



Companies and Intellectual
Property Commission

a member of **the dtic** group

STEP-BY-STEP GUIDE

AUTOMATION OF COMPANY AND CLOSE CORPORATION VOLUNTARY DEREGISTRATION

E-SERVICES

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 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.

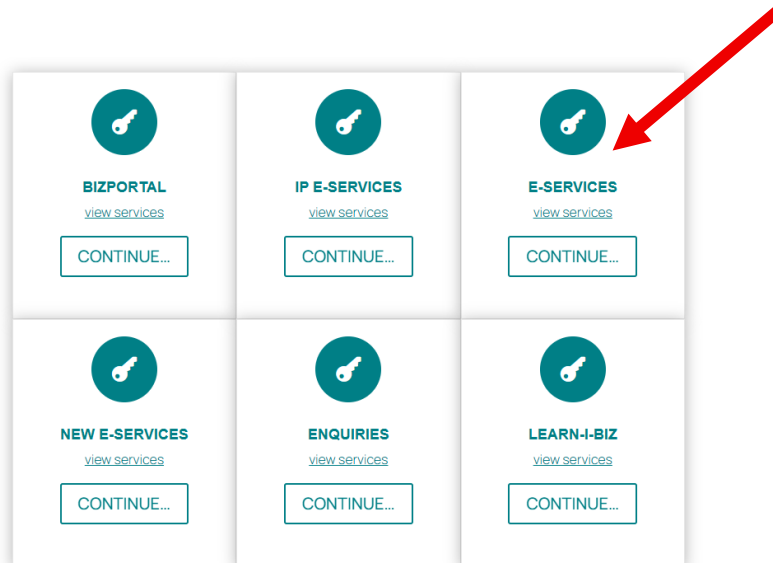
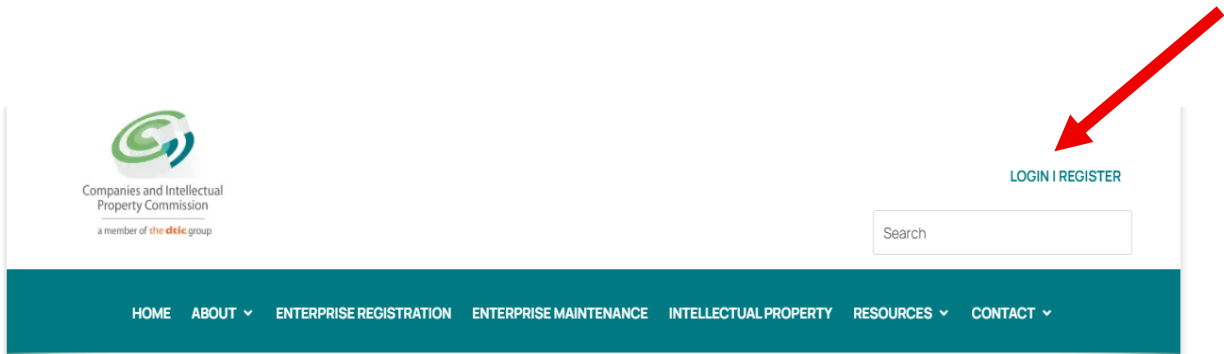
Final deregistration will only occur if **no valid objection** is received within the prescribed period.

- **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

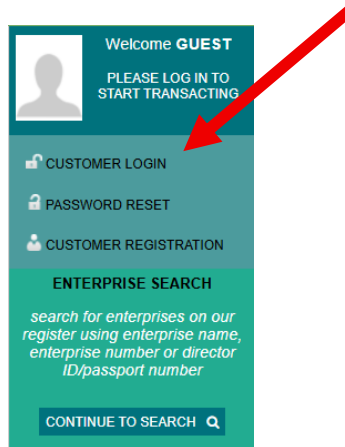
deregistration application with the CIPC on behalf of the company or close corporation, and that all information submitted, is true and correct.

Step 1: Login

Visit the CIPC website www.cipc.co.za and click on Login / Register and then select the portal e-Services.

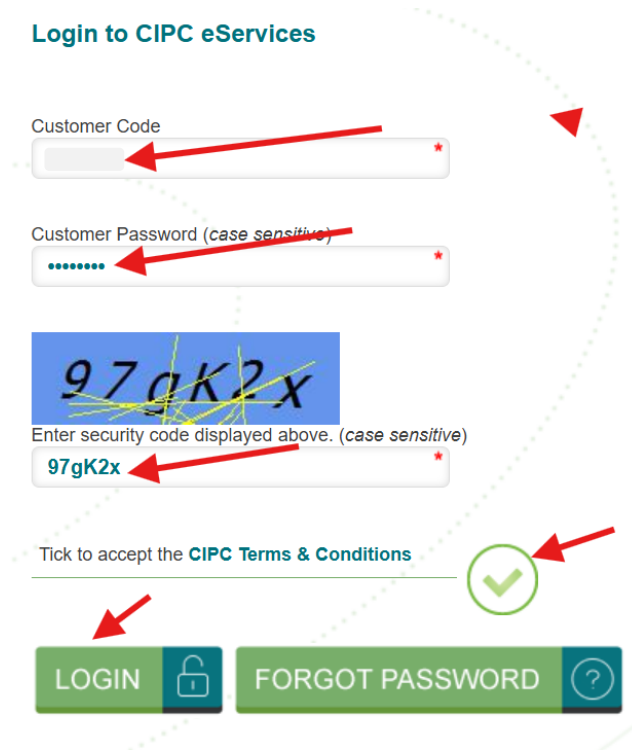


On the E-Services landing page, select Customer Login.



Capture customer code, password and security code.

Read and accept The Terms and Conditions click on LOGIN.

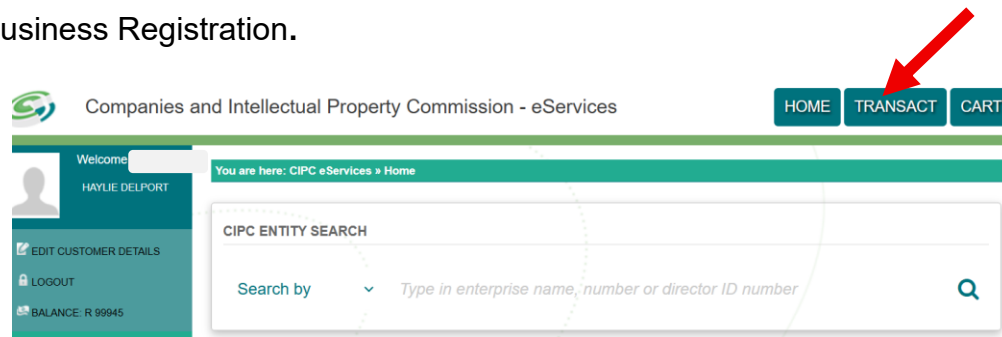


Notes:

- Forgot your password? Click Forgot Password and follow the instructions. If either the cell phone or email address is outdated visit www.bizportal.gov.za to reset your password.
- Customer information (email address and cell phone number) outdated – complete the Customer contact detail update form (available at the link https://www.cipc.co.za/?page_id=1975) and send it, together with a certified ID copy of the owner of the customer code to resetpass@cipc.co.za..

STEP 2: Select the Service

Click on HOME and then on Transact on the right side of the main menu. On the main service dashboard select More Services, and then Company/CC Voluntary Deregistration under Business Registration.





Query Resolution:
<https://enquiries.cipc.co.za>



CIPC e-Services

Follow Us:



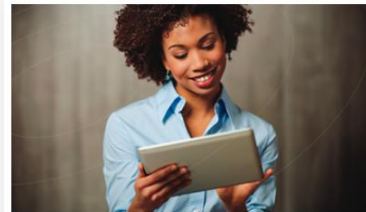
Business Registration

- + Name Reservation with Association
- + Foreigner assurance
- + Prospectus
- + External Company Registration
- + Company and Close Corporation Reinstatements



Business Maintenance

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



+ AR Deregistration Letters

STEP 3: Terms and Conditions

Read the Terms and Conditions thoroughly and the Mandate and if agreed, click I Agree and then Continue.

Step-by-step guide: Voluntary deregistration Application

Version 1.0

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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.

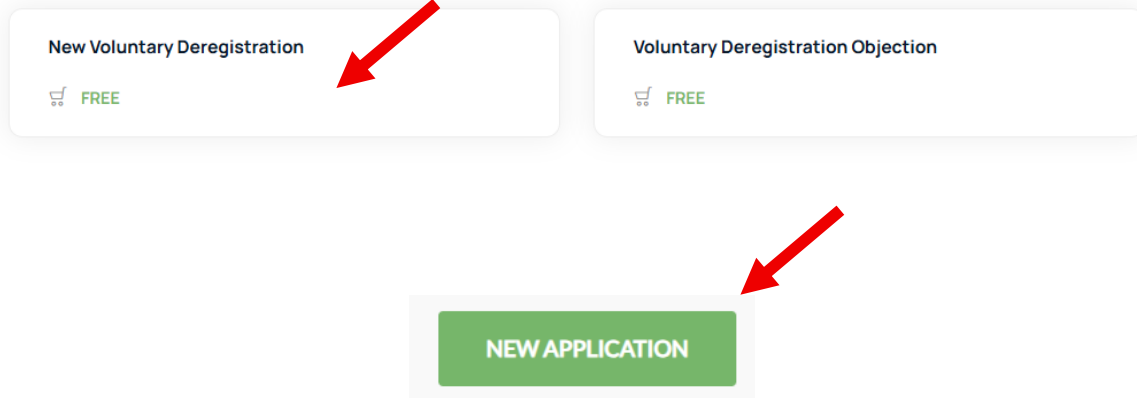
I Agree

CONTINUE

STEP 4: Start a New Application

Click on New Voluntary Deregistration and then New Application. In the Search function, indicate the registration number in the format 2025/000123/07.

Available Services



Enterprise Number Search

Type in Enterprise Number

A search bar with a placeholder text "Type in Enterprise Number". To the right of the search bar is a search icon (magnifying glass) inside a square button. A red arrow points to this search icon.

Note:

- 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.

STEP 5: Confirm Detail

Confirm the details of the company or close corporation for which the Voluntary Deregistration Application is being filed. Confirm that the active director or members

contact details are up to date. If not, click on the Decline button and update contact details via a director amendment (CoR39) or member changes (CK2) process.

Enterprise Confirmation

Enterprise Number: 2022/700035/07 Name: GHFR SWEATSHOP

Type: Private Company Status: AR Deregistration Process

Director Information

NAME	IDENTIFICATION	CELLPHONE	EMAIL	TYPE
	710	082*	HD	Director
	Inva	1 082*	TE*	M 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.

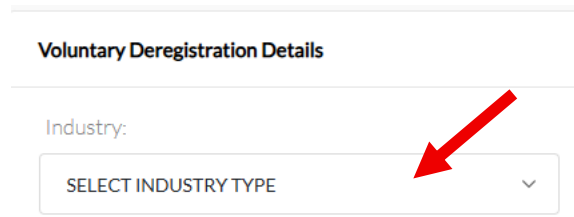
If the contact details are not correct, first proceed to do CoR39, or CK2 to update such before proceeding with the deregistration application.

CONFIRM **DECLINE**

Confirm that contact details are correct before proceeding. If it is outdated, the selected director(s) or member(s) will not receive OTPs to confirm consent to the application.

STEP 6: Submit voluntary deregistration application

Select the Industry that the company or close corporation was conducting business in at the time of final deregistration from the drop-down list.



The screenshot shows a form titled "Voluntary Deregistration Details". Below the title, there is a label "Industry:" followed by a dropdown menu. The dropdown menu currently displays the text "SELECT INDUSTRY TYPE" and a small downward-pointing arrow on the right side. A red arrow points to the dropdown menu.

Complete the physical address of the company or close corporation in South Africa at the time of deregistration. Upon the completion of the first line of the address, the rest of the information will be prepopulated. If there is any missing information, complete it and then click Save and Continue.

The physical address must be the physical address where the majority of the administrative activities were undertaken – not needed to update via CoR21 or CK2A since it is for statistical purposes only.

BUSINESS ADDRESS IN SOUTH AFRICA

Street Address:
 *

Country:
 *

Province:
 *

Town/City:
 *

Suburb:

Postal Code:
 *

Latitude:
 *

Longitude:
 *

Important Notice:

System uses Google Maps for location verification, entities located in rural areas may trigger errors (e.g., Polokwane, Upington, Venda).

VALIDATION FAILURE

There was an issue processing your request. Please try again later. If the error persists, send an email to enqreinstatements@cipc.co.za. Re-application failed.
Exception: -1400 - ORA-01400: cannot insert NULL into ("COREG"."tblReInsApplicationDetails"."SuburbID")

It is essential to verify the location using Google Maps. When entering geographic coordinates, please ensure the following:

- **Use the coordinates:** Latitude: -27.448768, Longitude: 22.800324
- **Avoid using the coordinates:** Latitude: -25.7549°, Longitude: 28.2318°

Step-by-Step Instructions:

1. **Select the Province** from the dropdown menu.
2. **Select the City** relevant to the company's location.
3. **Search the company's address on Google** to obtain the correct geographic coordinates (e.g., Latitude: -27.228668, Longitude: 22.877324).
4. **Copy and paste the coordinates** into the designated fields.
5. **Enter the street address** of the company.
6. **Enter the suburb** where the company is located.
7. **Enter the postal code** associated with the address.

Complete the Assets and Liabilities checklist – this is for the directors and members since it is for them to ensure that all matters relating to the company or close corporation is finalised before applying for voluntary deregistration. Directors and members are personally liable for all outstanding matters at the time of deregistration and can be held liable in personal capacity for such matter after final deregistration.

Confirm Assets and Liabilities

Does the entity have any outstanding assets or liabilities? <input type="radio"/> Yes <input type="radio"/> No	Has the entity ceased all operations but is unable to liquidate due to insufficient assets? <input type="radio"/> Yes <input type="radio"/> No
Does the entity own any immovable property? (e.g., land or buildings)? <input type="radio"/> Yes <input type="radio"/> No	Does the entity own any movable property? <input type="radio"/> Yes <input type="radio"/> No
Does the entity have any outstanding liability with a bank, other financial institution, SARS, municipality, or any other organization or business partner? <input type="radio"/> Yes <input type="radio"/> No	Is the entity holding any shares or securities? <input type="radio"/> Yes <input type="radio"/> No
Is there any pending litigation against any other enterprise or natural person against the company or close corporation itself? <input type="radio"/> Yes <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> 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.

Note:

- Assets and Liabilities checklist is for the directors and members since it is for them to ensure that all matters relating to the company or close corporation are finalised before applying for voluntary deregistration.

Once all information has been captured, select Continue on the disclaimer. If you do not agree, click Cancel.

Select the directors or members who have consented to the voluntary deregistration. The relevant directors or members will have to confirm such consent via OTP. A minimum of

50% of the active directors or members have to consent to the voluntary deregistration. Click Continue.

NAME	IDENTIFICATION	CELLPHONE	EMAIL	TYPE	SELECT
	7101	082*	HD'	Director	<input type="checkbox"/>
	twell	082*	TE****	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

Click OK.

STEP 7: OTP verification

Once the OTP notification email is received, click on Go To OTP Page, capture the customer (owner of the code's) identity document, and either the email or SMS OTP. Click Submit.

Application Section:

Please select an option below:

Go to OTP (Finalise application)

Click the red box to view the OTP tabs.

OTP Approval

IDENTIFICATION	DIRECTOR	EXPIRY	CONSENT
7101*****088	HAYLIE DELPORT	25/11/2025	<input type="button" value="X"/>

Complete the OTP holders detail.

OTP Approval Member Information

MEMBER INFORMATION

Identification: Director:

Number:

OTP INFORMATION

Please supply either SMS or Email verification below:

SMS OTP: Email OTP:

After verifying the OTP the red box will turn to green showing that the OTP was approved. Click on Submit.

OTP Approval

IDENTIFICATION	DIRECTOR	EXPIRY	CONSENT
7101*****088	HAYLIE DELPORT	25/11/2025	<input checked="" type="checkbox"/>

Message will appear that the application has been successfully submitted.

OTP Approval

IDENTIFICATION	DIRECTOR	EXPIRY	CONSENT
7101*****088	HAYLIE DELPORT	25/11/2025	<input checked="" type="checkbox"/>

INFORMATION

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

Note:

- The OTP is valid for 96 hours.





STEP 8: The voluntary deregistration will be automatically finally deregistered after the set notification period of 2 (two) months provided that no successful objection was received to the voluntary deregistration.

Note:

- It is important to finalise all matters before submitting a voluntary deregistration to limit objections.

STEP 9: Download Documents

The application documents may be downloaded after the application has been successfully processed. Go to Historical Applications, and click on the relevant transaction.

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	
				



Click on Download Documents and then Process






Application Section:

Please select an option below:

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



PROCESS

Available Documents				
DOCUMENT REFERENCE	DESCRIPTION	ENTERPRISE NUMBER	DATE GENERATED	DOWNLOAD
527	COR404DVol	K2022700035	21/NOV/2025	
526	COR404DVol	K2022700035	21/NOV/2025	
4	CORFinVol	K2022700035	20/AUG/2025	
5	CORFinVol	K2022700035	20/AUG/2025	
2	CORFinVol	K2022700035	20/AUG/2025	

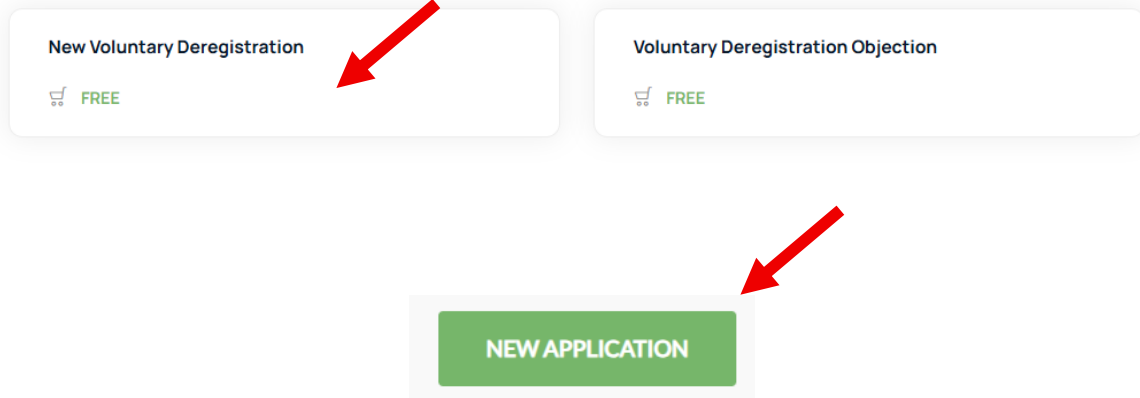


STEP 11: Objection to Voluntary Deregistration

Follow step 1 to 3


Click on Voluntary Deregistration Objection and then New Application. In the Search function, indicate the registration number (full registration number).

Available Services



Enterprise Number Search

Type in Enterprise Number

A search input field with a magnifying glass icon on the right. A red arrow points to the search icon.

Indicate the reason for the objection and upload certified ID or passport of the objector AND evidence to support the reason for the objection. Click Submit.

The objection will be referred to the back office for confirmation.