

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 6706

3 October 2025



PRACTICE NOTE 4 OF 2025
ADDITIONAL INFORMATION REQUIRED FOR REGISTRATION OF EXTERNAL COMPANIES VIA
ONLINE PLATFORMS

The revised Practice Note 6 of 2022, and the section relating to Registration of External Companies (CoR20.1 and supporting documents) on Practice Note 1 of 2024 are hereby withdrawn and replaced with this practice note as per the date communicated on the CIPC website for the release of the automation of registration of external companies (Form CoR20.1) in terms of Regulation 4(2)(b) of the Companies Regulation, 2011. This Practice Note is applicable to the registration of external companies in terms of Section 24 of the Companies Act, 2008 read with Companies Regulation 20.

To ensure that CIPC has relevant and usable information relating to external companies' additional information is required.

- CIPC requires both the physical and postal address of the principal office of the external company both within and outside of the Republic.
- As from the release date of the automation of registration of external companies, it will not be necessary to upload proof of physical address of the physical address within South Africa – such validation will occur electronically.
- The industry within which the external company will operate within South Africa must be indicated.
- The person who is authorised to accept service of documents on behalf of the external company may only be a natural person and the physical and postal address must be within South Africa. The following additional information of such person will be required: -
 - Name and surname;
 - South African Identity Number;
 - Postal address within South Africa;
 - Physical address within South Africa; and
 - Email and cell phone number.
- A juristic person may be a director of an external company, and in such instance the following additional information of such juristic director is required: -
 - Name of the juristic person;
 - Registration number of the juristic person; and
 - E-mail and cell phone number for the juristic person.

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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.

Refer to the latest notice or practice note relating to certification of documents.

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



Adv. Rory W Voller

Commissioner: CIPC