

FINAL REMINDER OF BENEFICIAL OWNERSHIP FILING (TO BE FILED BY 21 JULY 2025)



Companies and Intellectual
Property Commission

a member of the **dtic** group



This webinar aims to stress the importance of the final reminder for submission of beneficial ownership documentation



BO ANNUAL FILING DATE

Newly registered entities must submit their first Beneficial Ownership (BO) filing **within 10 business days of their registration date.** Thereafter they **must file annually in line with their anniversary date,** even if the BO information has not changed.

BO filing started in 2023. Therefore, **Companies that were registered in 2023 or before** and that have not yet filed, **must file their BO for 2023, 2024 and for 2025** they need to file in line with their 2025 anniversary date.

FINAL EMAIL REMINDER

Despite previous email reminders, CIPC webinars, and the publication of a non-compliance list on January 19, 2025, some entities still haven't submitted their **Beneficial Ownership (BO) documents**.

As a final notification, the Corporate Compliance, Disclosure and Regulation Unit issued another reminder on July 14, 2025. **All outstanding BO filings must be completed within 7 business days** of that date.



FINAL EMAIL REMINDER

If filing(s) are not done within the specified period, the following consequences may apply:

- ❖ You will not be able to file your Annual Returns;
- ❖ A Compliance Notice will be issued;
- ❖ Your compliance status on the company or close corporation disclosure certificate will be negatively affected ([see Customer Notice 65 of 2016](#));
- ❖ The matter may be referred to the National Prosecuting Authority (NPA);
- ❖ You may be subject to a court-sanctioned administrative fine; and
- ❖ Continued non-compliance could ultimately lead to deregistration.

FINAL EMAIL REMINDER

- ❖ Between August and December 2024, several email notices regarding Beneficial Ownership non-compliance were sent to listed directors, company secretaries, and members of close corporations.
- ❖ It's crucial to ensure CIPC has your **accurate and current personal email address and mobile number** on record. As outlined in Customer Notice 70 of 2018, these should be your own contact details, not those of auditors, accounting officers, or service providers.

FINAL EMAIL REMINDER

- ❖ Customers that file documents with the CIPC on behalf of companies and close corporations must therefore not provide their own contact details, as the details of the company or close corporation, or as that of a director or member. If you did so in the past, you need to follow the required procedure for changing of director or member information to update the valid and correct details of the director or member.
- ❖ Due to incorrect contact details many company director and close corporation member do not receive communication from CIPC that is addressed to them, in their capacity as director or member.

FINAL EMAIL REMINDER

Customers must note that electronic details is an integral part of the CIPC's business model:

- ❖ It forms part of the general communication strategy to its customers;
- ❖ It is a primary communication medium for legal and general notices from CIPC; and
- ❖ Is a key security measure for services especially electronic services.

Footnote: The requirement to provide electronic communication details were implemented in April 2011 ([Practice Note 5 of 2011](#)).

FINAL EMAIL REMINDER

To avoid further action and ensure compliance, please make sure your BO documentation is filed promptly.

For help with the filing process, you can refer to the [User Guidelines](#).





THANK YOU!