



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

CUSTOMER NOTICE OF 2025 AUTOMATION OF REGISTRATION OF EXTERNAL COMPANY (FORM CoR20.1)

The Companies and Intellectual Property Commission (CIPC) remain committed to delivering efficient, customer-focused services and streamlining the submission and filing of company-related applications. In line with this commitment, we are pleased to announce the automation of the **Registration of External Company (Form CoR20.1)** on the **CIPC e-Services platform**, effective **29 September 2025**.

From this date forward, all applications to register an external company must be submitted electronically via the e-Services platform. The dedicated email address previously used for such submissions (companydocs@cipc.co.za) will no longer accept such documents from the indicated date.

The new automated service enables users to electronically capture the required form information, upload supporting documentation, and receive a reference number upon submission. This reference number, formerly known as a tracking number, will be used to monitor the progress of the application. It is important to note that submission alone does not constitute filing. An application will only be considered officially filed once the CIPC back office has reviewed and approved the submitted information and supporting documents, and payment has been successfully made via the CIPC card payment facility.

Applicants are reminded that only once the back office confirms that all legal, procedural, and submission requirements have been met, and payment has been received, will the application be deemed complete and filed.

To support this transition, a step-by-step user guide and a list of frequently asked questions is available. We encourage all users to familiarize themselves with these resources to ensure a smooth application process.

Applications submitted prior to **29 September 2025** will continue to be processed through the existing system. Customers are advised not to submit a new application via the online platform if a previous application is still pending, as this may result in the unintended registration of a second external company.

As part of the electronic service, the following documents must be uploaded:

- A mandate authorizing the filer to act on behalf of the foreign company;
- A resolution from the directors approving the registration in South Africa;
- A certified copy of the certificate of incorporation;
- A certified copy of the company's governance or constitutional documents;
- A certified translation certificate, if any documents are in a foreign language;
- A securities register (if a for profit external company).

Proof of address will not be required, as CIPC will validate addresses electronically. The registration fee of **R400** is payable only after the application has been approved by the back office, and payment must be made using the CIPC card payment system. The declining balance method is being phased out.

Additionally, there is no need to reserve a company name, as the system will automatically generate a name during the registration process.

For further assistance, please visit www.cipc.co.za or refer to the enquiries section for guidance on submitting your queries.

We thank you for your cooperation and look forward to your continued compliance with the updated registration process.

For further assistance, kindly refer to www.cipc.co.za / enquiries for guidance on how to refer your enquiry.

Regards,



Adv. Rory W Voller

Commissioner: CIPC

17 September 2025