



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



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

- **Be Specific in Your Request:**

When emailing [disclosureenq@cipc.co.za](mailto:disclosureenq@cipc.co.za), clearly state what documents you need (e.g. "certified copy of registration certificate for XYZ (Pty) Ltd") and include the registration number of the company or close corporation.

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

Use subject lines like "Request for Certified Documents – [Company Name & Registration Number]" when emailing [disclosureenq@cipc.co.za](mailto:disclosureenq@cipc.co.za) to make processing easier and faster.

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

Always include your CIPC customer code and valid contact details (email and phone number) in your email to [disclosureenq@cipc.co.za](mailto:disclosureenq@cipc.co.za). This helps if follow-up is needed.

- **Requesting Electronic Documents?**


If you need electronic disclosure of records, such as PDFs, rather than paper-based or certified copies, send your request to [E-disclosure@cipc.co.za](mailto:E-disclosure@cipc.co.za) instead.

- **Track Your Request:**

Keep a record of your email and any ticket number you receive. This will help you follow up through the Enquiries Portal if needed.

- **Plan for Delivery Time:**

Since certified copies requested via [disclosureenq@cipc.co.za](mailto:disclosureenq@cipc.co.za) are sent by normal post, plan for longer delivery times, especially outside major cities.






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

LOGIN | REGISTER

Search

HOME ABOUT ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES CONTACT

## 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](mailto: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-blz

### 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](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](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.