



Companies and Intellectual  
Property Commission

a member of **the dtic** group

## **STEP-BY-STEP GUIDE**

# **AUTOMATION OF COMPANY AND CLOSE CORPORATION RE-INSTATEMENTS**

## **E-SERVICES**

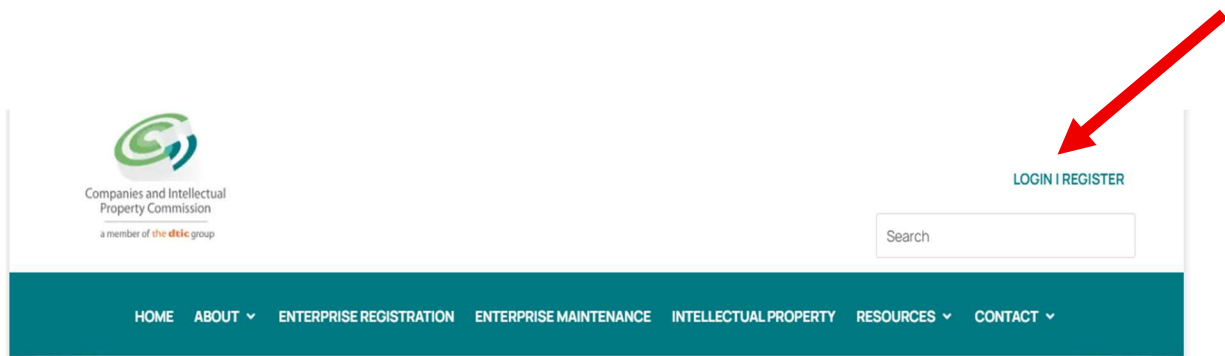
### **Conditions for the company and close corporation reinstatement application:**

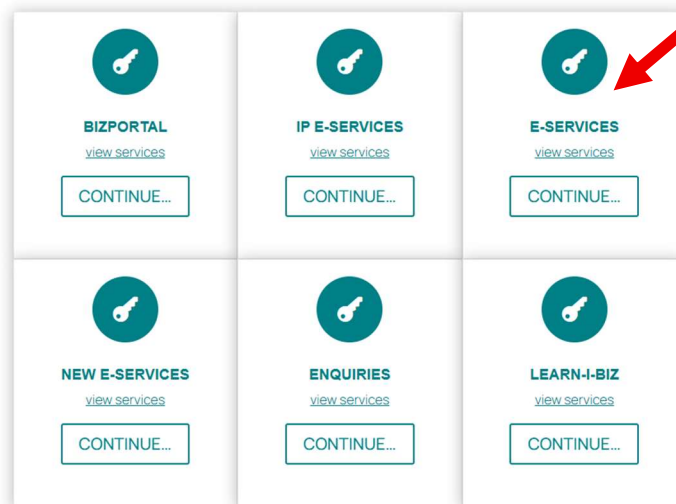
- **Submitting false information to the CIPC is a criminal offense in terms of section 214 of the Companies Act and will result in the withdrawal of the filings and possible criminal prosecution.**
- A company or close corporation can only be re-instated by a Form CoR40.5 if it was in business or had other economic value at the time of deregistration.
- Evidence must be retained by the company or close corporation, and CIPC reserves the right to request it at any time in accordance with Companies Regulation 168. Failure to provide such evidence may result in the withdrawal of the re-instatement application and subsequent annual return filings.
- If the company or close corporation was not in business or had other economic value at the time of final deregistration, a new company may be registered at a cost of R175.
- If a creditor to the company or close corporation or another party wishes to enforce his/her/its liability against the company or close corporation then a court order is required. The court order must in addition to stating that the company or close corporation is re-instated, also mandate the company or close corporation to comply with its obligations in terms of the Companies Act, 2008 inter alia the filing of outstanding Annual Returns, Beneficial Ownership Declaration, AFS/FAS and other information to bring its records up to date. Failure of the court order to mandate the company or close corporation to comply with these obligations will result in the company or close corporation being placed back into Annual Return Deregistration post, the implementation of the court order.

- The Mandate is an electronic mandate, and it is agreed to by clicking the I agree on the Terms and Conditions page.
- On the director's page, each director or member that resolved that re-instatement could occur, detail must be viewed and click Resolve.
- Once the re-instatement application has been filed, and all the outstanding Annual Returns, Latest Beneficial Ownership declaration and AFS/FAS have been filed, and the status has changed in business, the company or close corporation information must be updated by the relevant amendment e.g., CoR39.

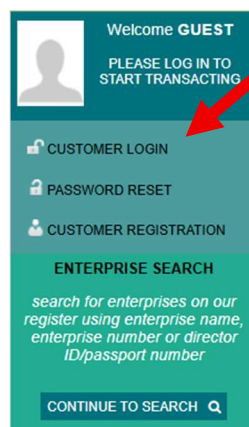
### Step 1: Login

Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za) and click on Login / Register and then select the portal e-Services.





On the E-Services landing page, select Customer Login.



Capture customer code, password and security code.

Read and accept The Terms and Conditions click on LOGIN.

### Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

97gK2x

Enter security code displayed above. (case sensitive)

97gK2x

Tick to accept the [CIPC Terms & Conditions](#)

☒

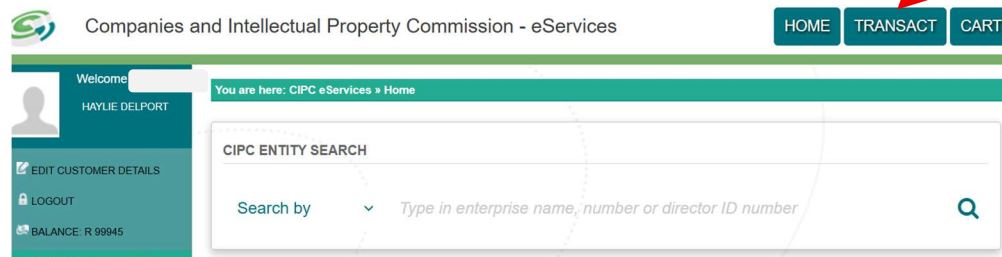
**LOGIN** **FORGOT PASSWORD**

#### Notes:




























- Forgot your password? Click Forgot Password and follow the instructions.
- Customer information outdated. Contact Reset Password on [resetpass@cipc.co.za](mailto:resetpass@cipc.co.za) for assistance.

### STEP 2: Select the Service


Click on HOME, on the main service dashboard select More Services, and then Company and Close Corporation Reinstatements under Business Registration.



You are here: CIPC eServices » Home » Transact


 COMPANY REGISTRATION	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CC MEMBER DETAILS	 NAME RESERVATIONS	 FILE ANNUAL RETURNS	 AUDITORS & ACC. OFFICERS
 CO & CC ADDRESS CHANGES	 FINANCIAL YEAR END CHANGES	 CERTIFICATES & DISCLOSURES	 ENTERPRISE ENQUIRY	 TRANSACTION STATUS	 CUSTOMER TRANSACTIONS
 NAME CHANGES	 DOCUMENT UPLOAD	 THIRD PARTIES	 HOW-TO VIDEOS	 BANKING DETAILS	 EXTERNAL COMPANY REPRESENTATIVES
 DISQUALIFIED DIRECTORS REGISTER	 DOMAIN NAME REGISTRATION	 AUTHORISED SHARE CHANGES	 UPDATE DIRECTOR / MEMBER CONTACTS	 B-BBEE CERTIFICATES	 FINANCIAL STATEMENTS
 COMPLIANCE CHECKLIST	 BENEFICIAL OWNERSHIP	 MORE SERVICES			



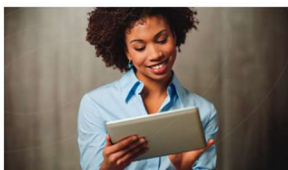
Business Registration

- + Name Reservation with Association
- + Foreigner assurance
- + Prospectus
- + External Company Registration
- + Company and Close Corporation Reinstatements



Business Maintenance

- + Director amendments
- + Change Contact Details
- + Disqualified Director Register
- + Compliance Checklist
- + Voluntary Deregistration



+ AR Deregistration Letters

### STEP 3: Terms and Conditions

Read the Terms and Conditions thoroughly and the Mandate and if agreed, click I Agree and then Continue.

## Company and Close Corporation Reinstatement

### Terms and Conditions

Submitting of false information to the CIPC, is a criminal offense in terms of section 214 of the Companies Act and will result in the withdrawal of the filings and possible criminal prosecution.

A company or close corporation can only be re-instated by a Form CoR40.5 if it was in business or had other economic value at the time of deregistration. This evidence must be retained by the company or close corporation, and CIPC reserves the right to request it at any time in accordance with Companies Regulation 168. Failure to provide such evidence may result in the withdrawal of the re-instatement application and subsequent annual return filings.

If the company or close corporation was not in business or had other economic value at the time of final deregistration, a new company may be registered at a cost of R175.

If a creditor to the company or close corporation or another party wishing to enforce his/her/its liability against the company or close corporation then a court order is required. The court order must in addition to stating that the company or close corporation is re-instated, also mandate the company or close corporation to comply with its obligations in terms of the Companies Act, 2008 inter alia the filing of outstanding Annual Returns, Beneficial Ownership Declaration, AFS/FAS and other information to bring its records up to date. Failure of the court order to mandate the company or close corporation to comply with these obligations, will result in the company or close corporation being placed back into Annual Return Deregistration post, the implementation of the court order.

### Mandate

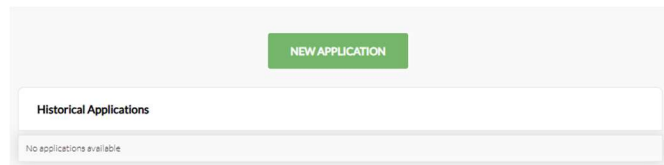
By clicking on I agree, you are confirming that you have the necessary mandate in terms of Companies Regulation 168(4) to submit the reinstatement application and submit all outstanding information with the CIPC on behalf of the company or close corporation, or to submit the court order and that all information submitted is true and correct, including that the company or close corporation was in business or had other economic value at the time of final deregistration.

☐ I Agree

CONTINUE


## STEP 4: Start a New Application

Click on New Application, either select an associated Company or Close corporation or Search for an unlisted Company or Close Corporation.




The screenshot shows a user interface for starting a new application. At the top, there is a green button labeled 'NEW APPLICATION'. Below it, there is a section titled 'Historical Applications' which contains the text 'No applications available'.

## Select an Associated Company or Close Corporation



Enterprise No	Enterprise Name	Type	Status	File
B2005167407	ZIG MANAGEMENT AND MANUFACTURING	CLOSE CORPORATION	AR.FINAL DEREGISTRATION	
M2004020264	TNT INTERNATIONAL INCORPORATED IN BRITISH VIRGIN ISLANDS	EXTERNAL COMPANY	AR.FINAL DEREGISTRATION	
B2008153480	MABALENG PRODUCTIONS	CLOSE CORPORATION	AR.FINAL DEREGISTRATION	
K2015404951	MTO WELDING AND CONSTRUCTION	PRIVATE COMPANY	AR.FINAL DEREGISTRATION	
B2005051060	MANYANGENI CONSTRUCTION ENTERPRISE	CLOSE CORPORATION	AR.FINAL DEREGISTRATION	
B1999055624	VISTOSO PROPERTIES	CLOSE CORPORATION	AR.FINAL DEREGISTRATION	


## Search for Unlisted Company or Close Corporation



SEARCH FACILITY

Search criteria: (long or short number)

SEARCH




Enterprise No	Enterprise Name	Type	Status	File
B2011034106	SILVER SOLUTIONS 9326	CLOSE CORPORATION	AR.FINAL DEREGISTRATION	

### Note:

- If there is an existing application for the company or close corporation that has not been finalized, a validation error will appear to state that application is pending. Select the relevant application from pending applications and complete the process.

## STEP 5: Select Reinstatement Type

Select whether it is a Reinstatement Application or Court order.



Reinstatement Type

☐ Reinstatement Application ☐ Court Order

CONTINUE

**Note:** Please select application type.



## **STEP 6: Calculate Total Cost for Reinstatement Application and Outstanding Annual Returns.**

The Annual Return Calculator will reflect. Review and indicate the Turnover for the outstanding Annual Return years, for the system to calculate what will be the total fee payable for the Reinstatement and filing of Annual Returns.

Once Turnovers for the outstanding Annual Return Years have been indicated, select Calculate.

If the company or close corporation was not in business or had no economic value at the time of final deregistration, refer a new company at R175.

Filed Annual Returns		
AR Year	Filing Date	Reference No
2022	08/03/2022	
2021	19/03/2021	
2020	20/03/2020	
2019	20/03/2020	
2018	27/06/2018	
2017	14/03/2017	
2016	18/03/2016	
2015	28/03/2015	
2014	29/03/2014	
2013	07/10/2013	
2012	07/06/2012	

Outstanding Annual Returns

AR Year	Due date	Turnover
2023	01-MAR-2023	<input type="text" value="0"/>
2024	01-MAR-2024	<input type="text" value="0"/>
2025	01-MAR-2025	<input type="text" value="0"/>

**CALCULATE**

Annual Returns and Reinstatement Cost

Annual Return Cost	R 750
Reinstatement Application Fee	R 200

Total Cost of Reinstatement Due: **R 950**

**CONTINUE**

Alternative to re-instating the company or close corporation, a new company can be registered at a cost of R175. [Click here](#) to register a new company

## STEP 7: Submit the Reinstatement Application or Court Order Information

Select the Industry that the company or corporation was conducting business at the time of final deregistration from the drop-down list.

Reinstatements Application Details:

Industry Type:

Construction

Complete the physical address of the company or close corporation in South Africa. Upon the completion of the first line of the address, the rest of the information will be prepopulated. If any missing any information, complete and then click Save and Continue.

PHYSICAL ADDRESS IN SOUTH AFRICA

Street Address: \*

Country: South Africa \*

Province: GAUTENG \*

City: ALBERTON \*

Suburb:

Postal Code: \*

BACK SAVE AND CONTINUE

From the Director and Member Dashboard, view the details of those directors or members who resolved to reinstate the company or close corporation. View the information (cannot be amended) and click Resolve.

Any amendments MUST be submitted after the company or close corporation has been fully reinstated.

Company Director Resolve

STATUS INFORMATION

Type:

MEMBER

Status:

ACTIVE

CONTACT PERSONAL INFORMATION

Citizenship:

SOUTH AFRICA

ID or Passport Number

Surname

Name(s):

Date of Birth: (DD/MON/YYYY):

XX/XX/1957

Occupation:

Email:

Cellphone:

XXXXXX0605

CANCEL

RESOLVE

Natural Person Directors/Members Resolved

Identification/Passport No	Director/Member Name	Type	Remove
		MEMBER	

Confirm the application details and click Confirm.

Company Information

Application ID	Enterprise No	Enterprise Name	Enterprise Type
255	B1998016179	EVENING BREEZE PROPERTIES	CLOSE CORPORATION

Directors/Members

Identification/Passport No	Names	Type
		Member

Supporting Documentation

No data available.

BACK

CANCEL

CONFIRM

## STEP 8: OTP verification

Once the OTP notification email is received, click on Go To OTP Page, capture the customer (owner of the code's) identity document, and either the email or SMS OTP. Click Submit.

Application Section :

Please select an option below:

☐ Download Documents
☐ Email Documents
☒ Go to OTP Page
☐ Terminate

PROCESS

OTP Approval Member Information

MEMBER INFORMATION

Identification:

Director:

Number:

5661

OTP INFORMATION

Please supply either SMS or Email verification below:

SMS OTP:

s2866208

OR

Email OTP:

OTP Approval Members

IDENTIFICATION	DIRECTOR	EXPIRY	CONSENT
		20/07/2025	

RESEND OTP INFORMATION

CANCEL


SUBMIT

**Note:**



- The OTP is valid for 96 hours.

## STEP 9: Payment

At the New Application Page, view Historical Application, select the relevant application and click on the hand (View). Click on the Cart Icon, review the pending applications awaiting payment, click Checkout. Follow the instructions.

Historical Applications					
Date	Reference No	Status	Enterprise No	Enterprise Name	View
16/07/2025	60000028017	OTP VERIFIED	B1998016179	EVENING BREEZE PROPERTIES	



Service Items	Price	Remove
Re-Instatements for Companies and Close Corporations Created: 2025-07-22T16:53:19Z Reference: 60000028412	200,00	
Re-Instatements for Companies and Close Corporations Created: 2025-07-23T16:58:16Z Reference: 60000028430	200,00	

**Amount Due**

Total Price: 400,00

BACK

CHECKOUT

Once payment is completed, the application is successfully processed, and notification will be received containing the transaction information, status, and confirmation letter.

Proceed to file all outstanding Annual Returns, latest Beneficial Ownership Declaration, AFS/FAS to complete the reinstatement and for the company or close corporation status to change to in Business.

**Note:**

- Payment must be made within 5 working days failure of which the application will be cancelled, and a new application must be started.

**STEP 10: Court Orders**

Select Court order from Reinstatement Type, capture the court details and general information. Upload the court order (not court documents) and complete the process. Back office will confirm validity of the court order.

**STEP 10: Download Documents**

The application documents may be downloaded after the application or court order was successfully processed by click on Download Documents.



**Application Section :**

Please select an option below:

☐ Download Documents

☐ Email Documents

☐ Go to OTP Page

☐ Terminate

PROCESS

**STEP 11: View status of all applications submitted under customer code.**