



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

## CUSTOMER NOTICE 18 OF 2025 COMPANY AND CLOSE CORPORATION RE-INSTATEMENTS

The Companies and Intellectual Property Commission (CIPC) is pleased to inform you that significant progress has been made in addressing delays in company and close corporation re-instatement applications and enquiries.

### Key Updates:

- **Improved Turnaround Time:** Additional resources have been allocated to enhance the efficiency of the re-instatement process.
- **Automatic Processing:** Once the application is tracked/indexed, it will be automatically processed, and a confirmation letter will be issued to the e-mail address of the customer who submitted the application.
- **Re-instatement Process:** After processing, the status of your company or close corporation will change to Re-instatement Process. All outstanding Annual Returns and AFS/FAS must be filed within 30 days to complete the process and to change the status of the company or close corporation to in business. Failure to file the outstanding Annual Returns will result in the company or close corporation being referred back to final deregistration and the process must be restarted.
- **Beneficial Ownership Declaration:** The requirement to submit Beneficial Ownership Declaration has been relaxed for completing the re-instatement process. It must be noted that the Beneficial Ownership Declaration must still be filed post re-instatement since there is not a waiver of this legal obligation.
- **General:** Do not resubmit an application if you have already filed one. It results in duplication in the processing queue which will lead to delays in finalizing your application.

These updates will create more capacity to focus on indexing/tracking of re-instatement applications and enquiries on Re-instatements.

Here are some common causes for non-processing that companies and close corporations should be aware of to ensure successful tracking of the re-instatement application:-

- Applications must be submitted to [re-instatements@cipc.co.za](mailto:re-instatements@cipc.co.za) – not [engreinstatements@cipc.co.za](mailto:engreinstatements@cipc.co.za).
- Do not submit application to multiple mailboxes – only submit to [re-instatements@cipc.co.za](mailto:re-instatements@cipc.co.za).
- Sufficient funds (R200) must be available in the indicated customer code on the CoR40.5 form.
- Customer code must be clear and legible.

- When submitting the application, please ensure that all attachments are in PDF format (not WinZip, Word, Excel, JPEG, or other emails etc.) and included in a single email. CIPC does not download attachments from links or other sites.
- Ensure that the scanned attachments are of good quality and legible for processing.
- If the application is submitted by a representative on behalf of the company or close corporation, please include a valid mandate document.

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

Regards,



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**Adv. Rory W Voller**

**Commissioner: CIPC**

08/04/2025