



Companies and Intellectual  
Property Commission

a member of the dtic group

## E-mail addresses for submitting documents to CIPC

Important Note: Ensure that the correct email address for submitting applications are used. Documents submitted to incorrect email addresses will not be processed.

### Court documents and court orders

<ul style="list-style-type: none"><li>• Court documents and court orders</li></ul>	<a href="mailto:corporatelegalservices@cipc.co.za">corporatelegalservices@cipc.co.za</a>
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### Name reservation

<ul style="list-style-type: none"><li>• Associated Name reservations and defensive name reservations</li></ul>	<a href="mailto:namereservationsandregistrations@cipc.co.za">namereservationsandregistrations@cipc.co.za</a>
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### Company registration

<ul style="list-style-type: none"><li>• Manual new company applications – Completing the long standard form for profit and not for profit companies and external companies</li></ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Registration of external company</li></ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Notice of Merger and Amalgamation</li></ul>	<a href="mailto:CoR89@cipc.co.za">CoR89@cipc.co.za</a>

### Changes/amendments to your company

<ul style="list-style-type: none"><li>• Notice of Amendment to the Memorandum of Incorporation / Special Resolutions</li></ul>	<a href="mailto:moi amendments@cipc.co.za">moi amendments@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Company changes - notice of location of company record</li></ul>	<a href="mailto:companychanges@cipc.co.za">companychanges@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Notice of person authorised to accept service</li></ul>	<a href="mailto:CoR21.2@cipc.co.za">CoR21.2@cipc.co.za</a>



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<ul style="list-style-type: none"><li>• Company changes - notice of change of auditor and company secretary (appointments, resignations)</li></ul>	<a href="mailto:CoR44@cipc.co.za">CoR44@cipc.co.za</a>
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### Changing the status of your company or close corporation

<ul style="list-style-type: none"><li>• Company and close corporation deregistrations</li></ul>	<a href="mailto:deregistrations@cipc.co.za">deregistrations@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Company and close corporation reinstatements</li></ul>	<a href="mailto:re-instatements@cipc.co.za">re-instatements@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Company and close corporation liquidations</li></ul>	<a href="mailto:liquidations@cipc.co.za">liquidations@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Application to transfer registration of foreign company</li></ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>

### Conversions

<ul style="list-style-type: none"><li>• Close corporation to company conversions</li></ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Conversion from co-operative to company</li></ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Conversion from one type of company to another</li></ul>	<a href="mailto:moiamentments@cipc.co.za">moiamentments@cipc.co.za</a>

### Business Rescue

<ul style="list-style-type: none"><li>• Notice to start Business Rescue Proceedings</li></ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Appointment of a Business Rescue Practitioner</li></ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>
<ul style="list-style-type: none"><li>• Response to filing of Business Rescue Status Report; Business Rescue Terminations and Business Rescue Substantial Implementation</li></ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>



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## Corporate Compliance and Enforcements

<ul style="list-style-type: none"> <li>CoR135.1 complaints – acknowledge receipts of complaints</li> </ul>	<a href="mailto:CoR135.1complaints@cipc.co.za">CoR135.1complaints@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Request for investigation</li> </ul>	<a href="mailto:CoR135.1complaints@cipc.co.za">CoR135.1complaints@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Reportable Irregularities arising from Independent Review of financial statements.</li> </ul>	<a href="mailto:independentreview@cipc.co.za">independentreview@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Filing financial or reviewed financial statements</li> </ul>	<a href="mailto:financialstatements@cipc.co.za">financialstatements@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Prospectus</li> </ul>	<a href="mailto:prospectus@cipc.co.za">prospectus@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Advisory opinions</li> </ul>	<a href="mailto:education@cipc.co.za">education@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Confidentiality Applications in terms of section 202 of the Companies Act</li> </ul>	<a href="mailto:212applications@cipc.co.za">212applications@cipc.co.za</a>

## Close corporation (CC)

<ul style="list-style-type: none"> <li>Changes in <b>CC membership</b> - eServices</li> </ul>	<a href="mailto:eservicesck2@cipc.co.za">eservicesck2@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Changes in <b>CC membership</b> - form completed manually</li> </ul>	<a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a>
<ul style="list-style-type: none"> <li>Letters for Accounting Officer (consent, resignation)</li> </ul>	<a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a>
<ul style="list-style-type: none"> <li>CC change in address</li> </ul>	<a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a>
<ul style="list-style-type: none"> <li>CC manual financial year end changes</li> </ul>	<a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a>
<ul style="list-style-type: none"> <li>CC change in principal business</li> </ul>	<a href="mailto:manualck2@cipc.co.za">manualck2@cipc.co.za</a>

## Co-operatives

<ul style="list-style-type: none"> <li>Co-operative Disclosure/Copies</li> </ul>	<a href="mailto:disclosureenq@cipc.co.za">disclosureenq@cipc.co.za</a>
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• Amendment to constitution of a co-operative	<a href="mailto:Co-op6@cipc.co.za">Co-op6@cipc.co.za</a>
• Changes business addresses & appointments / resignation of auditor	<a href="mailto:Co-op3an4@cipc.co.za">Co-op3an4@cipc.co.za</a>
• Conversions	<a href="mailto:Coopsconversions@cipc.co.za">Coopsconversions@cipc.co.za</a>
• Amalgamations/Divisions	<a href="mailto:Coopsconversions@cipc.co.za">Coopsconversions@cipc.co.za</a>
• Changing of directors' details	<a href="mailto:Co-op2@cipc.co.za">Co-op2@cipc.co.za</a>
• Deregister a co-operative	<a href="mailto:Coop10@cipc.co.za">Coop10@cipc.co.za</a>
• Financial Statements	<a href="mailto:Coopsfinancials@cipc.co.za">Coopsfinancials@cipc.co.za</a>
• Updating Contacts	<a href="mailto:Coopscontact@cipc.co.za">Coopscontact@cipc.co.za</a>
• Compliance Annual Returns	<a href="mailto:ARCoops@cipc.co.za">ARCoops@cipc.co.za</a>
• Enquiries	CEMS-Customer enquiries management system