



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

Step by step guide to public 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

The screenshot displays the CIPC website homepage. At the top left is the CIPC logo. A search bar is located at the top right. Below the logo is a navigation menu with links for HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. A large banner features social media icons (Instagram, Facebook, YouTube, TikTok) and the word "FOLLOW" in large letters. Below the banner are three main service tiles: "ENTERPRISE REGISTRATION" (Register companies and co-operatives), "ENTERPRISE MAINTENANCE" (Update company, close corporation and co-operative records), and "INTELLECTUAL PROPERTY" (Apply, protect or trade your intellectual property). To the right of these tiles is an "IMPORTANT NOTICES" section with several news items and a "VIEW ALL NOTICES" link. Below the notices are links for "WEBINARS", "FAQ", "STEP BY STEP", "Enquiries", and "BO". At the bottom, there is a "QUICK ACCESS" section with three tiles: "Reset password – company investigations – all forms & fees...", "Company search, IP search, corporate and close corporate search...", and "XBRL PROGRAMME". A green arrow points to the "QUICK ACCESS" link in the bottom left tile.

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. **Public disclosure:**

These involve viewing or requesting copies of the company, close corporation or cooperatives 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 <ul style="list-style-type: none">B-BBEE CertificationBanking DetailsDomain Name RegistrationForms and FeesBusiness HubCIPC Scan to e-mail requirements	NEED HELP? <ul style="list-style-type: none">Step-by-Step GuidesSelf-Service CentersLog a QueryLearn-I-bizEmail addresses for submitting applications	LEGAL <ul style="list-style-type: none">Access to InformationTerms and ConditionsPrivacy PolicyLegislationCompany Investigations	OTHER <ul style="list-style-type: none">Frequently Asked QuestionsSubmit Audited or Independently Reviewed Financial StatementsSubmit Financial Accountability Supplements
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- **Email addresses for requesting**

For companies and close cooperation: disclosureenq@cipc.co.za

For cooperatives: coop14@cipc.co.za

- **Be Specific in Your Request:**

When emailing disclosureenq@cipc.co.za or coop14@cipc.co.za , clearly state what type of documents you need (e.g. *normal copies* or *certified copies of documents*) and include the registration number of the company or close corporation.

- **Use a Clear Email Subject Line:**

Use subject lines like "Request for normal / certified copies – [Company Name & Registration Number]" when emailing disclosureenq@cipc.co.za or coop14@cipc.co.za to make processing easier and faster.

- **Include Your Customer Code and Contact Info:**

Always include your CIPC customer code for billing purposes and make sure there's funds on your code, valid contact details (email and phone number) in your email to disclosureenq@cipc.co.za. This helps if follow-up is needed.

- **Requesting Electronic Documents?**

If you have downloaded the electronic disclosure certificate from the website and you didn't receive it from your email, send your query to E-disclosure@cipc.co.za instead of disclosureenq@cipc.co.za.

- **Track Your Request:**

Keep a record of your first email request as it will assist you to do a follow up if you didn't get any response within ten working days.

- **Plan for Delivery Time:**

Since copies requested via disclosureenq@cipc.co.za are sent by normal post and possibilities that it can take time to be delivered, kindly plan for other alternatives such as email and or collection.

PAPER-BASED DISCLOSURE



Copies and certified copies of information can be obtained by lawyers, accountants and members of the public who wish to track enterprises and individuals for example to begin a business, sell products or services or need information for court purposes. Files can also be perused.

All paper-based disclosures should be requested by sending an email to: disclosureenq@cipc.co.za.

Important:

1. Only requests for copies for company and close corporation documents will be attended to.
2. Only 1 request per ticket shall be accommodated (Submit a separate request in respect of each entity).
3. Requests for certified copies will be posted via normal post
4. For security reasons, no collections shall be accommodated, unless this is requested during an "Inspection of the File"
5. Please ensure sufficient funds are available for the transaction to be completed
6. Duplicate requests will result in double deductions of funds, which will not be refunded.
7. Click [here](#) for the CIPC service standards. Service Standard is dependent on payment for the transaction being made.
8. No email communication to CIPC officials shall be entertained. All enquiries should be logged via the Enquiries portal.

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](#)

NEED HELP?

[Step-by-Step Guides](#)
[Self-Service Centers](#)
[Log a Query](#)
[Learn-I-biz](#)

LEGAL

[Access to Information](#)
[Terms and Conditions](#)
[Privacy Policy](#)
[Legislation](#)

OTHER

[Frequently Asked Questions](#)
[Submit Audited or Independently](#)
[Reviewed Financial Statements](#)
[Submit Financial Accountability](#)

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.