

# 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:

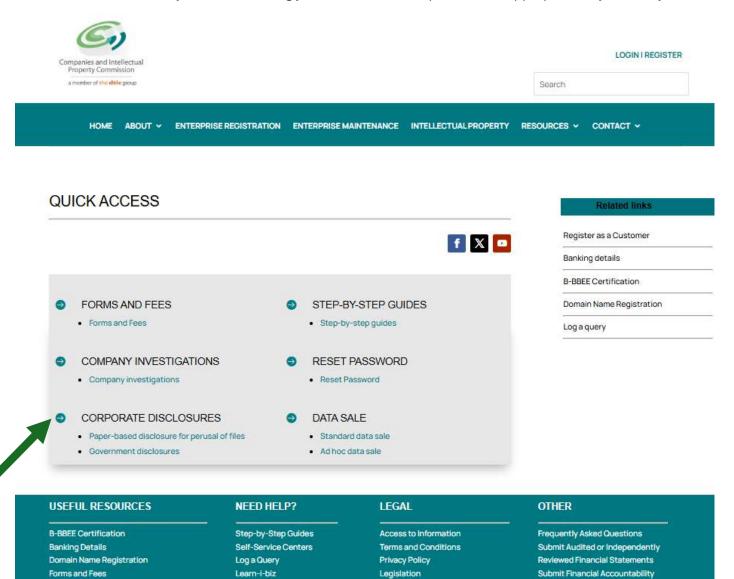
### 1. Paper-Based Disclosures for Perusal of Files:

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.



Company Investigations

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Email addresses for

submitting applications

**Business Hub** 

CIPC Scan to e-mail requirements

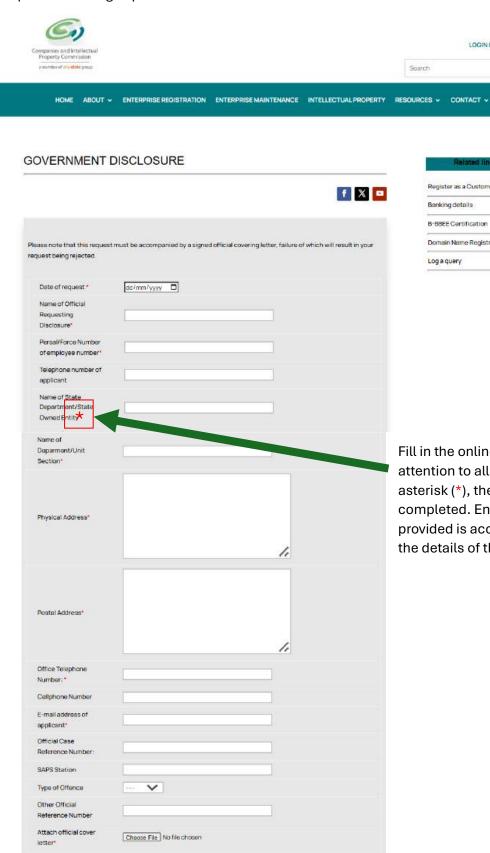


Supplements





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



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.

LOGINTREGISTER

Register as a Customer

Banking details B-BBEE Certification Domain Name Registration

Log a query

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.