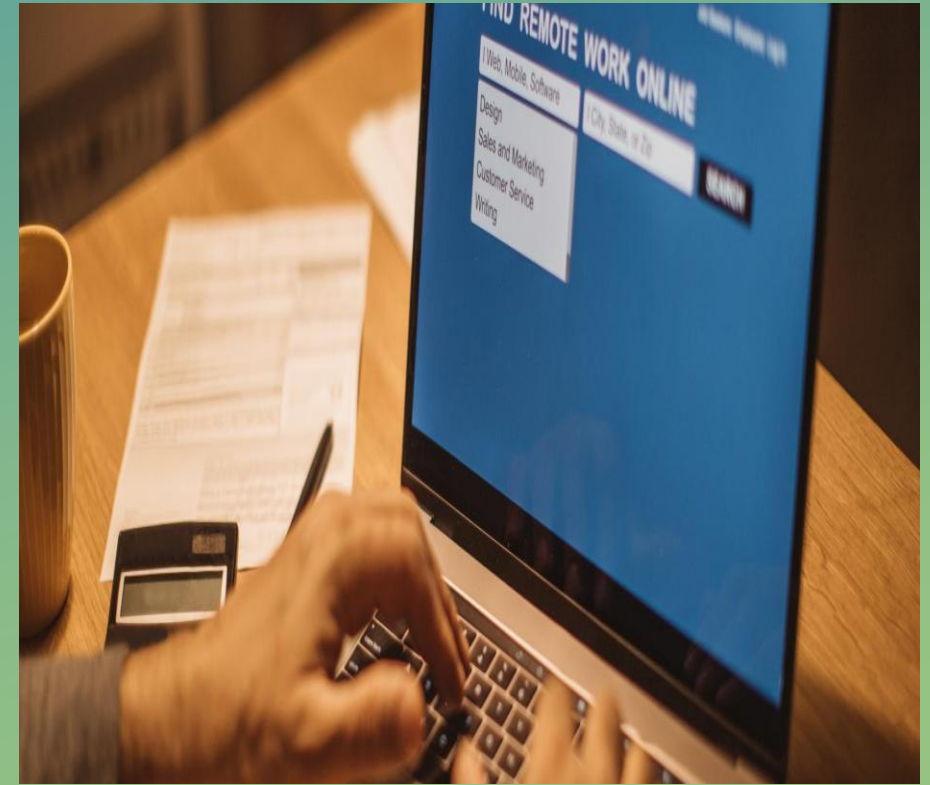


# Automation of Voluntary Deregistration

Simplifying company deregistration through online services



# Why We Automated Deregistration



Part of the CIPC strategy to automate services and provide services on more efficient platforms



To improve communication to customers throughout the process



Reduce administrative errors and enquiries



To improve service turnaround times



Better data collection and data control in services



Allow for integration with other data sources to improve data quality and access to information



Download functionality for the customer who submitted

The dtic Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria, P O Box 429, Pretoria, 0001  
Call Centre: 086 100 2472  
Website: [www.cipc.co.za](http://www.cipc.co.za)



# What You Need Before Applying

# Important To Note

## Conditions for Deregistration

- The entity must have stopped trading and has no debts or insufficient assets to qualify for deregistration.

## Director and Member Responsibilities

- Directors must finalize all entity affairs to avoid personal liability after deregistration.

## Legal Compliance and Offenses

- Submitting false information is a crime under the Companies Act leading to prosecution or filing withdrawal.

The dtic Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria, P O Box 429, Pretoria, 0001  
Call Centre: 086 100 2472  
Website: [www.cipc.co.za](http://www.cipc.co.za)



# Important To Note

## Authorized Application Process

- Only people who have permission can apply; third parties cannot initiate deregistration without a mandate.

## Statuses allowed to file

- In business or in AR deregistration process

## Entity types allowed to file

- All type of companies and close corporations will be allowed to file



# Important To Note

## Channels Available

- BizPortal – do it yourself and BizPortal must be promoted for customers doing applications for themselves
- e-Services - intermediaries
- SST

## Cost

- Free service

# How the Process Works

## Voluntary Deregistration is a two-step process

- 1** Commencement of the Voluntary Deregistration  
Automated/Immediate
- 2** Finalization of the Voluntary Deregistration  
Automated/Immediate if no Objection is received



For now period is 2 months from commencement to finalisation

# Login





# Login



Welcome **GUEST**

PLEASE LOG IN TO  
START TRANSACTING

CUSTOMER LOGIN

PASSWORD RESET

CUSTOMER REGISTRATION

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

SOCIAL MEDIA

follow us on social media to  
interact with us and to get the  
latest updates



SUPPORTED BROWSERS



You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

STEL

Customer Password (case sensitive)

hhKew4

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:

- Please click here or use the link <https://enquiries.cipc.co.za>
- Click on Password reset.
- 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.

Login with Customer Code and Password

If you have forgotten your password select forgot password

If your customer code is outdated first update via [resetpass@cipc.co.za](mailto:resetpass@cipc.co.za)

# Select the Service



You are here: CIPC eServices » Home » Transact

 COMPANY REGISTRATION	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CC MEMBER DETAILS	 NAME RESERVATIONS	 FILE ANNUAL RETURNS	 AUDITORS & ACC. OFFICERS
 CO & CC ADDRESS CHANGES	 FINANCIAL YEAR END CHANGES	 CERTIFICATES & DISCLOSURES	 ENTERPRISE ENQUIRY	 TRANSACTION STATUS	 CUSTOMER TRANSACTIONS
 NAME CHANGES	 DOCUMENT UPLOAD	 THIRD PARTIES	 HOW-TO VIDEOS	 BANKING DETAILS	 EXTERNAL COMPANY REPRESENTATIVES
 DISQUALIFIED DIRECTORS REGISTER	 DOMAIN NAME REGISTRATION	 AUTHORISED SHARE CHANGES	 UPDATE DIRECTOR / MEMBER CONTACTS	 B-BBEE CERTIFICATES	 FINANCIAL STATEMENTS
 COMPLIANCE CHECKLIST	 BENEFICIAL OWNERSHIP	 MORE SERVICES			

Click on Transact

Click on More  
Services

# Select the Service



## Business Registration

- + Name Reservation with Association
- + Foreigner assurance
- + Prospectus
- + External Company Registration
- +

Company and Close Corporation



## Business Maintenance

- + Director amendments
- + Change Contact Details
- + Disqualified Director Register
- + Compliance Checklist
- + Company/CC Voluntary Deregistration



+ AR Deregistration Letters



Select Companies / CC  
Voluntary  
Deregistration

# Important Rules

## Voluntary Deregistration of a Company or Close Corporation

### Terms and Conditions

Submitting false information to the CIPC is a criminal offense under **214 of the Companies Act** and may result in withdrawal of your application and possible criminal prosecution.

A company or close corporation may only apply for voluntary deregistration if:

- The company or close corporation has **ceased all business operations** and has no assets, or
- Due to inadequate assets, there is **no reasonable probability of liquidation**. This includes cases where the entity **never traded** and has **no outstanding liabilities**.

Before continuing, ensure that:

- All affairs of the company or close corporation have been properly finalized.
- Directors and members understand that they may be **personally liable** for any unresolved matters after deregistration.

Due to the legal conditions for voluntary deregistration, a creditor, or service provider or other third party cannot apply on its behalf for deregistration without a mandate from the company or close corporation itself.

**Step 1:** Successful submission of the application updates the entity's status to Deregistration Process.

**Step 2:** Notifications are issued to all active directors, members, and other stakeholders, allowing for objections before final deregistration.

Final deregistration will only occur if **no valid objection** is received within the prescribed period.

### Mandate

By clicking on I agree, you are confirming that you have the necessary mandate in terms of Companies Regulation 168(4) to submit the voluntary deregistration application with the CIPC on behalf of the company or close corporation, and that all information submitted, is true and correct.

☐ I Agree

CONTINUE

**IMPORTANT:** Read the Terms and Conditions and confirm that you agree to it and that you have the mandate to submit

# Terms and Condition

Conditions for the company and close corporation voluntary deregistration application:

- Submitting false information to the CIPC is a criminal offense in terms of section 214 of the Companies Act and will result in the withdrawal of the filings and possible criminal prosecution.

A company or close corporation may only apply for voluntary deregistration if:

- The company or close corporation has ceased all business operations and has no assets, or
- Due to inadequate assets, there is no chance of liquidation.
- This includes cases where the entity never traded and has no outstanding liabilities.

# Terms and Conditions

- Before continuing, ensure that:
  - All affairs of the company or close corporation have been properly finalized.
  - Directors and members understand that they may be personally liable for any unresolved matters after deregistration.



# Mandate

- Mandate: By clicking on I agree, you are confirming that you have the necessary mandate in terms of Companies Regulation 168(4) to submit the voluntary deregistration application with the CIPC on behalf of the company or close corporation, and that all information submitted, is true and correct.

# Start a New Application



# Start a New Application



## Available Services

New Voluntary Deregistration



Voluntary Deregistration Objection



NEW APPLICATION


Click New Voluntary  
Deregistration

# Start a New Application



Enterprise Number Search

Type in Enterprise Number

A search input field with a light gray border and a magnifying glass icon on the right side.

Use Full Registration or Short version

If there is an existing application for the company or close corporation that has not been finalized, a validation error will appear to state that application is pending. Select the relevant application from pending applications and complete the process.

# Confirm Detail

## Enterprise Confirmation

Enterprise Number:

2022/700035/07

Name:

GHFR SWEATSHOP

Type:

Private Company

Status:

AR Deregistration Process

### Director Information

NAME	IDENTIFICATION	CELLPHONE	EMAIL	TYPE
HAYLIE DELF	7101*****083	082****881	HD*****@GMAIL.COM	Director
TEBOGO JOHN MAKAMA MASAKALE	Invalid Identification	082****334	TE*****@GMAIL.COM	Director

**Note:** It is hereby confirmed that CIPC has the correct contact details of the directors of the company or members of the close corporation on record and not that of their service providers, intermediaries, representatives or other persons to allow confirmation from them that they agree to the deregistration.

If the contact details are not correct, first proceed to do CoR39, or CK2 to update such before proceedings with the deregistration application.

CONFIRM

DECLINE

Confirm:

1. Enterprise Detail
2. Contact Details
3. Directors or members have resolved all matters of the enterprise

# Submit a New Application

Industry:

SELECT INDUSTRY TYPE



## BUSINESS ADDRESS IN SOUTH AFRICA

Street Address:

Enter a location



Country:

South Africa



Province:

SELECT PROVINCE



Town/City:



Suburb:

Postal Code:



## Confirm Assets and Liabilities

Does the entity have any outstanding assets or liabilities?

☐ Yes ☐ No

Does the entity own any immovable property? (e.g., land or buildings)?

☐ Yes ☐ No

Does the entity have any outstanding liability with a bank, other financial institution, SARS, municipality, or any other organization or business partner?

☐ Yes ☐ No

Is there any pending litigation against any other enterprise or natural person, or against the company or close corporation itself?

☐ Yes ☐ No

Has the entity ceased all operations but is unable to liquidate due to insufficient assets?

☐ Yes ☐ No

Does the entity own any movable property?

☐ Yes ☐ No

Is the entity holding any shares or securities?

☐ Yes ☐ No

Are all statutory obligations of the entity, in terms of the Companies Act, the Close Corporations Act, or any other applicable legislation, up to date?

☐ Yes ☐ No

### Note:

Directors of companies and members of close corporations may be held personally liable for any outstanding matter in his/her personal capacity even if the company or close corporation is finally deregistered. It is the directors and members responsibility to ensure that all matters are finalized by the company or close corporation before deregistration.

By clicking the continue button, you agree to the above disclaimer.

CANCEL

CONTINUE

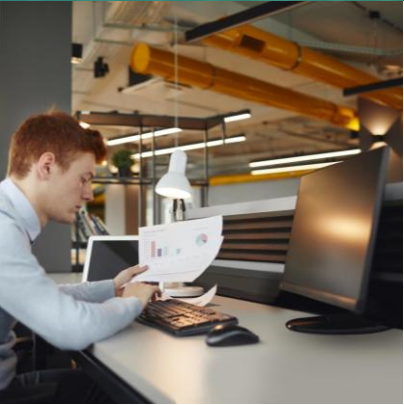
Capture:

1. Industry from drop down
2. Address at the time of applying for deregistration
3. Assets and Liability Checklist

Even if outstanding assets or liabilities will be able to continue BUT Directors or members remain responsible even after final deregistration



# Verification and Data Capturing



## **Confirm Company Details**

Verify company and contact information accurately to ensure proper communication for deregistration consent.

If not up to date, CoR39 or CK2 before continuing.



## **Location Verification**

Use digital maps to confirm the physical address and geographic coordinates during deregistration.

Use the physical address at the time of applying. Don't need to update first if not the same.

Must be the physical address where the majority of the administration occurs.



## **Assets and Liabilities Checklist**

Complete checklist to ensure all financial matters are settled and directors accept responsibility.

Since directors and members carries liability, and customer must accept disclaimer if No is selected application will still go through

# Submit Application

**Note:**

Directors of companies and members of close corporations may be held personally liable for any outstanding matter in his/her personal capacity even if the company or close corporation is finally deregistered. It is the directors and members responsibility to ensure that all matters are finalized by the company or close corporation before deregistration.

By clicking the continue button, you agree to the above disclaimer.

CANCEL

CONTINUE

# Confirmation of Consent

Select director or members to receive OTP

NAME	IDENTIFICATION	CELLPHONE	EMAIL	TYPE	SELECT
HAYLIE DELPORT	7101*****083	082****881	HD*****@GMAIL.COM	Director	<input type="checkbox"/>
TEBOGO JOHN MAKAMA MASAKALE	Invalid Identification	082****334	TE*****@GMAIL.COM	Director	<input type="checkbox"/>

CANCEL

CONTINUE

## Application Status

Your application has been submitted successfully for Reference Number **60000031187**.

## Application Next Steps

OTP's will be required for selected directors or members – a minimum of 50% of the active directors or members must consent via OTP.

OK

50% of active directors or members must consent via OTP

Select the directors or members who consented

# OTP Verification



Application Section:

Please select an option below:

☐ Go to OTP (Finalise application)

PROCESS

OTP Approval

IDENTIFICATION	DIRECTOR	EXPIRY	CONSENT
7101*****088	HAYLIE DELPORT	25/11/2025	

RESEND OTP INFORMATION

CANCEL

SUBMIT

OTP Approval Member Information

MEMBER INFORMATION

Identification:

Director:

HAYLIE DELPORT

Number:

6263

OTP INFORMATION

Please supply either SMS or Email verification below:

SMS OTP:

Email OTP:

VERIFY OTP

50% of active directors or members must consent via OTP

Either click on emailed link or click on transaction from dashboard

Either e-mail or SMS OTP required

# Commencement of Deregistration

## OTP Approval

IDENTIFICATION	DIRECTOR	EXPIRY	CONSENT
7101*****088	HAYLIE DELPORT	25/11/2025	

## INFORMATION

OTP has been successfully verified. Please check your email for more instructions.

Placed into Voluntary Deregistration (08) ONLY upon OTP verification

Emails are sent to applicant and all active directors and members to confirm commencement of voluntary deregistration

# Objection





# Completion and Objection Process

- After OTP verification, stakeholders have a limited time to raise objections before finalization occurs automatically.
- If no objections arise, the system finalizes deregistration and allows document downloads from Historical Applications section.
- For objections, users submit details and evidence via a new application, which is reviewed by the back office.
- This structured process offers stakeholders a fair chance to contest deregistration decisions effectively.

# Completion and Objection Process

- Disputes between company and objector must be finalised between themselves – CIPC will not get involved. Once dispute is resolved, a new voluntary deregistration application can be submitted.
- Companies Tribunal
- Or any other forum based on the legislation that was contravened
- Period of objection/between start of deregistration and final deregistration
- Currently 2 months, for customers to adapt to new shorter period

# Start a New Objection



## Available Services



New Voluntary Deregistration



Voluntary Deregistration Objection



Select Voluntary  
Deregistration Objection

Read and accept Terms  
and Conditions and  
Mandate

# Start a New Objection



Company/CC Objection Voluntary Deregistration



NEW OBJECTION

Historical objection application

REFERENCE NUMBER	OBJECTION DATE	STATUS	ENTERPRISE NUMBER
60000030942	09/11/2025	OBJECTION SUBMITTED	K2011113160
60000030692	28/10/2025	OBJECTION REJECTED	K2022052216
60000030822	04/11/2025	OBJECTION APPROVED	K2023000006
60000030691	28/10/2025	OBJECTION SUBMITTED	K2022700032

Enterprise Number Search

Type in Enterprise Number

Use Full Registration or Short version

If there is an existing objection it will reflect under Historical objection application.

# Start a New Objection



Company/CC Voluntary Deregistration

History Objection Applications > Enterprise Search > Document

Objection Reason:

Characters remaining: 256

Supporting Documentation

DOCUMENT NAME	ENTERPRISE NUMBER	DOCUMENT TYPE	REMOVE
No documents available			

NEW DOCUMENT

BACK

CONTINUE

GUIDANCE

- Documents to be provided in PDF format
- Documents max size of 3MB

Supporting Documentation

- Certified ID, mandatory

Back

Revert to the previous section by selecting Back

Continue

Proceed to the next section by selecting Continue

Indicate:

1. Objection reason
2. Indicate the nature of person objecting

Load supporting documents:

1. Certified ID or passport of objector
2. Evidence to support the reason for objection




# Self Service Download





# Self Service Access to Documents for Customers



Historical Applications				
DATE	REFERENCE	ENTERPRISE NO	STATUS	VIEW
21/11/2025	60000031199	2011/113066/07	OTP VERIFIED	
21/11/2025		2017/663050/12	DRAFT	
21/11/2025	60000031198	2022/700046/07	SUBMITTED	

## Application Section:

Please select an option below:

- ☐ Go to OTP (Finalise application)
- ☐ Download Documents (Download Confirmation Letter)

PROCESS

- Applicant, active directors or members can access letters from self service option – click on transaction and then Go To Documents
- After six months will be charged R30.00

# Old vs New Service



# Manual Deregistrations v Electronic Deregistrations

How to tell the difference

- If date of commencement of deregistrations is before 5 December it is under the old system
- Anything after 5 December 2025, is the new system
- Free Enterprise Search on BizPortal / History will reflect the date of being placed into deregistration
- Enhanced communication under the new system which is not available under the manual
- Reference numbers on documentation will commence with a 6.

# Manual Deregistrations v Electronic Deregistrations

## Block on electronic deregistration service

- If already in deregistration process (08), will not be allowed to submit under new process – system block
- Existing voluntary deregistrations must be completed under the old system

## Block on manual deregistration service

- Cannot submit a deregistration application if already in deregistration – legacy system and duplicate application may be accidentally processed
- Service standard under the old system is still 4 months from date of placing it into deregistration

# Where to Get Help



# Manual Deregistrations v Electronic Deregistrations

- Follow the CIPC enquiry process - [enqderegistrations@cipc.co.za](mailto:enqderegistrations@cipc.co.za)
- [Deregistrations@cipc.co.za](mailto:Deregistrations@cipc.co.za) is blocked for new incoming applications and auto reply to use new system
- Resources:
  - Release notice
  - Step by step guide
  - Guidance notes on right hand side of screens

# Helpful Guides

- Practice note 2 of 2012 will be withdrawn
- Release Notice
- Step by step guide
- FAQs
- Webinar





Companies and Intellectual  
Property Commission

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a member of **the dtic** group

# Questions