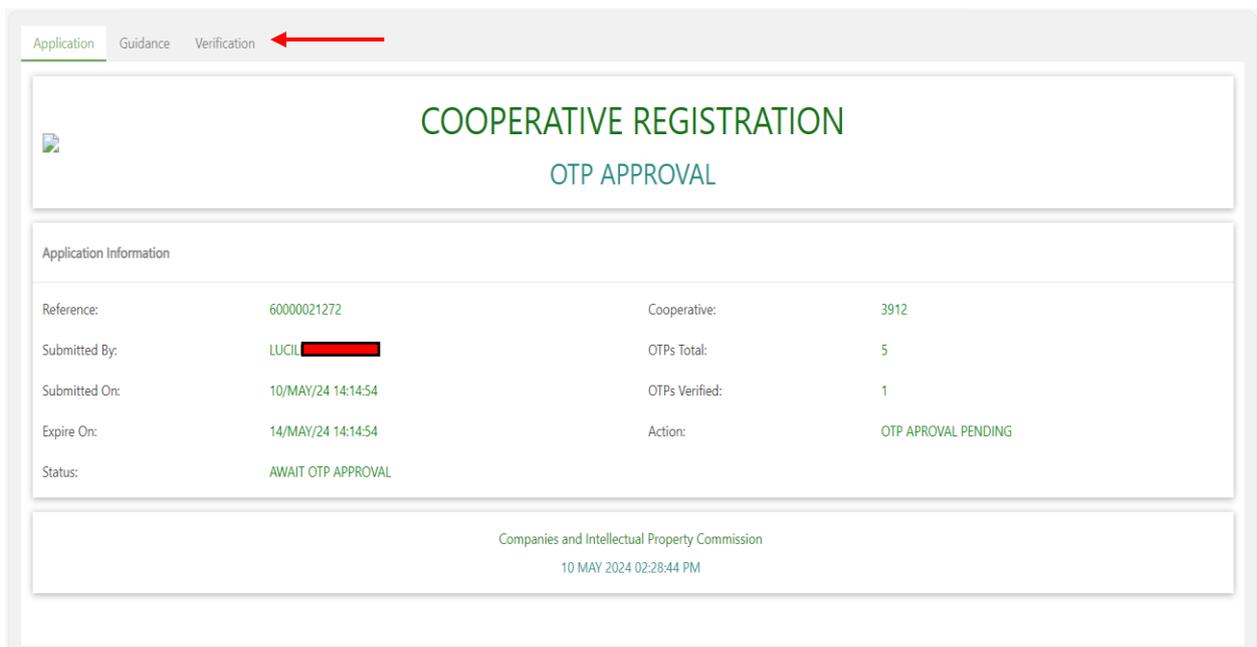
You will be re-directed to the landing page. The transaction will reflect under Pending Document Upload / OTP Verification



19. You will receive an email. The Constitution and CO-OP1 form will be attached. OTP's will be issued to the filer and all members via email and sms. Click on the link in the email received, to add the OTP numbers.



20. You will be directed to the OPT Approval page. Click on Verification.



The next screenshot will reflect all members. Click on the members name, to add the OTP number.

Application Guidance **Verification**

## COOPERATIVE REGISTRATION

### OTP APPROVAL

**Verification Steps**

- Select option Resend OTPs to receive OTP information once more
- Open and view an OTP record by double clicking it
- Select option Save to verify an SMS or Email or both OTPs
- Select option Submit to process an application after all OTPs have been verified

**OTP Information**

NO	IDENTIFICATION	FIRSTNAMES	LASTNAME	CELLPHONE	EMAIL	VERIFIED
3690	[REDACTED]	LUCILLE	[REDACTED]	[REDACTED] 8	[REDACTED]@D.ZA	❗
3691	[REDACTED]	LETTY MSUKELWA	[REDACTED]	[REDACTED] 4	[REDACTED]@D.ZA	✅
3692	[REDACTED]	AUBREY	[REDACTED]	[REDACTED] 9	[REDACTED]@Z.A	❗
3693	[REDACTED]	DANIELLE	[REDACTED] BER	[REDACTED] 4	[REDACTED]@M	❗
3694	[REDACTED]	SHIRLEY	[REDACTED] D	[REDACTED] 1	[REDACTED]@L.COM	❗

Resend OTPs Submit

Companies and Intellectual Property Commission  
 10 MAY 2024 02:31:19 PM

The next screen will reflect the members information. The filler or the member may either add the OTP number received via sms or email. Once added, click on Save. The OTP numbers will be validated by the system.

Application Guidance **Verification**

## COOPERATIVE REGISTRATION

### OTP APPROVAL

**Selected OTP Verification Information**

Reference: 3690 Identification: [REDACTED]

Firstname: LUCILLE Lastname: [REDACTED]

Cellphone: [REDACTED] Email: [REDACTED]

Capture OTP Information (either SMS or Email or both) and select Save to verify:

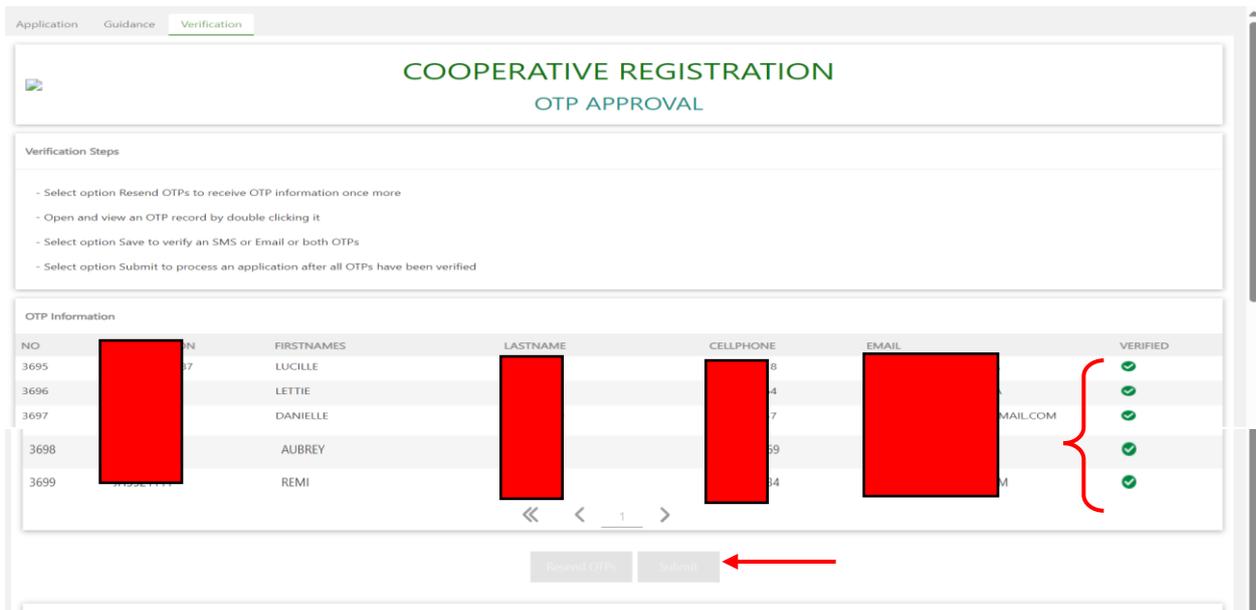
OTP SMS:  OTP Email:

Cancel Save

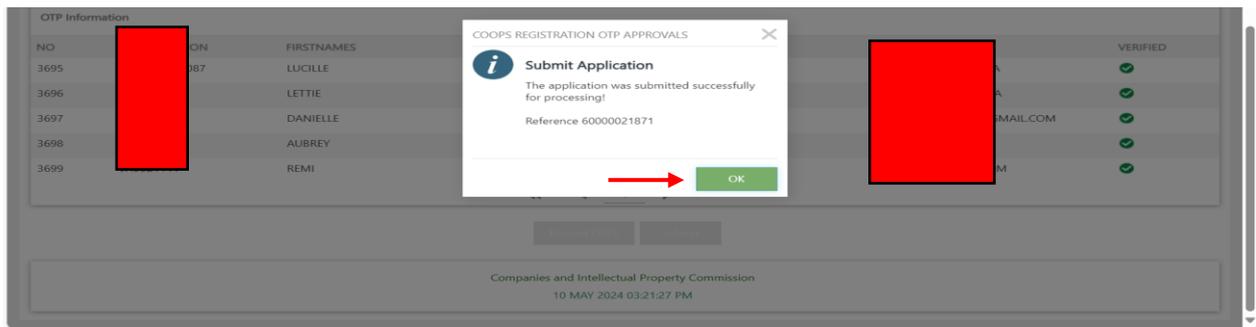
Resend OTPs Submit

Companies and Intellectual Property Commission

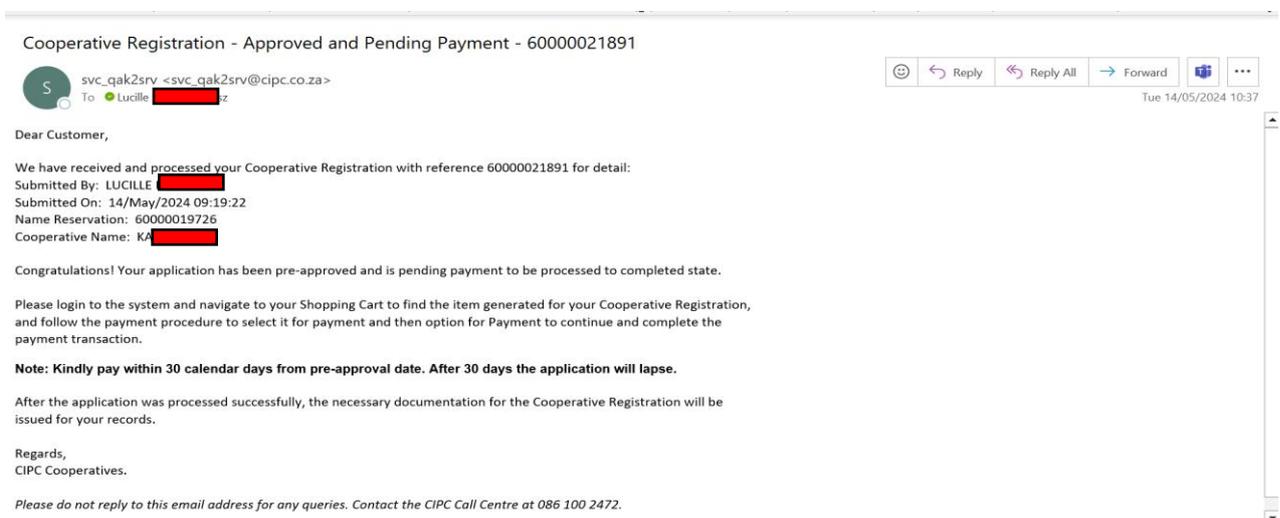
Once all OTP numbers are captured and validated by the system, a green tick will reflect next to the members name. The filler or members may click on **submit**.



21. A pop up message will display the tracking number of the application. Click on **OK** to proceed.



22. (a) If all members have a SA ID, you will receive an email advising that the application has been approved by the CIPC and is now awaiting payment to complete the application process.



22. (b) If some members making use of a passport number, the transaction will reflect Under review by CIPC.

CIPC Electronic Self Service

Welcome, LUCILLE [REDACTED] (ZA)

Logout

Home Services Amendments Business Rescue Financials

Registered Co-operatives Pending Document Upload / OTP Verification **Under Review By CIPC** Awaiting Payment Not Submitted / COOP Conversion Rejected Applications

Co-operative Applications Under Review by the CIPC

Terminate Selected Application

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000009215	[REDACTED] CY	[REDACTED].CO.ZA	[REDACTED]	Currently Under Review
60000010228	[REDACTED] NNESSBURG	[REDACTED].CO.ZA	[REDACTED]	Currently Under Review
60000016693	[REDACTED]	[REDACTED].CO.ZA	[REDACTED]	Currently Under Review
60000016671	[REDACTED]	[REDACTED].CO.ZA	[REDACTED]	Currently Under Review
60000016649	[REDACTED] S	[REDACTED].CO.ZA	[REDACTED]	Currently Under Review
60000016618	[REDACTED] PRIMARY COOPERATIVE	[REDACTED].CO.ZA	[REDACTED]	Currently Under Review
60000016623	[REDACTED] NTS PRIMARY COOPERATIVE	[REDACTED].CO.ZA	[REDACTED]	Currently Under Review

23. Your documents will be added to the co-operative registration queue immediately. Once the co-operative application has been registered, you will receive an email advising that the application has been approved by the CIPC and is now awaiting payment to complete the application process.

Cooperative Registration - Approved and Pending Payment - 60000021871

svc\_qak2srv <svc\_qak2srv@cipc.co.za>  
To: Lucille [REDACTED]

Reply Reply All Forward

Fri 10/05/2024 15:41

Dear Customer,

We have received and processed your Cooperative Registration with reference 60000021871 for detail:  
Submitted By: LUCILLE [REDACTED]  
Submitted On: 10/May/2024 02:38:57  
Name Reservation: 60000019725  
Cooperative Name: UTTARAKHAND

Congratulations! Your application has been pre-approved and is pending payment to be processed to completed state.

Please login to the system and navigate to your Shopping Cart to find the item generated for your Cooperative Registration, and follow the payment procedure to select it for payment and then option Payment to continue and complete the payment transaction.

**Note: Kindly pay within 30 calendar days from pre-approval date. After 30 days the application will lapse .**

After the application was processed successfully, the necessary documentation for the Cooperative Registration will be issued for your records.

Regards,  
CIPC Cooperatives.

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

24. Complete the application payment process by logging into your CIPC profile and select **Financials, Shopping Cart**. When clicking on **“Shopping Cart”**, all unpaid cart items will be listed. Select the transactions that you would like to pay, and click on **“Add Item”**. The transactions will reflect under Selected items to pay and click on **Payment**.

The screenshot shows the 'Shopping Cart' page with the following components:

- Navigation bar: Home, Services, Amendments, Business Rescue, **Financials**.
- Section: **Shopping Cart**
- Sub-section: **Financials - Shopping Cart - Unpaid Items**
- Buttons: **+ Add Item** (highlighted with a red arrow), **✕ Remove Item**.
- Filters: Selected Filter: Default, Quick Search: All fields.
- Table of Unpaid Items:
 

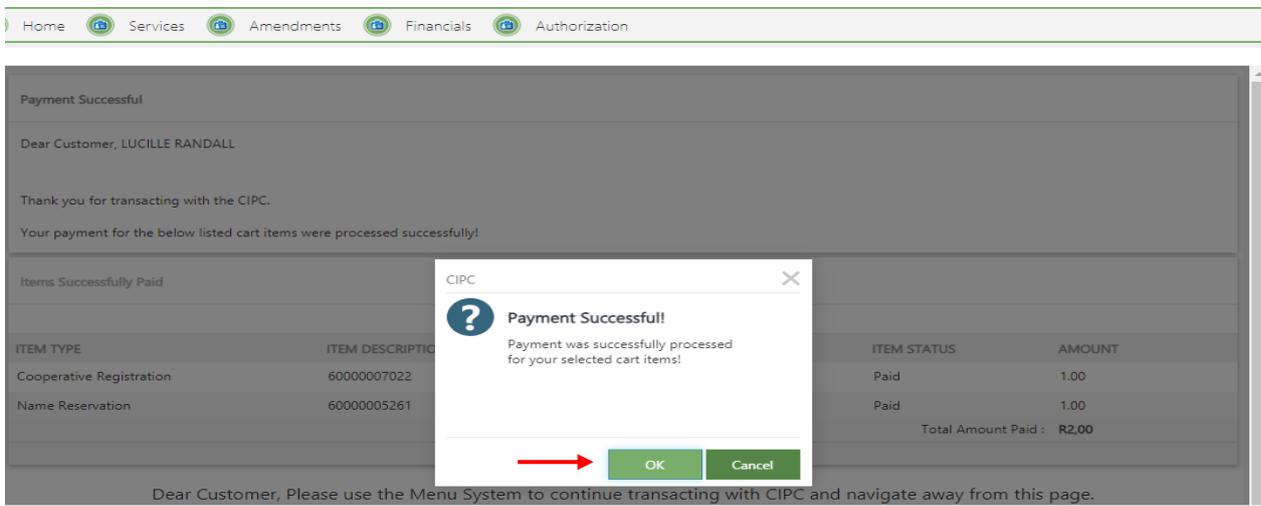
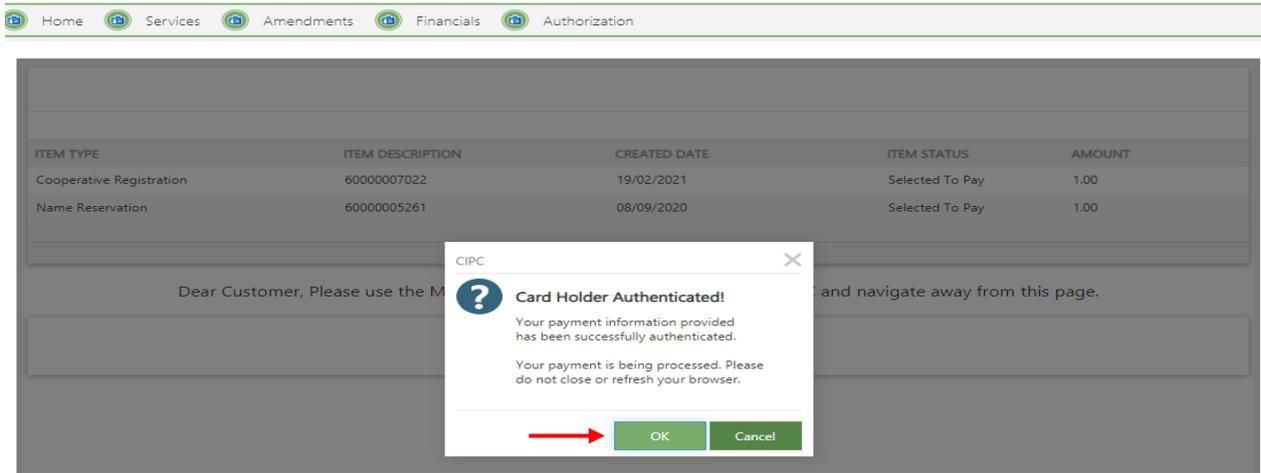
ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000021891	5/14/2024	Not Paid	1.00
Cooperative Registration	60000021871	5/10/2024	Not Paid	1.00
Cooperative Registration	60000016652	3/2/2023	Not Paid	1.00
Cooperative Registration	60000011056	4/14/2022	Not Paid	1.00
- Sub-section: **Financials - Shopping Cart - Selected Items for Payment**
- Buttons: **Payment** (highlighted with a red arrow), **✕ Remove Item**.
- Filters: Selected Filter: Default, Quick Search: All fields.
- Table of Selected Items:
 

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000021891	5/14/2024	Selected To Pay	1.00
- Total Amount Due: **R1,00**
- Footer: Companies and Intellectual Property Commission, 14 MAY 2024 11:02:04 AM

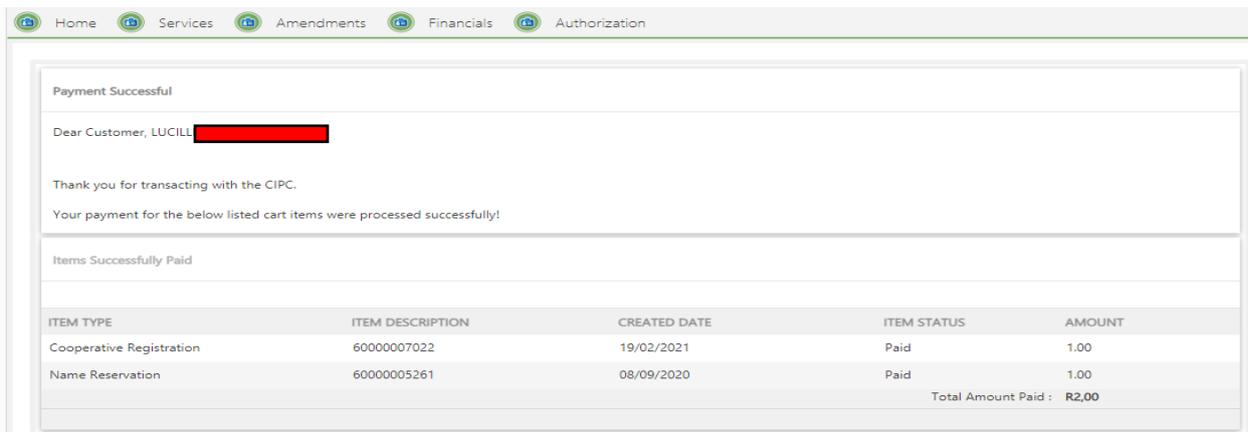
25. Complete required payment information and click on **Pay**.

The screenshots show the following steps in the payment process:

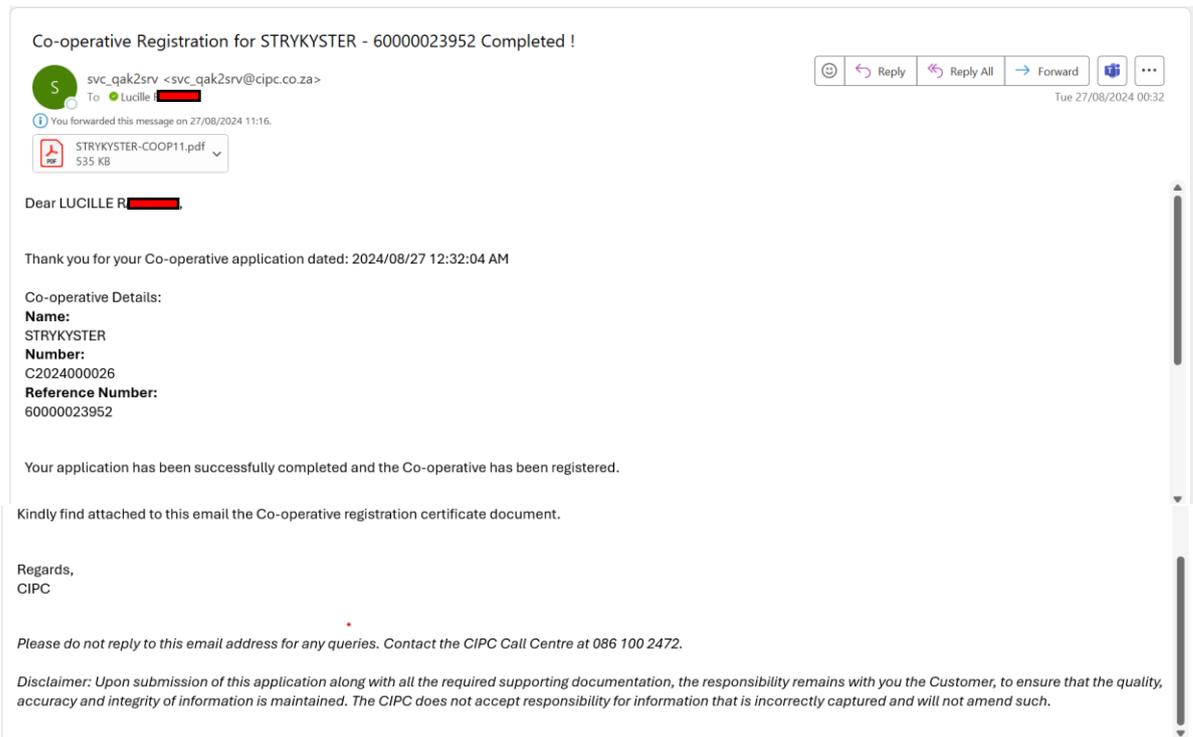
- PAYMENT INFORMATION** form:
  - Card Number: 500 [redacted] 00 (highlighted with a red arrow)
  - Currency: ZAR
  - Expiry Date: 08 [redacted] (highlighted with a red arrow)
  - CVV Number: 00 [redacted] (highlighted with a red arrow)
  - Amount: R2.00
  - Buttons: **Pay** (highlighted with a red arrow), **Cancel**
- NEDBANK** authentication screen:
  - Message: "Thank you for using your Nedbank card to make your internet purchase. To complete the purchase you will need to authenticate yourself using Approval4U."
    - Approval4U message will be sent to the cellphone number 278 80000 170.
    - Please input your number call 0800 500 111.
    - Use of this service indicates your acceptance of the terms and conditions.
    - Click here for terms and conditions.
    - Buttons: **Cancel**, **Continue (then my phone)** (highlighted with a red arrow)
- VISA** authentication screen:
  - Message: "As an additional security measure, you will have to approve this purchase via the FNB APP."
    - Tap on the FNB APP notification sent to you, or alternatively open the FNB APP and follow the instructions. You will then return to continue with this transaction.
    - Did you just approve the transaction via the FNB APP?
      - Buttons: **Help**, **Cancel Transaction** (highlighted with a red arrow)
- CAPITEC** authentication screen:
  - Message: "Please authenticate yourself using your phone."
    - Do you have your cellphone (number ending in \*\*\*\*690) with you to verify your transaction?
    - Button: **Continue** (highlighted with a red arrow)



26. A pop up message will display that the payment was successful.

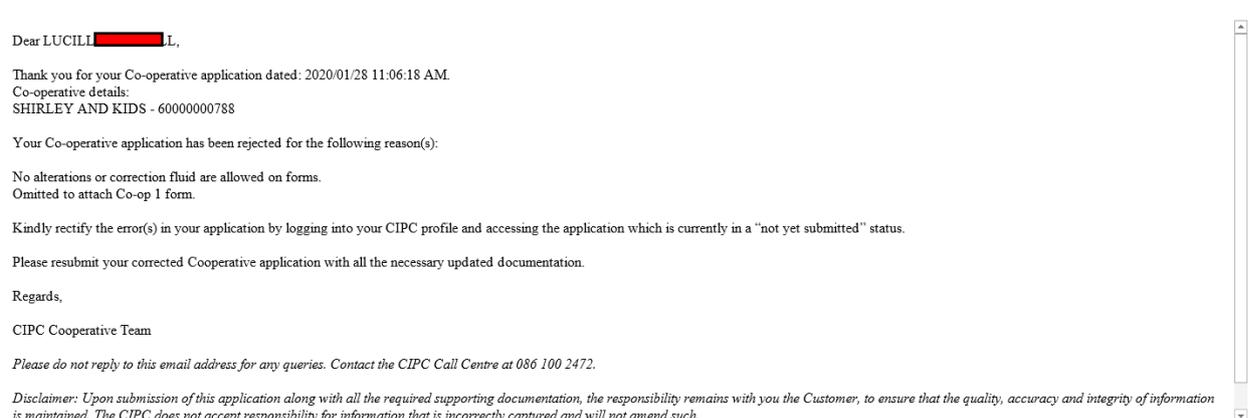


27. The registration documents will be emailed.



28. You may also retrieve all documents under your profile. Click on Services, then documents. All successful registrations will reflect under registered co-operatives. Click on the transaction and the documents will reflect. You may download the documents free of charge within 30 days of the registration date. Thereafter you will be require to make a payment of R30.

29. If your application has been rejected, you will receive notice via email, advising you of the reasons and request you to rectify your application. Log into your profile and accessing the application which is currently in a "Not submitted" status.



30. Click on the registration you want to rectify and thereafter on **Edit Selected Application**. Complete the process and submit again.

Unsubmitted/Open Co-operative Applications :

[Edit Selected Application](#) ←

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000005311	Application Not Submitted			Application In Progress
6000005314	DEBELENE	[REDACTED]	[REDACTED]	Application Rejected ←
6000005318	Application Not Submitted			Application In Progress