



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

STEP BY STEP GUIDE: BENEFICIAL OWNERSHIP FILING (DISCARDING OF DRAFT FILING) V0.0

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Call Centre: 086 100 2472
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Step by Step Guide: Beneficial Ownership Filing (Discarding of Draft 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 is not available for company registration.**
- No supporting documents need to be sent via email to CIPC. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree with 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. Anyone with more than 5% beneficial ownership of a company or close corporation must submit (file) with the CIPC, the requisite information. This document is to guide filers and users on the steps for the deletion of DRAFT beneficial ownership details via the online automated process, and 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.

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. Click on **Login**

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code *

Customer Password (case sensitive) *

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.

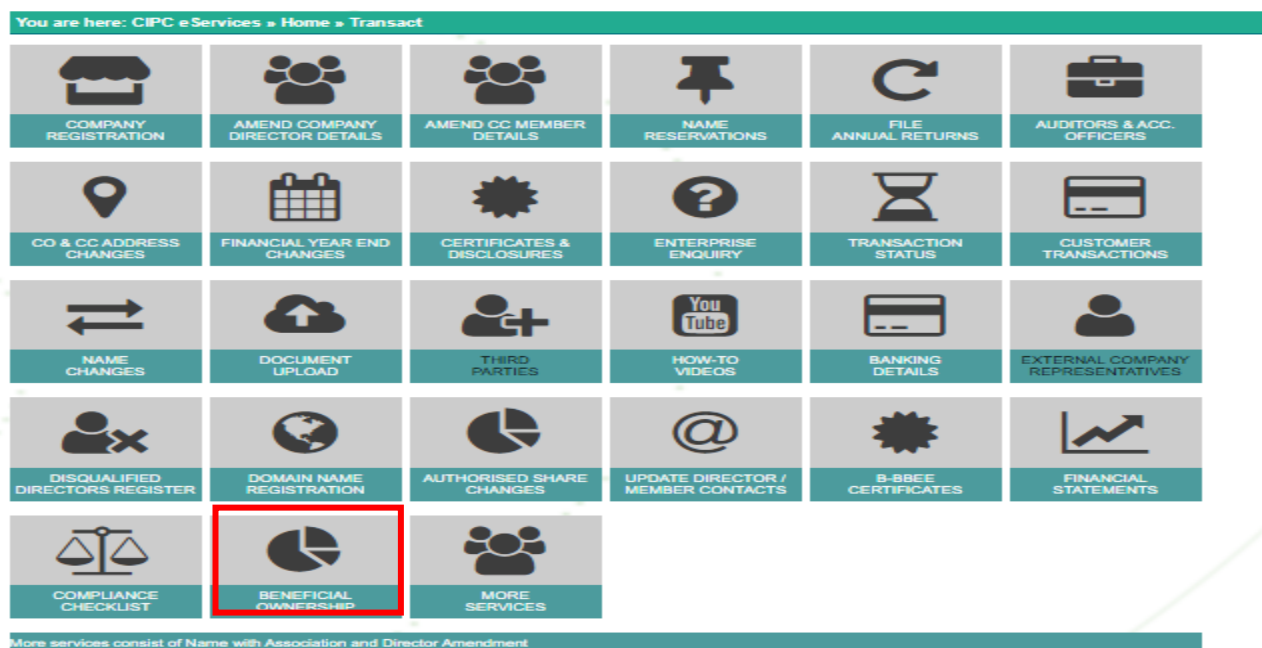
If you experience challenges with login in to the CIPC system or your cell phone number is incorrect, follow the following manual process:

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**.

Beneficial Ownership
Declaration Information

Home

Declaration

I hereby declare that I am authorised to file the Beneficial Ownership Information on behalf of the entity. 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 information.

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

☒ I Agree

CONTINUE

GUIDANCE

Which entity statuses
Statuses allowed are In business, Business Rescue and AR Deregistration

Which entity types
All entity types.

Who can file
Any individual whom identifies as a valid and active CIPC customer

Continue
In order to proceed, indicate to agree with the declaration and select option Continue

7. The below “GRIDS” will be displayed, either with NO information in or with filings done before.
- In Progress Applications
 - In progress applications is where the filer has not completed the BO-filings done before/prior and just closed the application
 - Nullified / Rejected Applications
 - Nullified applications are where the filing does not comply with the required regulations / Act

- ii. Rejected applications is where Back office has rejected the application due to outstanding/incomplete or wrong information received
- c) Draft / Pending Applications
 - i. Draft applications are where the filer have started but not complete the filing process
 - ii. Pending applications is where the filer is waiting for the OTPs to finalise the filing process.
- d) Completed Applications
 - i. This will reflect all the filings that was completed by the declaring company or their mandated filer.
 - a) BO Complete Registrations
 - b) BO Amendment Registrations

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. If the Filer want to **“discard”** a beneficial ownership filing, the company in question will be under, **In progress application**.
- a) Only beneficial ownership filings reflect as a **Draft** can be Discarded.

In progress Applications							
DATE	REFERENCE NUMBER	STATUS	ENTERPRISE NAME	COMPANY TYPE	ENTERPRISE NUMBER	FILE	Discard
10/SEP/2025 17:12:47	60000030322	BO DRAFT REGISTRATIONS	K2020500228 (PTY) LTD	NON-AFFECTED COMPANY WITH BENEFICIAL OWNERSHIP	2020/500228/07		
21/AUG/2025 14:03:28	60000030137	BO EDIT REJECTION	SOFTMOBI CC	NON AFFECTED COMPANY WITH NO BENEFICIAL OWNERSHIP TO DECLARE	2010/174549/23		

9. To cancel the incomplete beneficial ownership filing, click on the “trash can” under **DISCARD**.

In progress Applications							
DATE	REFERENCE NUMBER	STATUS	ENTERPRISE NAME	COMPANY TYPE	ENTERPRISE NUMBER	FILE	Discard
10/SEP/2025 17:12:47	60000030322	BO DRAFT REGISTRATIONS	K2020500228 (PTY) LTD	NON-AFFECTED COMPANY WITH BENEFICIAL OWNERSHIP	2020/500228/07		
21/AUG/2025 14:03:28	60000030137	BO EDIT REJECTION	SOFTMOBI CC	NON AFFECTED COMPANY WITH NO BENEFICIAL OWNERSHIP TO DECLARE	2010/174549/23		


10. When you have clicked on Discard, then the screen below will come up, click on **OK** to proceed.

botest.cipc.co.za says

Are you sure you want to discard this application?

OK Cancel

11. When you have click on **OK** then the **DRAFT** beneficial ownership filing will no longer reflect under **in progress applications “GRID”**.

In progress Applications							
DATE	REFERENCE NUMBER	STATUS	ENTERPRISE NAME	COMPANY TYPE	ENTERPRISE NUMBER	FILE	Discard
21/AUG/2025 14:03:28	60000030137	BO EDIT REJECTION	SOFTMOBI CC	NON AFFECTED COMPANY WITH NO BENEFICIAL OWNERSHIP TO DECLARE	2010/174549/23		

Nullified/Rejected Applications							
No applications available							

End of the **“discarding”** process, the Filer may proceed to file a New beneficial ownership filing.

EXPLANATORY NOTES & LEGISLATIVE GUIDELINE:

1. Mandate

Explanatory Note:

It is accepted that the filer responsible for filing beneficial ownership information of any applicable entity has been mandated in writing by the company or close corporation, to tend to same on behalf of the entity. This written and signed mandate, received by the filer, also forms part of the supporting documentation that must be uploaded to the Commission, upon filing of the BO-information. It is accepted that the filer has been provided with the full information required to tend to the BO-filing on behalf of the entity, and the agreement above relates to the filer confirming that he/she is attending to the instructions of the entity on whose behalf they are filing.

A. Content of mandate:

The written mandate provided by the declaring entity to an individual (filer) to submit beneficial ownership information to the CIPC, needs to comply with certain requirements in order to be accepted as a valid, lawful and binding document. Although there exists no specific template for the mandate itself, below serves as a guide with regards to minimum content: -

- a. The mandate may in the form of a [letter, a resolution or power of attorney](#), providing a specific mandate by the declaring entity to an individual (natural person) to submit beneficial ownership information, together with mandatory supporting documents, to the CIPC. The mandate must be on a [company / close corporation letterhead](#) of the declaring entity.
- b. The mandate must be provided to a [natural person](#) (not a juristic person) who is in possession of a valid CIPC customer code, to be used when filing. The [full name, surname and ID number](#) of the mandated person (filer) must be indicated in the mandate, accompanied by a certified ID copy of the filer.
- c. Also, the mandate must be signed by at least [50% +1 of the directors of the company](#) (ordinary resolution requirements), and [all the members of the CC](#).

Legislative Guideline:

When transacting with the CIPC it is accepted that the CIPC Terms & Conditions, as well as Privacy Policy ([available on the CIPC website homepage](#)) have been thoroughly read and the content thereof accepted.

[Section 214](#) of the Companies Act, provides for criminal prosecution of individuals as well as juristic persons in the event of reckless conduct, non-compliance with the Act, as well as providing false statements.

2. GRIDS: - BO Applications

Explanatory Note:

The system will display 4 (four) GRIDS.

- a. In Progress Applications
 - i. In progress applications are where the filer has not completed the BO-filings done before/prior and just closed the application
- b. Nullified / Rejected Applications

- i. Nullified applications are where the filing does not comply with the required regulations / Act
 - ii. Rejected applications is where Back office has rejected the application due to outstanding/incomplete or wrong information received
- c. Draft / Pending Applications
 - i. Draft applications are where the filer have started but not complete the filing process
 - ii. Pending applications are where the filer is waiting for the OTPs to finalise the filing process.
- d. Completed Applications

Applications in progress do not constitute a valid filing of beneficial ownership information and require filings to be submitted (and confirmation received thereof), before it is accepted as complete.

3. Login

Explanatory Note:

Upon login, the system will provide the filer with a list of all entities associated with such customer code, for ease of reference. Any one of the listed entities may be selected to tend to file, **OR** the search option may be selected to search for a specific entity to file its BO-information.

Should a filer be mandated to submit BO-information on behalf of an entity, which is not associated with his/her customer code, simply make use of the “search” option mentioned above.