



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

STEP BY STEP GUIDE: OPTIMIZED BENEFICIAL OWNERSHIP FILING

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Step by Step Guide: Optimized Beneficial Ownership Filing

Note:

- Consult the Step-by-Step guide for Customer Registration for assistance on registering on the New e-services platform.
- **When using the new e-services platform, the only payment option is via credit or debit card. Payments will only occur when a customer transacts with CIPC. The deposit system has been phased out, and it not available for company registration.**
- No supporting documents need to be send via email to CIPC. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree to them when they register on the New e-services platform.
- CIPC may at any time require any documents that each company must keep record of according to the Companies Act (Act 71 of 2008).

Purpose of Document:

The CIPC is to keep a register of beneficial ownership (BO) for companies and close corporations. The register to be kept is for the applicable companies and close corporations to submit any beneficial ownership information relating to that entity. This document is to guide filers and users on the steps for filing beneficial ownership details via the online automated process of filing, and also to provide legislative and practical guidelines (explanatory notes) on the purpose and process of filing.

Important: In order to file beneficial ownership information, the filer must be a registered customer of the CIPC, with a valid customer code and password. Ensure that the customer contact details (as per customer code) are up to date and valid PRIOR to starting the BO-declaration process.

Guide to Capture Beneficial Ownership Details:

1. Visit the CIPC website www.cipc.co.za and click on **Online transacting / New E-services** or use the following direct link: <https://eservices.cipc.co.za/>
2. Complete your Customer Code, Password and Security Code.
3. Tick to accept the CIPC Terms & Conditions. Cock on **Login**

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

Et 5H4y
Enter security code displayed above. (case sensitive)

☐ Tick to accept the CIPC Terms & Conditions

LOGIN **FORGOT PASSWORD**

Before you login make sure you have a valid email address, you will not be able to transact if you don't have one. You can register for a free email address at GMail.

RESET PASSWORD

- To reset your password, visit the website <https://www.bizportal.gov.za>
- Click on Login on top of the page, and then on Reset Password.
- Type your ID number and click on Continue.
- An OTP will be sent to your email and cell number. Provide the OTP and reset your password.

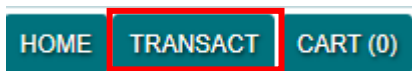
Kindly note that the same password is used to log into E-services, New E-services and BizPortal.

If you experience challenges with login in to the CIPC system or your cell phone number is incorrect, follow the following manual process:

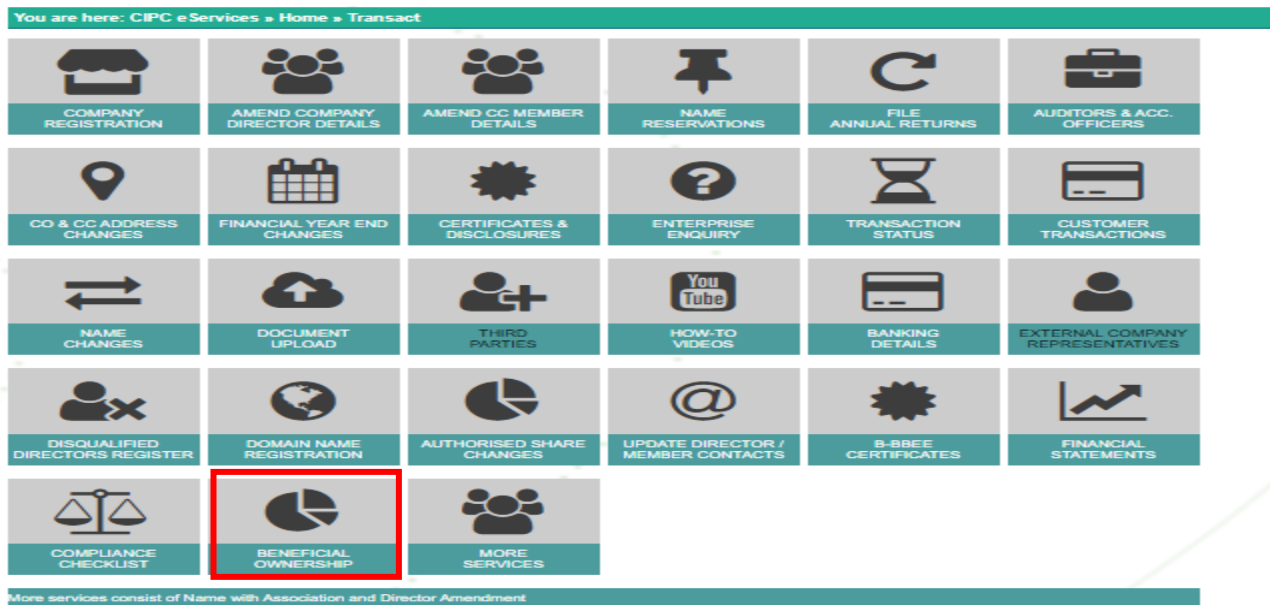
1. Please click here or use the link <https://enquiries.cipc.co.za>
2. Click on Password reset.
3. Complete the required fields, and attach certified ID copy (not older than three months).

Foreign nationals must follow the manual password reset process above, but provide a certified passport copy instead of ID copy.

4. Click on **Transact**.



5. The below screen will reflect the services on the e-services portal. Select **Beneficial Ownership**.



6. The below screen will reflect the Beneficial Ownership Declaration Information, click on the **I Agree** and click on **Continue**.

Note: In terms of the optimized BO-system, it will not be necessary to upload the MANDATE to file BO on behalf of a company – HOWEVER, entities must still have these mandates in place, should the CIPC request the submission of such documents, as provided for in the Companies Act and its Regulations.

Declaration

I hereby declare that I am authorized and mandated to file the Beneficial Ownership declaration on behalf of the entity. I confirm that the mandatory mandate document is available and can be produced upon request from the CIPC. I confirm that the information furnished herein is true and accurate according to my knowledge. I am fully aware that enforcement action may be taken in terms of the Companies Act against the entity and individuals who are involved in deliberately providing false or misleading information.

By agreeing below, I confirm that the CIPC terms and conditions have been read and understood and that any false statements, reckless or negligent conduct and non-compliance with the Companies Act, 2008, may result in criminal action against me and penalties imposed.

☒ I Agree

CONTINUE

GUIDANCE

Enterprise Statuses
To file Beneficial Ownership only enterprises in Business, Business Rescue and AR Deregistration will be able to file.

Enterprise Types
All enterprise types can be filed excluding Co-Operatives.

Who can File
A natural person having a customer code with CIPC.

Continue
To proceed with the beneficial ownership filing, select I Agree and click / select Continue.

7. The below “GRIDS” will be displayed, one for applications **in progress** and the other on applications **completed**. To start a New transaction, select **New**.

Beneficial Ownership
Application Information

[Home](#) > [Applications](#)

Search Application

Reference Number ▾

In progress Applications

No applications available

Completed Applications

No applications available

BACK NEW

GUIDANCE

Applications
Track and view the progress of history and current filed applications, incl downloading their certificates

New
In order to proceed filing a new application, select option New

8. All **entities linked to the customer profile** will be displayed. **Select** the entity you want to file beneficial ownership for (**Blue hand under File**), or type in the **Free Text Box** and click on **Search** for the applicable entity to file the beneficial information on.

Beneficial Ownership
Enterprise Information

[Home](#) > [Applications](#) > [Enterprise](#)

Associated Enterprise Listing

ENTERPRISE NO	TYPE	STATUS	COMPLIANT	FILE
2004/075299/23	CLOSE CORPORATION	AR DEREGISTRATION PROCESS		
2017/113869/08	NON PROFIT COMPANY	BUSINESS RESCUE		

Enterprise Search

2020/500225/07

GUIDANCE

Enterprise Selection
Select the desired enterprise from either the associated listing or from search

Back
In order to return to the previous section, select option Back

Confirm Continue
In order to proceed with the selected enterprise, select option Continue

9. When you have used the **Search** option or have selected an enterprise the **Enterprise Confirmation** screen will reflect –
- Enterprise Number
 - Enterprise Name
 - Enterprise Type
 - Enterprise Status

10. Once the applicable entity has been selected from the Associated Enterprise Listing OR typed in the Free Text Box, the **Enterprise Confirmation Grid** will appear.

Enterprise Confirmation

You are about to file a beneficial ownership application for the enterprise named SHARPPPPPPPP, with enterprise / registration number K2022700103. Click on continue to confirm that this is the correct enterprise you wish to file beneficial ownership on / for.

Number: 2022/700103/07 Name: SHARPPPPPPPP

Type: Private Company Status: In Business

The OTP will be sent to the following contact details

Contact No: [Masked] Contact Email: [Masked]

Click here to amend the filer contact details for OTP receipt, prior to proceeding with the BO-declaration

BACK CONTINUE

GUIDANCE

Beneficial Ownership
A reference number will be generated as soon as the beneficial ownership process is started or initiated.

Enterprise Confirmation
The company where the beneficial ownership information will be filed on.

OTP
Make sure the cell number and email address are correct, if not click on the link to amend the filer contact information to receive the OTPs.

Back
To return to the previous page / section, click on Back.

Continue
In order to proceed with the selected enterprise, select option Continue.

Note: Masked contact details will reflect to which the OTP will be sent. Ensure that the contact details are correct and valid to receive the OTP – if outdated or invalid, make use of the customer profile link provided to update the contact details before proceeding.

eservicestests.cipc.co.za/Customer_update.aspx/

SECHUBANE PETER MASHILO

Edit Customer Details EDIT CUSTOMER DETAILS

Logout LOGOUT

Balance BALANCE: R 999940

ENTERPRISE SEARCH
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS
watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

Personal Details

Customer Name: [Masked]

ID/Passport Number: [Masked]

PASSWORD MUST CONTAIN (MINIMUM REQUIREMENTS):

- Minimum of 8 characters
- At least 1 UPPERCASE letter
- At least 1 lowercase letter
- At least 1 number
- Special characters are optional
- Only these characters are allowed: @\$=!#%

Password: [Masked]

Re-Type Password: [Masked]

Contact Information

SUPPORTED BROWSERS
Supported browsers

Telephone Number: 073 [Redacted]

Fax Number: 086 [Redacted]

Physical Address: [Redacted]
PTA
GAUTENG
GAUTENG
0152

Postal Address: [Redacted]
PTA
GAUTENG
GAUTENG
0152

Tick to copy your Physical Address to the Postal Address fields

UPDATE [User Icon]

Please note that the **UPDATE** of the customer contact details for **OTP** receipt will only be effective after **48 hours** after which you can proceed with the BO-filing.

11. Once you have selected **UPDATE** the system will return to the Beneficial Ownership Register reflecting the declaring companies' information, (screen below).

Beneficial Ownership Register

Enterprise Name: SHARPPPPPPPP

Enterprise Number: K2022700103

Select Company Type: Select Company Type

BACK CONTINUE

GUIDANCE

Select Company Type

To proceed with the beneficial ownership, select your company type, affected or non-affected company.

Back

To return to the previous page / section, click on Back.

Affected Company

An affected company includes-

- A public company.
- A state-owned company.
- A private company - in terms of the transfer of securities when exceeding the percentage prescribed by Minister (10%) within a 24-month period.
- A private company that is controlled by an affected company (regulated company) or is a subsidiary of an affected company.

12. When you have selected **Continue** (page 5), the Beneficial Ownership Register page will reflect -

- I. Enterprise name
- II. Enterprise Number
- III. Select Company Type (**Note:** The filer must select the relevant company type from the drop-down list)

Note: Only 2 company types can be selected, **AFFECTED COMPANIES** or **NON-AFFECTED COMPANIES**. Apply the test (guidance on right hand side) to ascertain whether a declaring company is an affected company. If not – select **NON-AFFECTED COMPANIES**.

13. Drop down list: **Beneficial Ownership Register - Select Company Type:**

- a. Affected Companies
- b. Non-Affected Companies

14. When the filer selects company type **Affected Company**, the normal processing requirements for **Affected Companies** must be followed. **Note:** (Refer to the Step-by-step guide as Published on CIPC website under https://www.cipc.co.za/Resources/Beneficial_Ownership.

The screenshot shows the 'Beneficial Ownership Register' form. The 'Enterprise Name' field contains 'SHARPPPPPPPP' and the 'Enterprise Number' field contains 'K2022700103'. The 'Select Company Type' dropdown menu is open, showing three options: 'Select Company Type', 'AFFECTED COMPANIES', and 'NON-AFFECTED COMPANIES'. The 'NON-AFFECTED COMPANIES' option is highlighted in blue. A red rectangle is drawn around the dropdown menu. To the right of the form, there is a 'GUIDANCE' section with the following text: 'Select Company Type: To proceed with the beneficial ownership, select your company type, affected or non-affected company. Back: To return to the previous page / section, click on Back. Affected Company: An affected company includes- • A public company. • A state-owned company. • A private company - in terms of the transfer of securities when exceeding the percentage prescribed by Minister (10%) within a 24-month period. company that is controlled by an affected company (regulated company) or is a subsidiary of an affected company.'

15. When the filer selects company type **Non-Affected Companies** – the following ownership questions will appear.

The screenshot shows the 'Ownership Questions' form. It contains four questions, each with a 'Yes' or 'No' radio button option. The questions are: 1. Does one person hold securities for the beneficial interest of another natural person? 2. Is there a person who exercises any influence or has control over the company or close corporation (excluding members / directors)? 3. Is there a person with the right to appoint and remove directors of the company (excluding directors / shareholders)? 4. Is there a person(s) that have the ability to materially influence the management of the declaring company or close corporation (excluding directors or members)? At the bottom of the form, there are two green buttons: 'BACK' and 'CONTINUE'.

The above ownership questions will guide filers on whether the declaring entity is Non-affected **WITH BO** to declare **OR** Non-affected **WITHOUT BO** to declare.

Note: Depending on the answers to the questions – filers will be directed automatically by the system to one of the following BO-functionality processes –

1. Non-affected entity **without** beneficial ownership to declare; **OR**
2. Non-affected entity **with** beneficial ownership to declare (normal BO-declaration platform).

IMPORTANT: The simplified optimized category (non-affected **without BO** to declare) will require the completion of a securities / members register on the system itself (no upload of documents required).

Note: The ownership questions displayed are multi-functional and includes each entity type – PROFIT COMPANIES / CLOSE CORPORATIONS / NON-PROFIT COMPANIES – therefore the reference to securities **AND** members' interest.

Once it is ascertained through the completion of the ownership questions, whether a **profit company / non-profit company / close corporation** is applicable – the following question will reflect.

Ownership Questions

1. Is the number of directors / members of the declaring entity 10 or less? ☐ Yes ☐ No

BACK **CONTINUE**

The Optimized BO-functionality is **ONLY** applicable to non-affected entities **WITHOUT** beneficial ownership to declare **AND** where the number of directors / members are 10 or less.

Note: Where the directors / members of the declaring entity are **more than 10** – **normal beneficial ownership declaration process will apply**.

16. The **CONTINUE** button will provide the following grid – Securities / Members Register Content, which contains the director / member information the CIPC holds on record. To amend and complete click on the **EDIT (hand on the right-hand side)** button.

Note: The information regarding the directors / members must be completed for ALL reflected in order to continue, i.e. 4 directors, complete for each one.

Securities Register/Member Register Content

Name	Surname	ID/Passport Number	Email	Contact Number	Edit

BACK **CONTINUE**

click or

17. The required (mandatory) **Securities Register / Member Register** must be completed by the filer, substituting the upload or submission of the document.

NOTE: The “screenshot” below is an example of a **PROFIT COMPANY securities register** to be completed. The greyed out (cannot be edited) fields cannot be edited, as the information is extracted from the CIPC records.

Where the director or member information is incomplete / blank / incorrect the filer will **NOT** be able to proceed, until the records of the CIPC have been updated, i.e. director amendments (CoR39) OR member amendments (CK2).

NOTE: Where the authorized securities fields are blank or zero – filers will **NOT** be able to proceed and **MUST** send proof of the correct and valid authorized securities to beneficialownershipenq@cipc.co.za for update, after which filers can file beneficial ownership.

- Filers must complete the **DATE INTEREST ISSUED** – which is the date on which the shareholding OR members interest was obtained (see **Tooltip** when hovering over the field)
- Filers must complete the **NUMBER OF SECURITIES ISSUED** – which refers to the number (not percentage) of shares held in the declaring company.
- Filers must select the relevant **CLASS OF SHARES** – i.e. **PREFERENCE / ORDINARY**.
- Once completed, click on **SAVE** to proceed to the next screen.

Securities Register/Member Register Summary

Surname: [Redacted] *

Name: [Redacted] *

ID/Passport No: [Redacted] *

Date Interest Issued: 01-Jan-01 *

E-mail Address: [Redacted] *

Contact Number: [Redacted] *

Number of Authorised Securities: 100 *

Number of Securities Issued: 01000 *

Class: Ordinary Shares

CANCEL SAVE

- If you have entered the number of securities incorrectly you will receive a **VALIDATION FAILURE** notification as seen below.

VALIDATION FAILURE

Issued securities cannot be more than the authorized securities

Note: Issued securities cannot be more than that which is authorized. If a total of 1000 shares is authorized for the company to issue – the issued securities cannot exceed 1000.

18. Once all directors' (who are also shareholders) securities issued have been completed, the below **Securities Register / Member Register Summary** grid will reflect.
 - a. The Authorised Securities – will reflect the **CLASS** shares, as **extracted from CIPC records**.
 - b. The Securities Issued – will reflect the number of **Securities Issued** (as captured by the filer).
 - c. Click on **Continue** to proceed with the transaction.

Beneficial Ownership
Ownership Information

Home > Applications > Enterprise > Questions > Security Register

Securities Register/Member Register Summary

Full Name	Authorised Securities	Securities Issued	Issued Date	Class
[REDACTED]	100	100	2025-08-20	Ordinary Shares

BACK

CONTINUE

GUIDANCE

Back

In order to return to the previous section, select option Back.

Continue

In order to proceed with the selected enterprise, select option Continue.

19. Once you have clicked on **CONTINUE**, you will receive a screen where you need to confirm the filing by verifying with an **OTP** that will be sent by **SMS** and by **EMAIL**.

- I. On the right side of your screen, you will find the following information for your recording and tracking: -
 - a. OTP Confirmation Results
 - b. Application information
 - c. Enterprise Information

OTP Confirmations Sent to

Mobile: 08XXXXX191

Email: S*****M@GMAIL.COM

NUMBER	DATE	EXPIRE	FULL NAME	RECIPIENT TYPE	CONFIRMED
5865	20/08/2025 09:30:26	22/08/2025 09:30:26	[REDACTED]	FILER	

RESEND OTPS

REFRESH

OTP CONFIRMATION RESULTS

Required: 0

Received: 0

Percentage: 0

APPLICATION INFORMATION

Reference: 60000030109

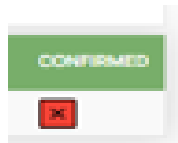
Submitted By: 790902

Submitted On: 20/AUG/2025 09:17:49

Status: BO PENDING REGISTRATIONS

Note: If you have not received the **OTP's** then click on **RESEND OTPS**.

20. Click on the **RED X BOX** under **CONFIRMED**.



21. Once you have clicked on the **RED X BOX**, the Confirmation Validation screen will open where you need to Verify the Information by entering: -
- a. **SMS OTP** (Note: that the **S** before the number **MUST** be captured in **CAPS**)
OR
 - b. **Email OTP** (Note that the **E** before the number **MUST** be captured in **CAPS**)
- II. After entering the OTPs in the prescribed fields, click on **Verify**.

NOTE: With the Optimized BO-functionality the filer may submit EITHER the SMS OR E-MAIL OTP OR BOTH.

Confirmation Validation

Status: **BO PENDING REGISTRATIONS**

FILER INFORMATION

Number: 5865

Name: [REDACTED]

VERIFY INFORMATION

Please provide either cellphone OR email OTP to continue

SMS OTP:

Email OTP: E72796

CANCEL **VERIFY**

ENTERPRISE INFORMATION

No: K2022700103
Name: SHARPPPPPPPP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 21/04/2022 00:00:00
Email: SECHUBANEM@GMAIL.COM
Contact No: 0832945191

GUIDANCE

Verify Filer

OR Both

Confirmation Validation

OWNER INFORMATION

Number: 3385

Name: [REDACTED]

VERIFY INFORMATION

SMS OTP: S52822

Email OTP: E42781

CANCEL **VERIFY**

ENTERPRISE INFORMATION

22. Once you have clicked on **Verify**, the confirmation will be sent to the **Mobile number** and the **Email address** linked to the customer profile.

OTP Confirmations Sent to

Mobile: [REDACTED]

Email: [REDACTED]

23. The last step will reflect the **PREVIOUSLY RED X BOX** as **GREEN**.

NUMBER	DATE	EXPIRE	FULL NAME	RECIPIENT TYPE	CONFIRMED
3385	28/02/2024 12:15:42	01/03/2024 12:15:42	VEDONICA VAN DYK [REDACTED]	FILER	☒

REFRESH

24. Once the confirmation was complete the last screen will reflect that the filing was received and it will be processed accordingly.

- Click on the **FINISH** button to finalize the process. No further action is required from the filer.

INFORMATION

This is confirmation that the Beneficial Ownership filing was completed successfully. No further action is required from you. Please check the email correspondence for the confirmation. Please click Finish and you will be re-directed to the first page.

FINISH

Note: Once you have clicked **FINISH** you will be taken back to the HOME page and the transaction will be displayed under **COMPLETED APPLICATIONS**, and the **FILER** will receive an email notification for the filing.

NB NOTE: NO confirmation certificate will be issued for the BO-Optimized system, ONLY e-mail confirmation. Similarly, there will be NO certificate downloadable. Confirmation certificates are ONLY applicable to actual declared beneficial ownership.

COMPLETED APPLICATIONS GRID

Completed Applications							
DATE	REFERENCE NUMBER	STATUS	ENTERPRISE NAME	COMPANY TYPE	ENTERPRISE NUMBER	DOWNLOAD	AMENDMENT
22/AUG/2025 13:48:14	60000030160	AMENDMENTS	REAAAAAAAAA EXTERNAL PROFIT COMPANY	NON AFFECTED COMPANY WITH NO BENEFICIAL OWNERSHIP TO DECLARE	2022/052317/10		

E-MAIL FILING NOTIFICATION

REFILING BENEFICIAL OWNERSHIP NOTIFICATION -REAAAAAAAAA



Q:

To:



Reply

Reply All

Forward



Fri 22/08/2025 16:16

Dear [Redacted]

Enterprise Details:

Reference No: 60000030160

Enterprise Number: 2022/052317/10

Enterprise Name: REAAAAAAAAA

Amendment RE:Filing of Beneficial Ownership on behalf of a Non-Affected Company

Confirmation of filing application for beneficial ownership has been received.

Thank you for notifying the Commission that you are categorised as an "non-affected company".

We have a compliance and monitoring role, and will make contact in case of a need for more information.

Yours truly

Adv. Rory Voller

Commissioner : CIPC

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

Additional Notes

1. **NPC** – Securities / Members Register have the following Member's Type
 - a. Control
 - b. Interest – when this type was selected you will need to capture the Interest %.
2. **Profit Companies** – Securities Register have the following
 - a. Ordinary Shares / Preference Shares
3. **Close Corporations** – Securities / Members Register have the following Type
 - a. Total member's Interest – as extracted from the system.

Answers to Questions:

1. If the answer to **ANY** of the above questions is **YES** – *then the applicable category is non-affected with beneficial ownership*. **Note:** This option will provide a Beneficial Ownership Confirmation Certificate.
2. If the answer to **ALL** of the questions above is **NO** – *then the applicable category is non-affected WITHOUT beneficial ownership*. **Note:** This option will NOT provide a Beneficial Ownership Confirmation Certificate and ONLY a confirmation email will be sent to the Filer / Declaring Company.
3. The ownership questions refer to any instances where there is control / influence / benefits in the declaring company, outside of the shareholders or members.
Example: ABC Shoes (Pty) Ltd has 3 directors, all of which are also shareholders, with no other influence, control, ownership by any other person – BO Optimized system.