

STEP BY STEP GUIDE:

NEW E-SERVICES CO-OPERATIVES B-BBEE CERTIFICATE V0.1

Conditions when applying for a B-BBEE certificate:

- Only directors of co-operatives or founding members of can apply for a B-BBEE certificate.
- The enterprise's status must be "In Business";
- All Annual return filings for the relevant co-operatives need to be up to date;
- Application for B-BBEE certificate can be done at any time (not only when registering a co-operative or filing annual returns), provided that an application for the certificate, (which is still valid), was not done already; • Applicant must agree to the B-BBEE Terms and Conditions; and
- B-BBEE certificates are only issued for Exempted Micro Enterprises with a revenue less than ten million Rands.

1. Visit the CIPC website www.cipc.co.za and click on LOGIN.



#YOURBUSINESSOURFOCUS

Register your company at a cost of R175, including name reservation and R125 without a name.



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



ENTERPRISE REGISTRATION

Register companies and co-operatives



ENTERPRISE MAINTENANCE

Update company, close corporation and co-operative records



INTELLECTUAL PROPERTY

Apply, protect or trade your intellectual property



Reset password – company investigations – all forms & fees ...

[QUICK ACCESS »](#)



Company search, IP search, corporate and close corporate search ...

[SEARCH OUR REGISTRY »](#)



New way of submitting annual financial statements using iXBRL

[XBRL PROGRAMME »](#)

IMPORTANT NOTICES

Outgoing One Time Pin (OTP) and e-mails restored

Delays on outgoing One Time Pin (OTP) and e-mails

E-Services and BizPortal Migration

Update: System challenges with the implementation of enhanced eservices and BizPortal platforms

[VIEW ALL NOTICES](#)

EVENTS AND WEBINARS

CIPC invites you to a troubleshooting webinar: Annual Return Filing

CIPC invites you to a troubleshooting webinar: Open session

CIPC invites you to a troubleshooting webinar: Company registration and name reservations

CIPC invites you to a troubleshooting webinar: Director Amendments & Foreign Director Assurance

[VIEW ALL EVENTS](#)

WEBINARS

 ***134*2472#**

 **Enquiries**

USEFUL RESOURCES

[B-BBEE Certification](#)
[Banking Details](#)
[Domain Name Registration](#)
[Forms and Fees](#)
[Business Hub](#)

NEED HELP?

[Step-by-Step Guides](#)
[Self-Service Centers](#)
[Log a Query](#)
[Learn I-biz](#)
[Email addresses for submitting applications](#)

LEGAL

[Access to Information](#)
[Terms and Conditions](#)
[Privacy Policy](#)
[Legislation](#)
[Company Investigations](#)

OTHER

[Frequently Asked Questions](#)
[Submit Audited or Independently Reviewed Financial Statements](#)
[Submit Financial Accountability Supplements](#)

2. Click on Register a NEW E-SERVICES.



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LOGIN | REGISTER

Search

HOMEABOUT▼ENTERPRISE REGISTRATIONENTERPRISE MAINTENANCEINTELLECTUAL PROPERTYRESOURCES▼CONTACT▼

PORTALS LOGINS





BIZPORTAL
[view services](#)
CONTINUE...



IP E-SERVICES
[view services](#)
CONTINUE...



E-SERVICES
[view services](#)
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NEW E-SERVICES
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ENQUIRIES
[view services](#)
CONTINUE...



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[view services](#)
CONTINUE...

Related links

[Register as a customer](#)

[Banking details](#)

[Password Reset](#)

[Register company online](#)

[Log a query](#)

[Register trade mark, design or patent online](#)

USEFUL RESOURCES

[B-BBEE Certification](#)[Banking Details](#)[Domain Name Registration](#)[Forms and Fees](#)[Business Hub](#)[CIPC Scan to e-mail requirements](#)

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[Frequently Asked Questions](#)[Submit Audited or Independently Reviewed Financial Statements](#)[Submit Financial Accountability Supplements](#)

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The Customer Portal Entrance page will display. Select RSA individual, type in your ID number and click on **Search**.

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Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

Gmail Outlook YAHOO! MAIL

NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.

NOTE: This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:
RSA Individual

Identification: ID Number
[Redacted ID Number]

Search

Companies and Intellectual Property Commission
27 Jul 2022 12:05:00 PM

If you were registered as a Customer with CIPC previously and had an existing customer profile, the following message will display: “Your customer profile record could be successfully validated”. You will be redirected to Login. Click on **OK**.

If you have never registered as a CIPC customer, the following message will display: “Your customer record was not found or incomplete.” You will be redirected to individual Customer Registration. Click on **OK**.

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Customer Portal Entrance

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[Redacted ID Number]

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Companies and Intellectual Property Commission
27 Jul 2022 12:05:00 PM

CIPC

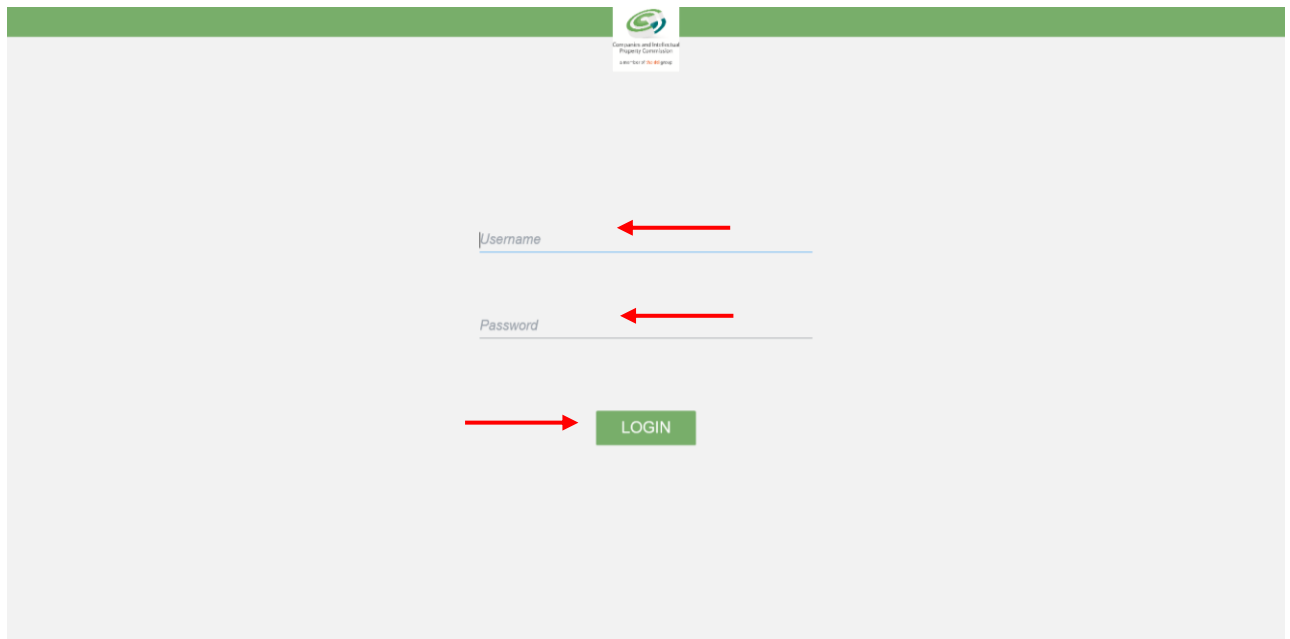
Customer Search

Your customer profile record could be successfully validated!

You will be redirected to Login.

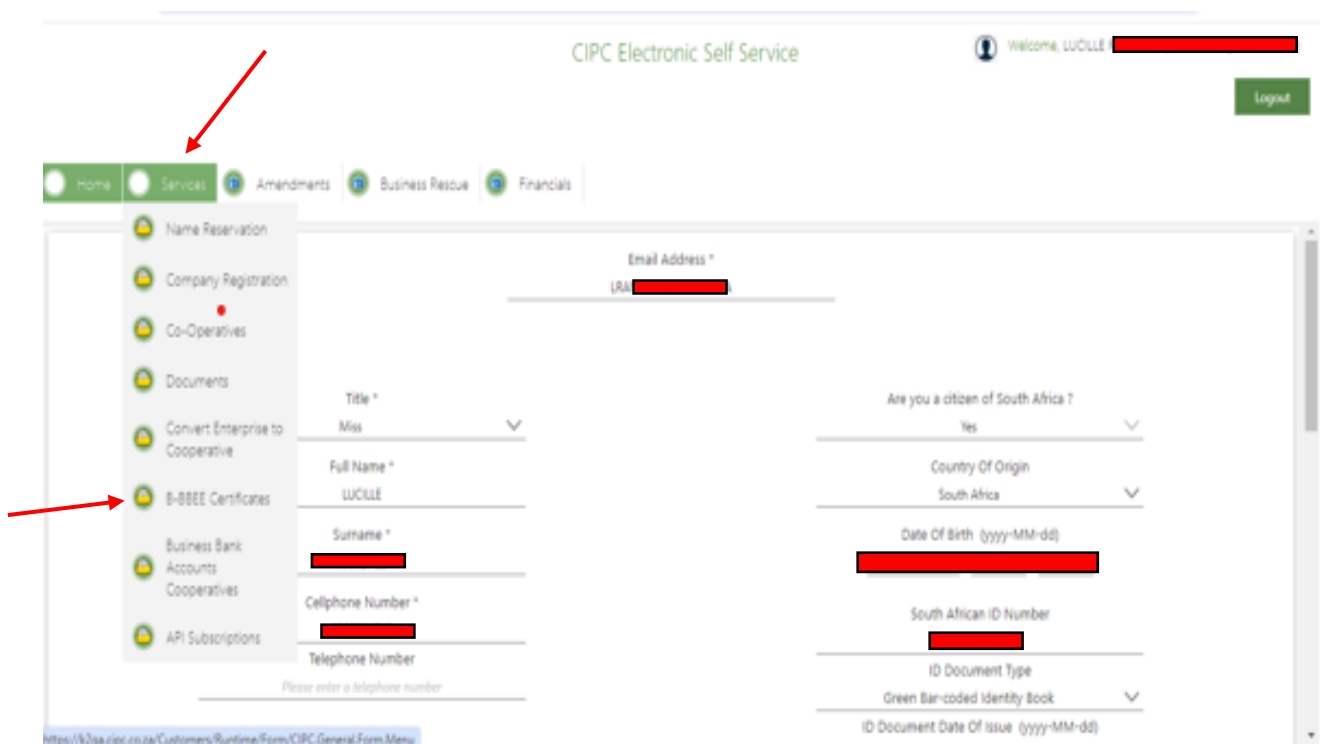
OK

3. Enter the Username (Email address) and Password and click on **Login**.



The screenshot shows a login interface with a green header bar. In the center, there are two input fields: 'Username' and 'Password'. Red arrows point to each field. Below the 'Password' field is a green 'LOGIN' button, with a red arrow pointing to it. The background is a light gray.

4. The landing page will be displayed. Click on **Services**, then **B-BBEE Certificate**.



The screenshot shows the 'CIPC Electronic Self Service' landing page. At the top, there's a green header with the CIPC logo and a 'Welcome, LUCILLE' message. Below the header, there's a navigation bar with buttons for 'Home', 'Services', 'Amendments', 'Business Rescue', and 'Financials'. A red arrow points to the 'Services' button. A dropdown menu is open under 'Services', showing various options. A red arrow points to 'B-BBEE Certificates'. The main content area contains a form with several fields: 'Email Address *' (with 'LRA' entered), 'Title *' (with 'Miss' selected), 'Full Name *' (with 'LUCILLE' entered), 'Surname *' (with a redacted name), 'Cellphone Number *' (with a redacted number), 'Telephone Number' (with a redacted number), 'Are you a citizen of South Africa?' (with 'Yes' selected), 'Country Of Origin' (with 'South Africa' selected), 'Date Of Birth (yyyy-MM-dd)' (with a redacted date), 'South African ID Number' (with a redacted number), 'ID Document Type' (with 'Green Bar-coded Identity Book' selected), and 'ID Document Date Of Issue (yyyy-MM-dd)'. The URL at the bottom is 'https://k2qa.cipc.co.za/Customers/Runtime/Form/CIPC.GeneralForm.Menu'.

The next page will reflect the Terms and Conditions. Click on Accept

CIPC Electronic Self Service

Welcome, LUC

Logout

Home

Services

Amendments

Business Rescue

Financials


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B-BBEE
Certificates

Terms and Conditions

In terms of Section 1 (e), 13N and 13O of the Broad-Based BEE Act No. 46 of 2013 it is an offence to misrepresent or attempt to misrepresent the broad-based black economic empowerment status of an enterprise or to provide false information or misrepresent information relevant to assessing the broad-based black economic empowerment status of an enterprise. Transgressors may be subjected to a penalty.

☐ Accept

Exit

2025-Oct-03 12:10:48 PM
Companies and Intellectual Property Commission

A list of all co-operatives of which you are a director/member will be displayed. Locate the applicable enterprise for which a B-BBEE certificate is required. Click on the co-operative.

Home

Services

Amendments

Business Rescue

Financials


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B-BBEE
Certificates

B-BBEE Information

Exempted Micro Enterprises (Private Companies / Close Corporations) with a turnover of no more than R10 million can use this platform to register for a B-BBEE certificate at no cost.

Please Note:

- CIPC B-BBEE certificates are free of charge.
- CIPC only provides B-BBEE certificates to Exempted Micro Enterprises; turnover of no more than R10 million.
- Only directors/members of entities are allowed to apply for B-BBEE certificates, no intermediaries or third parties.
- You are not allowed to apply for a B-BBEE certificate on behalf of someone, doing so is a criminal offence, and could lead to legal proceedings.
- Providing incorrect shareholder information is a criminal offence, it could lead to legal proceedings
- Once an application has been submitted it cannot be amended later. Read instructions carefully.
- Entities that have at least one foreign director/member do not qualify for CIPC B-BBEE certificates.

Enter Enterprise Number

Enterprise Number:
YYYY/000000/00

Search

Select an enterprise to apply for B-BBEE Certificate

Selected Filter: Default

Quick Search: All fields

SHORT NAME REFERENCE	ENT	ENTERPRISE TYPE DESCRIPTION	ENT STATUS DESCR	ENTERPRISE REG DATE
REMIAROS FINANCIAL SERVICES	202	Primary Co-Operative	In Business	11/8/2023
DONOTKNOW	202	Primary Co-Operative	In Business	8/19/2024
UTTARAKHAND	202	Primary Co-Operative	In Business	5/20/2024
REMLATIRAS	2024/000019/24	Primary Co-Operative	In Business	7/8/2024

All the information of the entity will reflect. Click on the block if the person is natural or shareholder. Thereafter click on Continue.

Home

Services

Amendments

Business Rescue

Financials

B-BBEE Information

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Enterprise Details

Enterprise Number

2024/000018/24

Enterprise Name

GILSHIRL

Enterprise Type

Primary Co-Operative

Enterprise Status

In Business

Financial Year End

February

Registration Date

01-JUL-24

Enterprise Geographical Location

Province :

Eastern Cape

▼

City :

PORT ELIZABETH

▼

Suburb :

Select an item

▼

Natural person ☒ Indicate if the person is a natural person

Shareholder ☐ Indicate if a person is a shareholder

Director/Members Shareholders

Refresh

Selected Filter: Default

Quick Search: All fields

NAME	SURNAME	ID NUMBER	DEMOGRAPHIC	GENDER	CELL PHONE NUMBER	EMAIL ADDRESS
MM		86	African	Male		AM
LUC		87	White	Female		LR
LET		88	African	Female		LS
HE		87	African	Male		HE
GO	WIN	89	African	Male		GS

Count 5

Continue

Exit

Scroll down, **add** the turnover amount and click on continue. The next screen will advise you that a OTP was sent to the customer code holder. **Add** the OTP number and **click** on verify.

A unique One-Time Password (OTP) has been sent to the filer only. If you haven't received the OTP in over 5 minutes then **click** the "Re-send OTP" button below. Please note that only the 10-digit cell number format will work for SMS.

Please Note Only one OTP is needed for Verification. You can use the sms OTP or the email OTP.

The first screenshot shows the 'Revenue For Cooperative' screen. It includes a warning: 'Please note that we only issue B-BBEE certificates for Exempted Micro Enterprises (EME) that have a turnover of no more than 10 million rands (R10 000 000). Failure to state correct revenue amount is a criminal offence, offenders may face legal action.' Below this, a text input field for 'How much was the last financial end revenue for the selected enterprise?' contains the value '100000.00'. A red arrow points to this field. A green 'Continue' button is at the bottom left, and a green 'Exit' button is at the bottom right.

The second screenshot shows the 'OTP Verification' screen. It states: 'A unique One-Time Password (OTP) has been sent to the filer only. If you haven't received the OTP in over 5 minutes then click the "Re-send OTP" button below. Please note that only the 10-digit cell number format will work for SMS. Please Note Only one OTP is needed for Verification. You can use the sms OTP or the email OTP.' The screen displays fields for 'ID Number' (6907030180087), 'Email' (with a redacted LRA), 'Cellphone' (0 with a redacted number), 'SMS OTP' (588262), and 'Email OTP' (with a 'Type a value' prompt). A green 'Resend OTP' button is below the email field. A red arrow points from the 'SMS OTP' field to the 'Verify' button. A green 'Exit' button is at the bottom right.

The information will be automatically populated by the system. **Click** on **Continue**.

The 'B-BBEE Calculator' screen includes a warning: 'Please note that supplying CIPC with incorrect information is a criminal offence and may lead to prosecution.' It defines 'BLACK' as a generic term meaning Africans, Coloureds and Indians, with sub-points: 'a. who are citizens of the Republic of South Africa by birth or descent; or i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date' and 'b. who became citizens of the Republic of South Africa by naturalisation'. Below this, it asks 'How many shareholders does the enterprise have?' with a value of 5. It then asks for the 'Number of BLACK Shareholders' (4), 'Number of BLACK FEMALE Shareholders' (1), and 'Total Number of White shareholders' (1). A red bracket groups these four questions. A green 'Continue' button is at the bottom right, with a red arrow pointing to it. A green 'Exit' button is at the bottom right.

On the next screen complete the questions and **click** on **Continue**.

The 'Black Designated Group' screen asks several questions about shareholding: 'Out of the Black shareholders, how many are "unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution?"', 'Out of the Black shareholders, how many are "black people who are youth as defined in the National Youth Commission Act of 1996" [14 to 35 years old]', 'Out of the Black shareholders, how many are "black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act?"', 'Out of the BLACK shareholders, how many are "black people living in rural and under developed areas?"', and 'Out of the Black shareholders, how many are "black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011?"'. Each question has a corresponding input field with a value (2, 0, 1, 3, 0 respectively). A red bracket groups these five questions. A green 'Back' button is at the bottom left, and a green 'Continue' button is at the bottom right, with a red arrow pointing to it. A green 'Exit' button is at the bottom right.

On the next page **click** on Create Report.

B-BBEE Level

Total Percentage of Black Shareholding

80%

Total Percentage of Black Female Shareholding

20%

Total Percentage of White Shareholding

20%

B-BBEE Level

B-BBEE LEVEL 2 CONTRIBUTOR: 125%

PLEASE NOTE: Once you submit this application by clicking the continue button below these figures above cannot be changed. If there are any errors please click the back button to correct them before submitting your application.

Back

Create Report

Download B-BBEE Certificate

Exit

Click in the block to download the B-BBEE certificate

B-BBEE Level

Total Percentage of Black Shareholding

80%

Total Percentage of Black Female Shareholding

20%

Total Percentage of White Shareholding

20%

B-BBEE Level

B-BBEE LEVEL 2 CONTRIBUTOR: 125%

PLEASE NOTE: Once you submit this application by clicking the continue button below these figures above cannot be changed. If there are any errors please click the back button to correct them before submitting your application.

Download B-BBEE Certificate

 B-BBEE-60000030652.pdf (PDF File)

Exit



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA



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B-BBEE CERTIFICATE FOR EXEMPTED MICRO COOPERATIVES

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.



Tracking Number: 60000030652



Cooperative Number: C2024000018

B-BBEE LEVEL 2 CONTRIBUTOR: 125% PROCUREMENT RECOGNITION

B-BBEE INFORMATION

Certificate Number	60000030652
Total Number of Shareholders	FIVE (5) SHAREHOLDER(S)
Number of Black Shareholders	4 BLACK SHAREHOLDER(S)
Number of White Shareholders	1 WHITE SHAREHOLDER(S)
Black Ownership Percentage	80% BLACK OWNERSHIP
Black Female Percentage	20% BLACK FEMALE OWNERSHIP
White Ownership Percentage	20% WHITE OWNERSHIP
B-BBEE Status	B-BBEE LEVEL 2 CONTRIBUTOR: 125% PROCUREMENT RECOGNITION
Date of Issue	21/10/2025
Expiry Date	20/10/2026

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: **50%**
- Black people who are youth as defined in the National Youth Commission Act of 1996: **0%**
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: **25%**
- Black people living in rural and under developed areas: **75%**
- Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011: **0%**

ENTERPRISE INFORMATION

Registration number: **C2024000018**
Cooperative Name: **GILSHIRL**
Registration Date: **01/07/2024**
Cooperative Status: **ACTIVE**
Cooperative Type: **HOUSING PRIMARY CO-OPERATIVE**

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