



Companies and Intellectual
Property Commission

a member of **the dtic** group

CUSTOMER NOTICE 12 OF 2026

NON-COMPLIANCE WITH COMPANY AND CLOSE CORPORATION RE-INSTatement EVIDENCE REQUIREMENTS

The Companies and Intellectual Property Commission (CIPC) hereby clarify the evidentiary requirements for the reinstatement of companies and close corporations in terms of **Notice 35 of 2025**. This notice must not be read in isolation, but together with previously issued notices and publications on this subject.

The purpose of this notice is to provide clear guidance on the acceptable and unacceptable evidence required when applying for reinstatement. The examples provided serve as guidance only and are not exhaustive.

Customers are reminded that a company or close corporation may only be reinstated if it:

- Was actively trading at the time of deregistration; or
- Held economic value at the time of deregistration; or
- Is reinstated pursuant to a court order.

Universal Rules Applicable to All Evidence

- Every document must be in the name of the company or close corporation (NOT in the name of a director or member).
- Every document must be dated and must relate to the period at or around the time of final deregistration.
- Every document must appear on official third-party letterhead (banks, SARS, Deeds Office, financiers, landlords, etc.) and must be signed where applicable.
- Documents must be independently verifiable. Self-created schedules, affidavits, internal resolutions, internal registers, or screenshots will not be accepted, unless expressly permitted.

Examples

Acceptable	Not Acceptable
XYZ Trading (Pty) Ltd – Account No. 12345678	S. Mokoena – Account No. 567890
Contract dated March 2021 for reinstatement related to June 2021	2024-dated document for 2021 deregistration
Signed letter on Absa letterhead	Editable Word document, unsigned

Below are examples illustrating the difference between acceptable and unacceptable evidence:

1. Bank Statements

ACCEPTABLE EVIDENCE	NOT ACCEPTABLE
<ul style="list-style-type: none"> Official bank statements showing transactions for 6 months before and after deregistration. Must be in entity's name, dated, and stamped or authenticated. 	<ul style="list-style-type: none"> Screenshots. Personal bank accounts. Self-created summaries. Confirmation letter of bank account
Example: 'ABC Logistics CC – FNB Business Cheque Account – Jan–Dec 2021'.	Example: Screenshot of personal Capitec account with no transactions.

2. Immovable Property Ownership

ACCEPTABLE EVIDENCE	NOT ACCEPTABLE
<ul style="list-style-type: none"> Deeds Office records showing property registered in entity's name. Authenticated Windeed reports. <p>Must be in entity's name, dated, and on the issuers letterhead or output document.</p>	<ul style="list-style-type: none"> Municipal bills. Affidavits. Documents showing property in a person's name.
Example: Deed of Transfer T12345/2018 – LMN Properties (Pty) Ltd.	Example: Municipal bill in a director's personal name.

3. SARS Liabilities / Credits

ACCEPTABLE EVIDENCE	NOT ACCEPTABLE
<ul style="list-style-type: none"> • Official SARS correspondence confirming liability/credit in entity's name. 	<ul style="list-style-type: none"> • eFiling screenshots. • Tax clearance certificates.
Example: SARS Statement of Account – Silver Creek CC – VAT 2021.	Example: Screenshot of 'Tax Compliant' without transactions.

4. Intellectual Property Rights

ACCEPTABLE EVIDENCE	NOT ACCEPTABLE
<ul style="list-style-type: none"> • Patent/Trademark registration certificates showing entity as owner. 	<ul style="list-style-type: none"> • CIPC incorporation docs. • Internal resolutions.
Example: Trademark Certificate 2020/12345 – Creative Tees (Pty) Ltd.	Example: Internal minutes claiming ownership.

5. Movable Assets

ACCEPTABLE EVIDENCE	NOT ACCEPTABLE
<ul style="list-style-type: none"> • Letter from financier confirming asset is active and registered in entity's name. • Must include the description of the asset under financing. <p>Letter from relevant authority with whom the asset must be registered, in the entity's name, that it is still validly registered.</p>	<ul style="list-style-type: none"> • Invoices only. • Insurance schedules. • Assets in personal names.
Example: Nedbank confirms Hilux VIN AHT123456789 financed under ABC Transport CC.	Example: Microdot certificate showing asset in member's name.

6. Leases & Commercial Contracts

ACCEPTABLE EVIDENCE	NOT ACCEPTABLE
<ul style="list-style-type: none">• Signed, valid agreements in entity's name covering the deregistration period.	<ul style="list-style-type: none">• Drafts.• Expired contracts.• Personal leases.
Example: Warehouse lease: RentalCo & BigBox Traders (Pty) Ltd (2020–2022).	Example: Lease for director's personal flat.

7. Shares Held by the Entity

ACCEPTABLE EVIDENCE	NOT ACCEPTABLE
<ul style="list-style-type: none">• Letter from issuer confirming active shares, number/class/date, on letterhead and signed.	<ul style="list-style-type: none">• Self-created share certificates.• Unsigned certificates.• Internal share registers.
Example: Sunshine Holdings issued 1,000 shares to Blue Mountain CC (active).	Example: Word-typed certificate without signatures.

The required evidence must be retained and available at the time of applying for reinstatement. The CIPC may request such evidence at any time, in accordance with Regulation 168 of the Companies Regulations, to ensure compliance with the requirements. Failure to furnish the required evidence may result in the withdrawal of the reinstatement application and any subsequent Annual Return filings. It may also result in criminal charges being instituted against the customer for submitting false information to the CIPC in terms of section 214 of the Companies Act, 2008.

For further enquiries, please log an enquiry on www.cipc.co.za / enquiries.

Thank you for your co-operation and for complying with these requirements.

Yours sincerely,



Adv RW Voller

CIPC Commissioner