



Companies and Intellectual
Property Commission

a member of **the dtic** group

NEW IMPROVED AUTOMATED CO- OPERATIVES REGISTRATION PROCESS



FORMATION MEETING

Before you decide to register a co-operative, a formation meeting must be held with all persons that are interested to form the co-operative. The meeting will decide on the common purpose and agree to register the co-operative. The common purpose will indicate the type of services the co-operative will provide to its members.

After agreeing to register a co-operative, the members must decide on the minimum and maximum number of directors the co-operative will make provision for in its constitution.

Thereafter the members will elect a board of directors to manage the co-operative. The number of directors must be in line with the minimum and maximum number of directors as per the constitution.

MINIMUM MEMBERSHIP (Section 6)

Primary Co-op

- 5 Natural Persons OR
- 2 Juristic Persons OR
- Combination of any 5 persons

Secondary Co-op

- 2 or more Operational Primary co-ops

Tertiary Co-op

- 2 or more Operational Secondary co-ops

“Operational” means a co-op that has held its annual general meeting & has submitted its annual report, audited report or independent reviewed report to CIPC in the last financial year.

CO-OPERATIVES NAME RESERVATION



**NAME
RESERVATION
IS
COMPULSORY**



THE NAME OF
CO-OPERATIVES
MUST END WITH
“**CO-OP LIMITED**”
OR “**CO-OP LTD**”.

PRIMARY OR
SECONDARY

CO-OP LIMITED
SHOULD **NOT** BE
ADDED DURING
NAME

RESERVATION.

SYSTEM

AUTOMATICALLY
ADD IT DURING
REGISTRATION.



ONLY THE
NATIONAL
APEX CO-OP
MAY USE THE
WORD ‘APEX’
AS PART OF
THE NAME.



THE NAME MUST
BE DISPLAYED IN
LEGIBLE LETTERS
ON ALL
CONTRACTS,
INVOICES,
LETTERS, PLACE
OF BUSINESS,
ETC.



FEE IS R50.

Registration applications are done on CIPC's **New eServices**.

Changes were recently implemented to the registration process to include **OTP verification by all members/directors**. The OTP authenticate members signatures, hence there is no more uploading of signature pages.

The services are available 24/7.

Both Name Reservation & Registration Application must be done on New eServices. **Emailed applications are not accepted anymore.**

CIPC NEW ESERVICES

- **Every member must have their own email address and cell phone number.**
- **Fee payments are done with VISA or MasterCard**, thereby eliminating the mis-allocation of funds sometimes experienced with the old depository (customer code) system. The VISA and MasterCard service allows secure transactions online using your **Debit or Credit Card**.
- Find New eServices under **Register a Co-operative** on the **CIPC website**.

OR

use the link:

<https://k2.cipc.co.za/Customers/Runtime/Form/CIPC.Customer.Form.CustomerRegistrationLandingPage>

REGISTER TO BE A NEW ESERVICES USER



New and existing customers, must complete / update their details before they can login. The customer's **email address** is used as **Username**. A profile may be updated to change the e-mail address or cell phone number.



Only RSA citizens with valid IDs will be able to register as Users on New eServices currently. **No supporting documents are required** to be emailed to CIPC, unless the Directors or Co-op members are foreign nationals (then certified passport copies are required).



If you forgot your password, click on Customer Password Reset at the bottom of the login screen and follow steps.

REGISTRATION PROCESS

- Use the Step by Step Guide on the CIPC website for detailed information and pictures of the process.
- The New eServices system generates a CO-OP1 form and constitution. It is no longer necessary to physically sign and upload the documents, as each member will receive a One Time Pin (OTP) on their cellphone and email. For each member one of the two OTPs has to be completed on the system in order to authenticate members/directors signature.
- Once registered, the certificate will be emailed to the User's email address and will be available free of charge for 30 days on New eServices.

CO-OPERATIVE REGISTRATION ON CIPC WEBSITE

HOME

ABOUT ▾

ENTERPRISE REGISTRATION

ENTERPRISE MAINTENANCE

INTELLECTUAL PRO



CIPC IP
YOUTH
AWARDS

CELEBRATING INNOVATION,
PROTECTING CREATIVITY

THE CIPC IP YOUTH AWARDS ARE HERE!

ARE YOU A YOUNG ENTREPRENEUR OR
INVENTOR WITH A GROUNDBREAKING IDEA?

[For more click here](#)

SUBMIT YOUR IDEA TODAY!

CO-OPERATIVE REGISTRATION ON CIPC WEBSITE

RTAL

CO-OPERATIVE REGISTRATION

Co-operative Name Reservation

Register a co-operative

Notices

FAQs

Media Releases

Step by step guides

VICES

REGISTRATION PROCESS INCLUDES OPTIONS FOR OTHER SERVICES

- During the registration process the co-operative will have the option to apply for other services.
- Such as:
 - Apply for a **business banking account** and
 - Register for **UIF** (unemployment insurance fund) and **CF** (compensation fund) with Department of Labour and Employment
 - Apply for a **B-BBEE certificate under Services drop down menu**

REGISTRATION PROCESS INCLUDES OPTION FOR OTHER SERVICES

B-BBEE CERTIFICATES

File B-BBEE



BUSINESS BANK ACCOUNTS

Get a Bank Account



UNEMPLOYMENT INSURANCE FUND (UIF)

Register for Unemployment fund and Compensation Fund



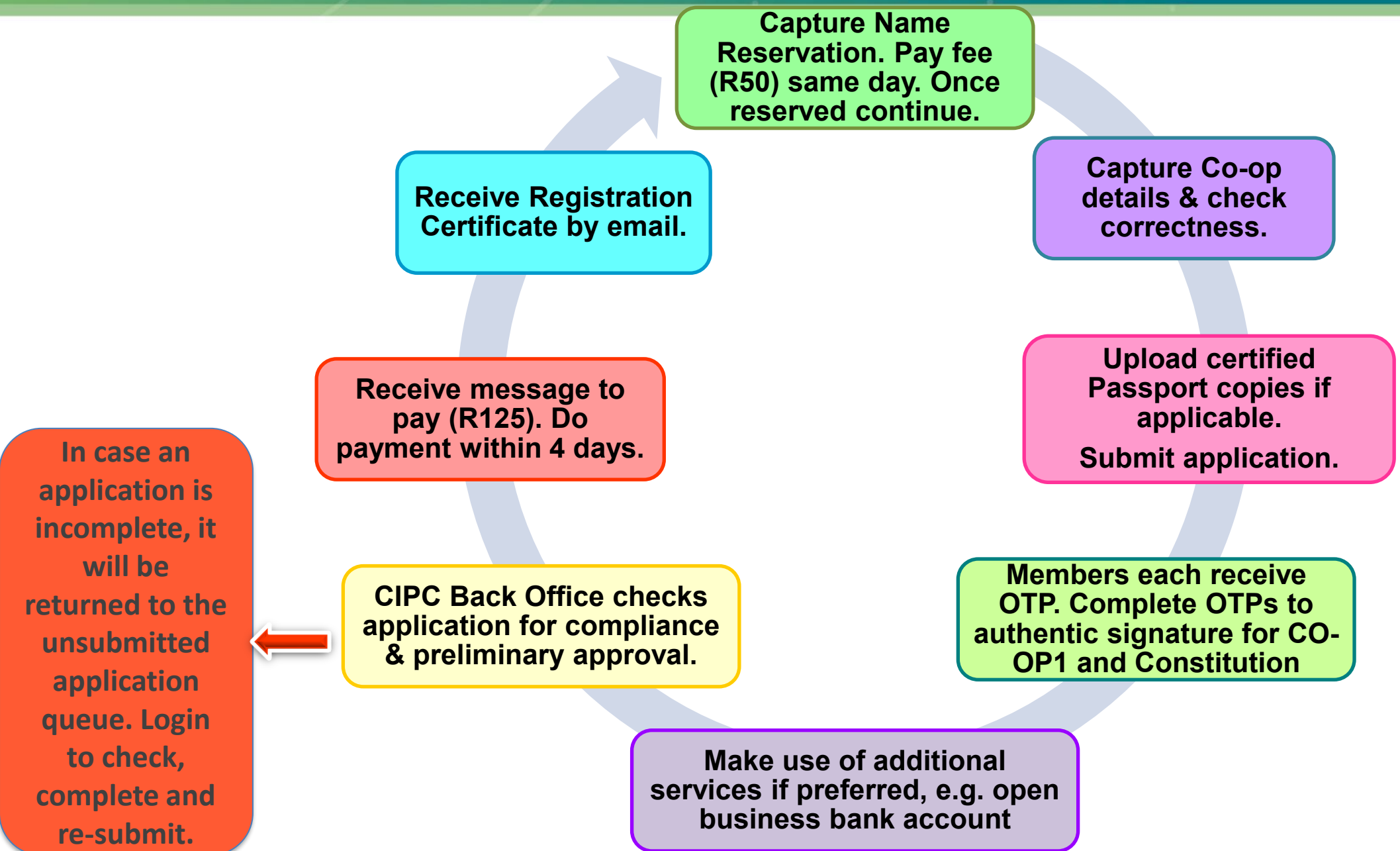
Back

Save & Close

Submit



STEPS TO REGISTER A CO-OPERATIVE ON NEW E-SERVICES



REGISTRATION ENQUIRIES

Email to coopregenq@cipc.co.za

RECORD KEEPING (SECTION 21)

A co-op must keep the following Records at its office:

- Accounting Records, which must include **all business transactions with Members and Non-members**.
- **Constitution** and rules and amendments thereto.
- **Minutes of General Meetings and Directors Meetings**.
- If the co-op has a Supervisory Committee, the Minutes of Supervisory Committee Meetings.
- **List of Members**.
- **Register of Directors**.
- Register of Directors' and Employees' Interest in contracts or undertakings.

Accounting Records and Financial.

- **Accounting Records and Financial Statements** must be kept for 5 years or a longer period determined by the Minister.

Failure to keep records

- A co-op or director who fails to comply with record keeping requirements, is guilty of an offence.



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Thank you!
Q&A