

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:

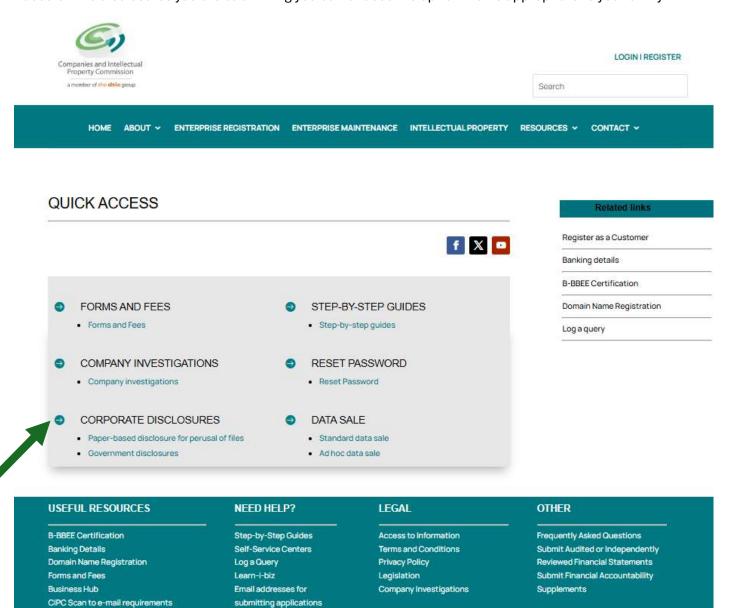
1. Paper-Based Disclosures for Perusal of Files:

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.



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• Be Specific in Your Request:

When emailing <u>disclosureenq@cipc.co.za</u>, 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 <u>disclosureeng@cipc.co.za</u> 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 <u>disclosureenq@cipc.co.za</u>. This helps if follow-up is needed.

• Requesting Electronic Documents?

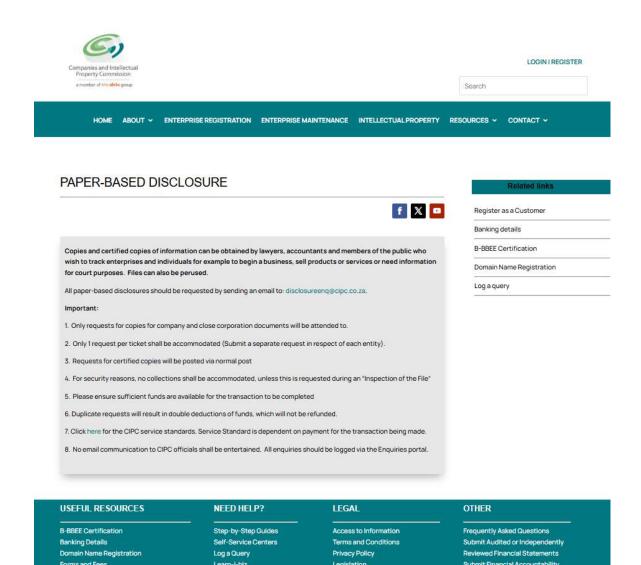
If you need electronic disclosure of records, such as PDFs, rather than paper-based or certified copies, send your request to E-disclosure@cipc.co.za instead.

• 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 <u>disclosureenq@cipc.co.za</u> are sent by normal post, plan for longer delivery times, especially outside major cities.



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.