



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**

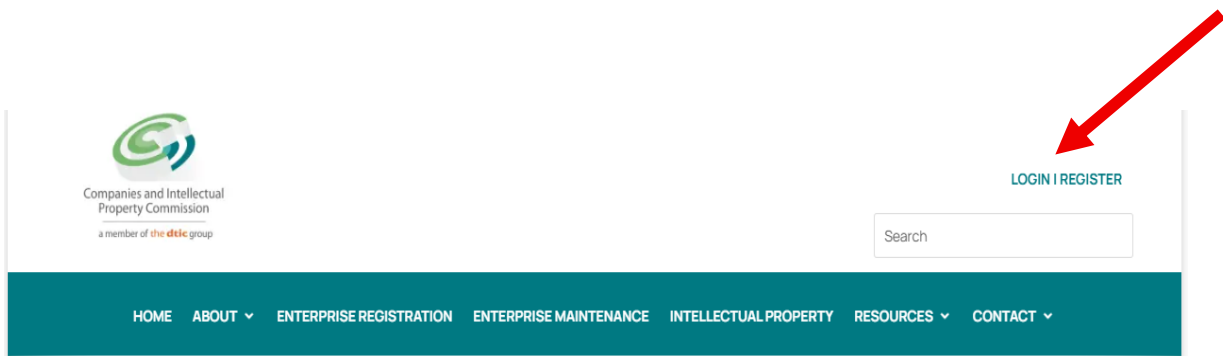
### **Conditions for the company and close corporation reinstatement application:**

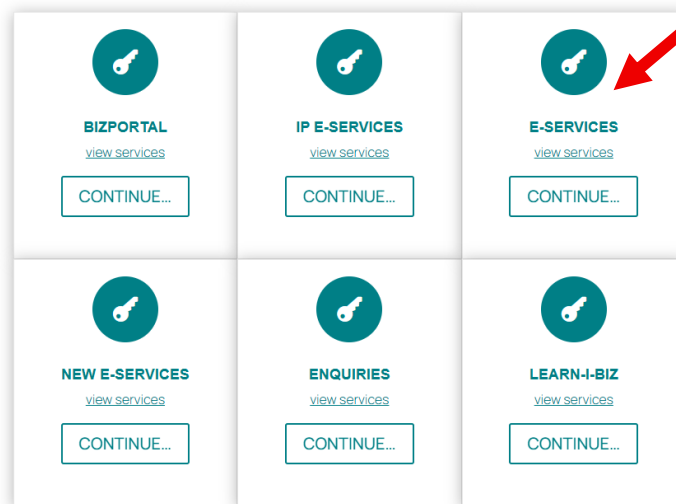
- **Submitting false information to the CIPC is a criminal offense in terms of section 214 of the Companies Act and will result in the withdrawal of the filings and possible criminal prosecution.**
- A company or close corporation can only be re-instated by a Form CoR40.5 if it was in business or had 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.

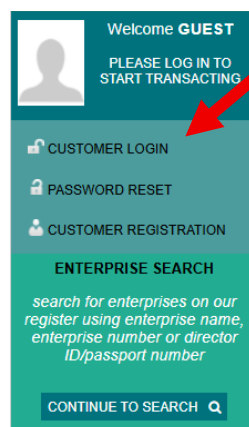
### Step 1: Login

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](#)

☒

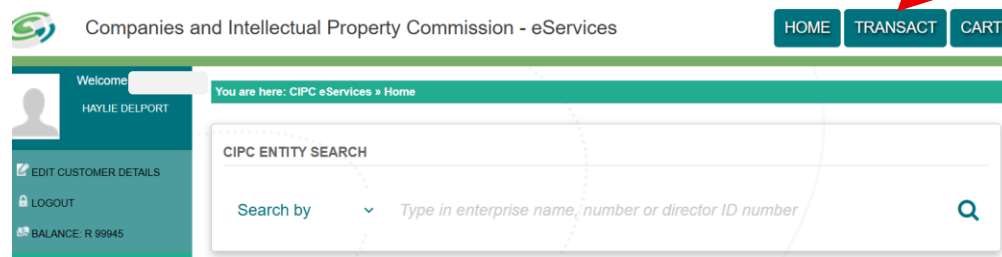
**LOGIN** **FORGOT PASSWORD**

#### 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


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



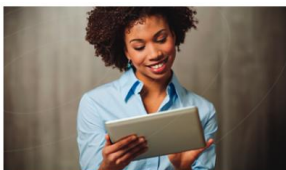
Business Registration

- + 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

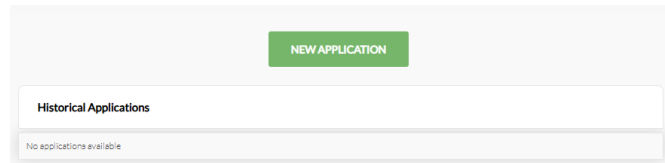
By clicking on I agree, you are confirming that you have the necessary mandate in terms of Companies Regulation 168(4) to submit the reinstatement application and submit all outstanding information with the CIPC on behalf of the company or close corporation, or to submit the court order and that all 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   | 23G MANAGEMENT AND MANUFACTURING                         | CLOSE CORPORATION | AR FINAL DEREGISTRATION |      |
| M2004020264   | TNT INTERNATIONAL INCORPORATED IN BRITISH VIRGIN ISLANDS | EXTERNAL COMPANY  | AR FINAL DEREGISTRATION |      |
| B2008155480   | 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 3326 | 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:

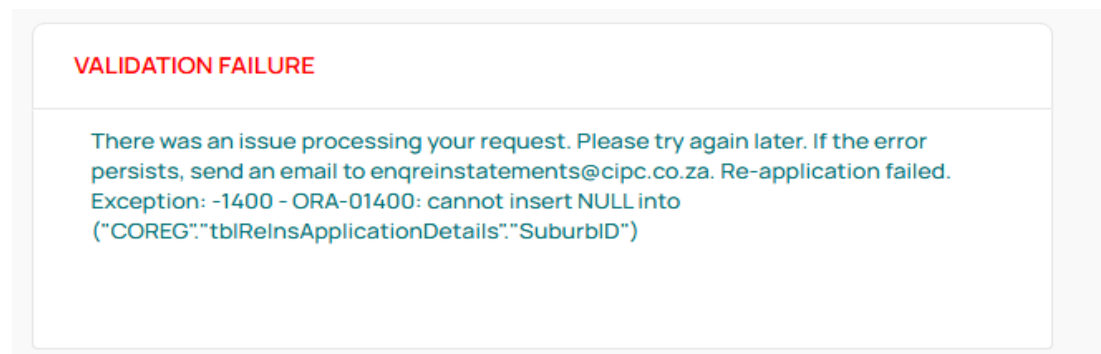
Industry Type:

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.

## Important Notice:

System uses Google Maps for location verification, entities located in rural areas may trigger errors (e.g., Polokwane, Upington, Venda).



It is essential to verify their location using Google Maps. When entering geographic coordinates, please ensure the following:

- **Use the coordinates:** Latitude: -27.448768, Longitude: 22.800324
- **Avoid using the coordinates:** Latitude: -25.7549°, Longitude: 28.2318°

### Step-by-Step Instructions:

1. **Select the Province** from the dropdown menu.
2. **Select the City** relevant to the company's location.
3. **Search the company's address on Google** to obtain the correct geographic coordinates (e.g., Latitude: -27.228668, Longitude: 22.877324).
4. **Copy and paste the coordinates** into the designated fields.
5. **Enter the street address** of the company.

6. **Enter the suburb** where the company is located.
7. **Enter the postal code** associated with the address.

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 or Close Corporation Officials |                          |          |        |   |
|--|--------------------------|----------|--------|---|
| Identification/Passport No             | Director/Member Name     | Type     | Status | View  |
| 660XXXXXXXX9087                        | MATSOBANE THOMAS LEDWABA | DIRECTOR | ACTIVE |  |
| 811XXXXXXXX3089                        | BERENISE KENNY           | DIRECTOR | ACTIVE |  |

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 |        |

After you click on resolve you should see the screenshot below.

Company or Close Corporation Officials

| Identification/Passport No | Director/Member Name     | Type     | Status | View |
|----------------------------|--------------------------|----------|--------|------|
|                            | MATSOBANE THOMAS LEDWABA | DIRECTOR | ACTIVE |      |
|                            | REFENICE KENNY           | DIRECTOR | ACTIVE |      |

BACK

CONTINUE

Company or Close Corporation Officials Resolved

| Identification/Passport No | Director/Member Name     | Type     | Remove |
|----------------------------|--------------------------|----------|--------|
|                            | MATSOBANE THOMAS LEDWABA | DIRECTOR |        |
|                            | REFENICE KENNY           | DIRECTOR |        |

Confirm the application details and click Confirm.

Company Information

| Application ID | Enterprise No | Enterprise Name | Enterprise Type |
|----------------|---------------|-----------------|-----------------|
| 255            |               |                 |                 |

Directors/Members

| Identification/Passport No | Names | Type   |
|----------------------------|-------|--------|
|                            |       | Member |


Supporting Documentation

No data available.

BACK

CANCEL

CONFIRM

| Historical Applications                   |              |           |               |                 |   |
|---|--------------|-----------|---------------|-----------------|---|
| Date                                      | Reference No | Status    | Enterprise No | Enterprise Name | View  |
| 21/08/2025                                |              | SUBMITTED |               |                 |  |
| Searched Company Information Applications |              |           |               |                 |   |
| No applications available                 |              |           |               |                 |   |

## 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:

Click the red box to view the OTP tabs



OTP Approval


| IDENTIFICATION | DIRECTOR | EXPIRY     | CONSENT   |
|----------------|----------|------------|---|
| *****          | *****    | 25/08/2025 |  |

RESEND OTP INFORMATION

CANCEL
SUBMIT

After verifying the OTP the red box will turn to screen showing that the OTP was approved.

OTP Approval

| IDENTIFICATION | DIRECTOR | EXPIRY     | CONSENT   |
|----------------|----------|------------|---|
| *****          | *****    | 25/08/2025 |  |

RESEND OTP INFORMATION

CANCEL
SUBMIT

### Note:

- The OTP is valid for 96 hours.

Application Status

Your application has been submitted successfully for Reference Number **60008015022**.

Application Next Steps


- OTPs will be required for the Filer. A Filer will receive an email with the link to submit an OTP.
- Court order application will be sent to the Back Office for Approval after all OTPs are verified successfully and no payment is required.
- The Back Office will respond with queries if any.
- For CoR40.5 applications, you will receive an email with payment instructions.

OK

## 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.

When you click on SUBMIT, the system will automatically take you to the Checkout page. You will have to go to the historical applications page if you want to make the payment immediately or you have to login again.


| Service Items   | Price  | Remove  |
|---|--------|---|
| Re-Instatements for Companies and Close Corporations<br>Created: 2025-08-21T06:42:54Z<br>Reference: 60008015022 | 200.00 |  |

Amount Due



Total Price: 200.00

BACK

CHECKOUT

| Historical Applications |              |              |               |                      |   |
|-------------------------|--------------|--------------|---------------|----------------------|---|
| Date                    | Reference No | Status       | Enterprise No | Enterprise Name      | View  |
| 16/07/2025              | ██████████   | OTP VERIFIED | ██████████    | ████████████████████ |  |



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

Amount Due

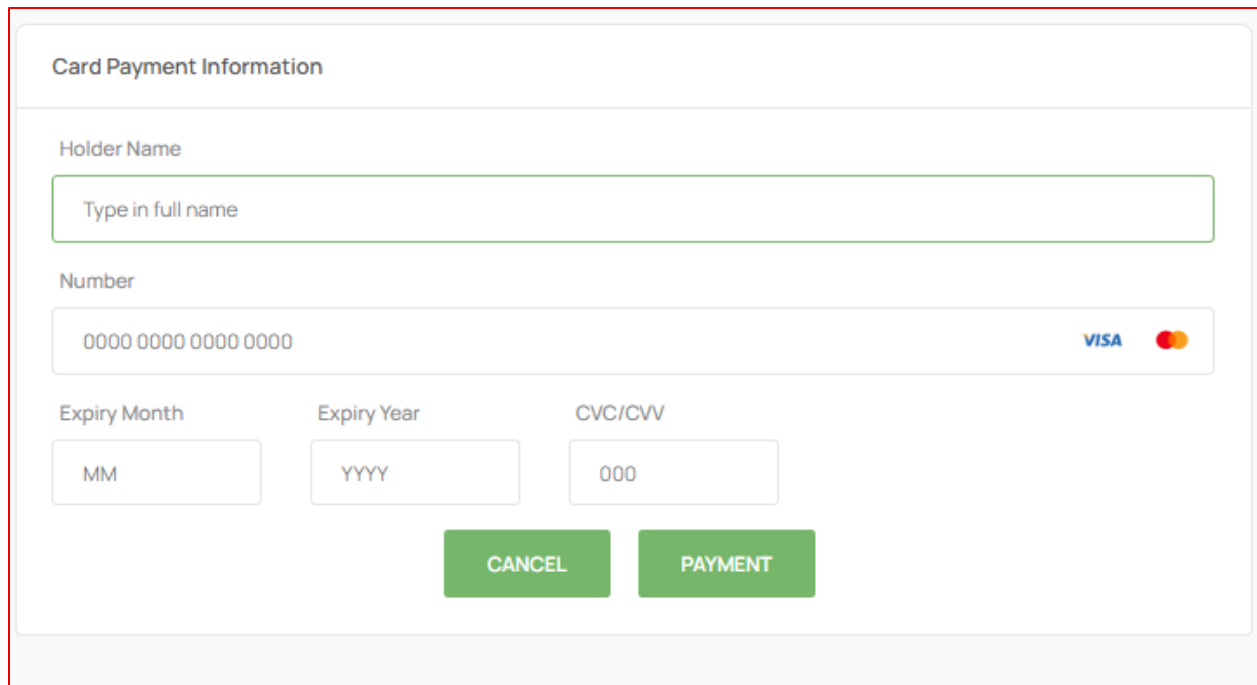
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Total Price: 400,00

BACK

CHECKOUT

You will be required to capture your card details to complete the process.

A screenshot of a 'Card Payment Information' form. The form is titled 'Card Payment Information' at the top. It contains several input fields: 'Holder Name' with a placeholder 'Type in full name', 'Number' with a placeholder '0000 0000 0000 0000' and Visa/MasterCard logos, 'Expiry Month' with a placeholder 'MM', 'Expiry Year' with a placeholder 'YYYY', and 'CVC/CVV' with a placeholder '000'. At the bottom, there are two green buttons labeled 'CANCEL' and 'PAYMENT'.

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.

**Double Deduction**

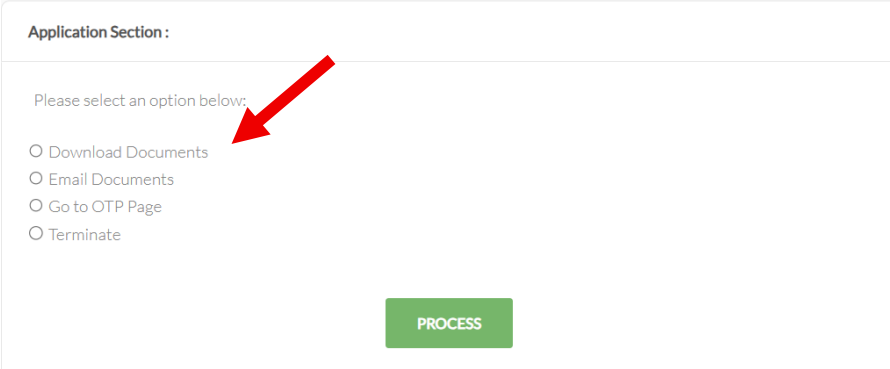
- Contact the **Revenue Department** for refunds, at [Revenue@cipc.co.za](mailto:Revenue@cipc.co.za)
- Provide all supporting documentation

## 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 clicking on Download Documents.



The screenshot shows a web interface titled "Application Section :". Below the title, it says "Please select an option below:". There are four radio button options: "Download Documents", "Email Documents", "Go to OTP Page", and "Terminate". A red arrow points to the "Download Documents" option. At the bottom right of the section is a green button labeled "PROCESS".

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