



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

Step by step guide to Government disclosure

Step 1: Access the CIPC Website

Start by visiting the official website of the Companies and Intellectual Property Commission (CIPC):

<https://www.cipc.co.za/>

Once you're on the homepage:

- Scroll down to find the “**Quick Access**” section.
- Click on it to view disclosures that you can submit at CIPC



Step 2: Access the quick access page

The **Quick Access** page will open, providing a list of services available to customers.

Under the disclosure services, you'll find two main types:

1. **Paper-Based Disclosures for Perusal of Files:**

These involve viewing or requesting physical or certified copies of company or close corporation documents.

2. **Government Disclosures:**

These include publicly available information released by government bodies, often related to company compliance or public records.

Based on the disclosures you are submitting you can choose the option that is appropriate to your entity.



[LOGIN](#) | [REGISTER](#)

[HOME](#) [ABOUT](#) [ENTERPRISE REGISTRATION](#) [ENTERPRISE MAINTENANCE](#) [INTELLECTUAL PROPERTY](#) [RESOURCES](#) [CONTACT](#)

QUICK ACCESS



- **FORMS AND FEES**
 - Forms and Fees
- **COMPANY INVESTIGATIONS**
 - Company investigations
- **CORPORATE DISCLOSURES**
 - Paper-based disclosure for perusal of files
 - Government disclosures
- **STEP-BY-STEP GUIDES**
 - Step-by-step guides
- **RESET PASSWORD**
 - Reset Password
- **DATA SALE**
 - Standard data sale
 - Ad hoc data sale

Related links

[Register as a Customer](#)

[Banking details](#)

[B-BBEE Certification](#)

[Domain Name Registration](#)

[Log a query](#)

USEFUL RESOURCES

[B-BBEE Certification](#)
[Banking Details](#)
[Domain Name Registration](#)
[Forms and Fees](#)
[Business Hub](#)
[CIPC Scan to e-mail requirements](#)

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](#)



Step 3: Submitting Paper-Based Disclosures for Perusal of Files






Companies and Intellectual Property Commission
a member of the state group

LOGIN | REGISTER

Search

HOMEABOUTENTERPRISE REGISTRATIONENTERPRISE MAINTENANCEINTELLECTUAL PROPERTYRESOURCESCONTACT

GOVERNMENT DISCLOSURE



Please note that this request must be accompanied by a signed official covering letter, failure of which will result in your request being rejected.

Date of request*

Name of Official Requesting Disclosure*

Persal/Force Number of employee number*

Telephone number of applicant

Name of State Department/State Owned Entity*

Name of Department/Unit Section*

Physical Address*

Postal Address*

Office Telephone Number: *

Cellphone Number

E-mail address of applicant*

Official Case Reference Number:

SAPS Station

Type of Offence

Other Official Reference Number

Attach official cover letter* No file chosen

Related links

- Register as a Customer
- Banking details
- B-BBEE Certification
- Domain Name Registration
- Log a query

Fill in the online form carefully. Pay special attention to all fields marked with a red asterisk (*), these are mandatory and must be completed. Ensure that all information provided is accurate and up to date, matching the details of the registered entity.

Additional resources:

To **view disclosure forms and fees**, visit this direct link:

 https://www.cipc.co.za/?page_id=6125

Before submitting any disclosure requests, **make sure your CIPC account has sufficient funds** to cover the applicable fees. Without enough funds, your request will not be processed.

To check the **service turnaround time** for your disclosure requests, please visit:

 https://www.cipc.co.za/?page_id=3725

This page provides information on how long CIPC takes to process various types of requests once payment has been received.