



Companies and Intellectual
Property Commission

a member of **the dtic** group

DIRECTOR CHANGES: UPDATE PASSPORT HOLDER: CO-OPERATIVES



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REQUIREMENTS





1. Log on to www.cipc.co.za In the righthand corner click on Login.

Companies and Intellectual

https://www.cipc.co.za



LOGIN | REGISTER

Search

HOME ABOUT ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES CONTACT

COMPANY AND CLOSE CORPORATION RE-INSTATEMENT APPLICATIONS NOW ONLINE.



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

IMPORTANT NOTICES

Co-operative that has been directed to change name

Downtime Scheduled System Maintenance

Customer Enquiry Management System (CEMS)

Non-complying entities with issued compliance

VIEW ALL NOTICES

WEBINARS

124729



Enquiries

FAQ

STEP BY STEP

Guides

BO



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 **XBRL**

XBRL PROGRAMME »

USEFUL RESOURCES

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

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
- Case Management System

OTHER

- Frequently Asked Questions
- Submit Audited or Independently Reviewed Financial Statements
- Submit Financial Accountability Supplements

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Talk to us



2. On the next page click on E-services.



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The screenshot shows the CIPC website interface. At the top right, there are links for 'LOGIN | REGISTER' and a search bar. A teal navigation bar contains links for 'HOME', 'ABOUT', 'ENTERPRISE REGISTRATION', 'ENTERPRISE MAINTENANCE', 'INTELLECTUAL PROPERTY', 'RESOURCES', and 'CONTACT'. The main content area is titled 'PORTALS LOGINS' and features a grid of service tiles. Each tile includes a key icon, a service name, a 'view services' link, and a 'CONTINUE...' button. The 'E-SERVICES' tile is highlighted with a red arrow pointing to its 'CONTINUE...' button. To the right, a 'Related links' sidebar lists: 'Register as a customer', 'Banking details', 'Password Reset', 'Register company online', 'Log a query', and 'Register trade mark, design or patent online'. A 'Talk to us' chat button is located at the bottom right of the main content area. The footer contains four columns of 'USEFUL RESOURCES': 'B-BBEE Certification', 'Banking Details', 'Domain Name Registration', 'Forms and Fees', 'Business Hub', and 'CIPC Scan to e-mail requirements'; 'NEED HELP?' with 'Step-by-Step Guides', 'Self-Service Centers', 'Log a Query', 'Learn-i-biz', and 'Email addresses for submitting applications'; 'LEGAL' with 'Access to Information', 'Terms and Conditions', 'Privacy Policy', 'Legislation', and 'Case Management System'; and 'OTHER' with 'Frequently Asked Questions', 'Submit Audited or Independently Reviewed Financial Statements', 'Submit Financial Accountability Supplements', and 'Supplements'. The footer also includes copyright information for 2024 and social media icons for Facebook, X, and YouTube.



3. Click on Customer Login.

Welcome **GUEST**
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Home » Transact

CIPC eServices System

Welcome to the CIPC eServices system. To transact on this system you must have a valid CIPC customer code. Please note that currently you can only register private and non-profit companies with standard memorandum of incorporation, all other company types must be filed manually. Forms are available on <http://www.cipc.co.za/>

Customer Registration & Login

1. Click on "CUSTOMER REGISTRATION"
2. Indicate whether you are South African or not
3. Type in ID or passport number
4. Fill in all required fields on the registration form
5. Set new password
6. Login using customer code and password
7. Security code and password are case sensitive

Password Reset

- Click on "PASSWORD RESET"
- Type in customer code
- OTP is sent to cellphone number
- Once OTP confirmed, set new password

OR

- Follow instructions on [this page](#)

Services Offered

- COMPANY REGISTRATION**
private and non-profit company registration
- DIRECTOR AMENDMENTS**
amend company directors
- ANNUAL RETURNS**
file company and close corporation annual returns
- NAME RESERVATIONS**
reserve a name for company registration
- MEMBER AMENDMENTS**
amend close corporation members
- AUDITOR CHANGES**
appoint / resign auditors
- NAME CHANGES**
change company name
- FINANCIAL YEAR END CHANGES**
change financial year for for companies and close corporations
- ADDRESS CHANGES**
change company and close corporation addresses
- NAME SEARCH**
search registered and reserved names
- ENTERPRISE ENQUIRY**
enterprise details
- NAME EXTENSION**
extend reserved name expiry date
- TRANSACTION STATUS**
track transaction status
- BALANCE ENQUIRY**
customer code statement
- NAME TRANSFER**
transfer reserved name to another customer code
- CERTIFICATES**
- disclosures
- E-BBEE certificates
- MOI (incorporation) documents
- approved names
- DOMAIN REGISTRATION**
register a domain name for your company
- UPDATE CONTACT DETAILS**
update director or member contact details for companies and close corporations
COMING SOON!

LOGIN

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4. On the next page add your Customer Code, Password and Security Code. Click in the circle to accept the terms and conditions and click on Login.

NB: The security code is case-sensitive. Please enter all letters exactly as shown, using uppercase where applicable, and do not include any spaces between the characters.

Welcome **GUEST**
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

helehN
Enter security code displayed above. (case sensitive)

helehN

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:

1. Please click here or use the link <https://enquiries.cipc.co.za>
2. Click on Password reset.
3. 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.

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5. Click on Transact in the right-hand corner

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART

Welcome L: [REDACTED]
LUCILLE [REDACTED]

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

Search by Type in enterprise name, number or director ID number

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	AR FILE	BO COMPLIANT
[REDACTED]						

CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	01/01/1967	01/08/2024
NEW COMPANY REGISTRATION [MANUAL]	01/01/1967	01/08/2024
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	01/01/1967	01/08/2024
DIRECTOR AMENDMENTS [eSERVICES]	01/01/1967	16/08/2024
DIRECTOR AMENDMENTS [MANUAL]	01/01/1967	01/08/2024
MEMBER AMENDMENTS [eSERVICES]	01/01/1967	16/08/2024
MEMBER AMENDMENTS [MANUAL]	01/01/1967	16/08/2024
NAME CHANGES [MANUAL]	01/01/1967	01/08/2024

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6. Click on More Services.

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

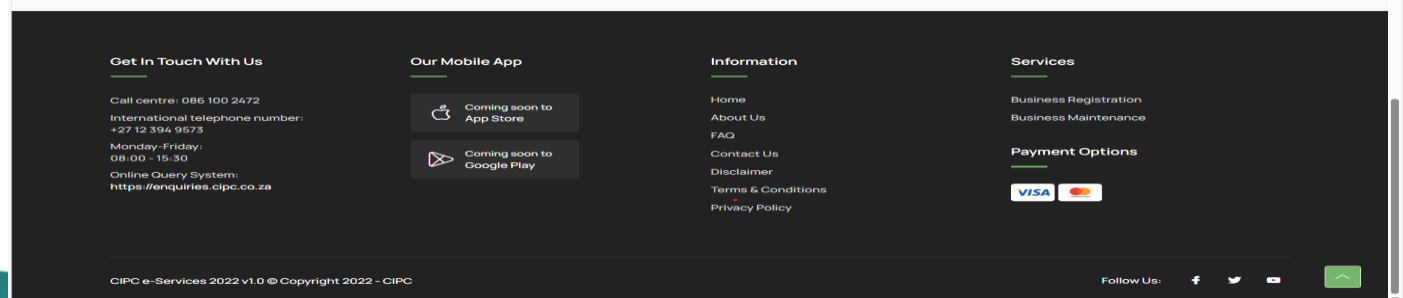
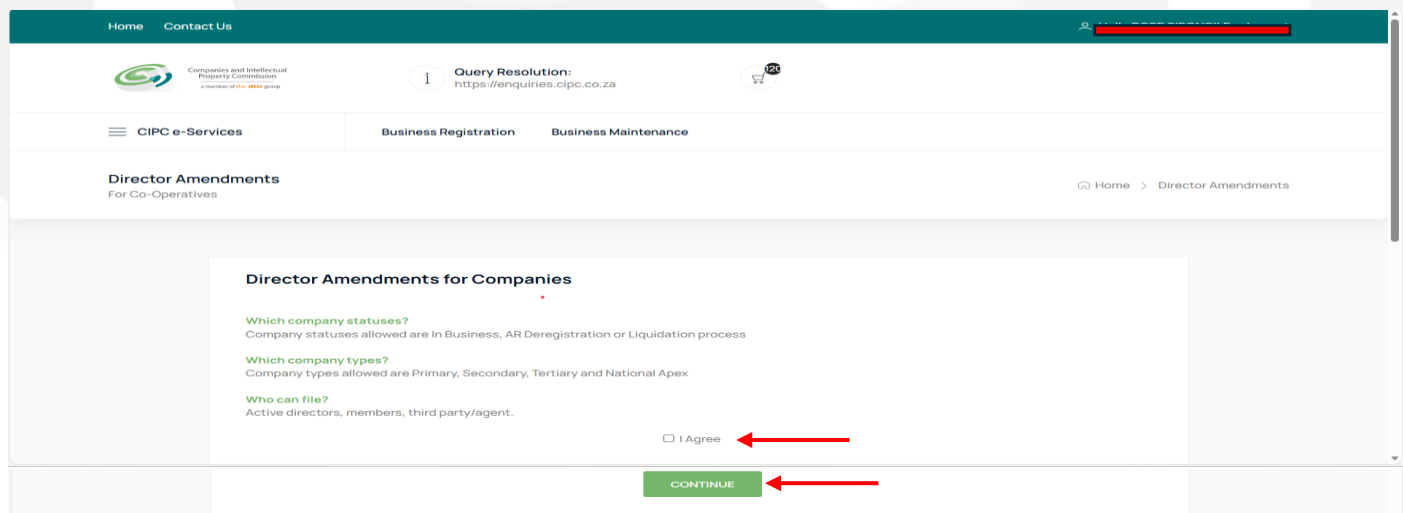
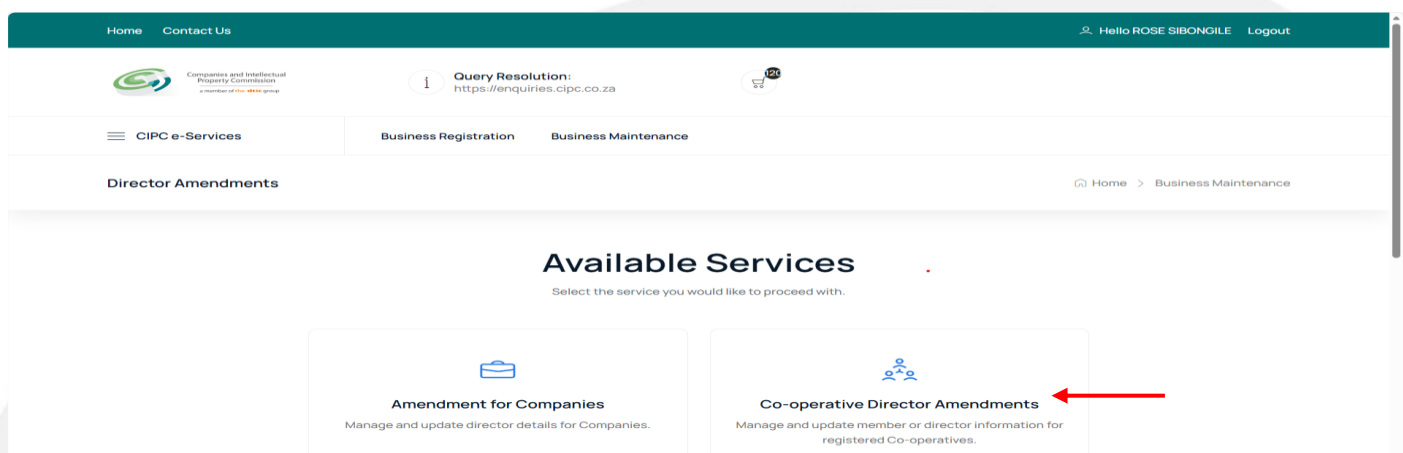
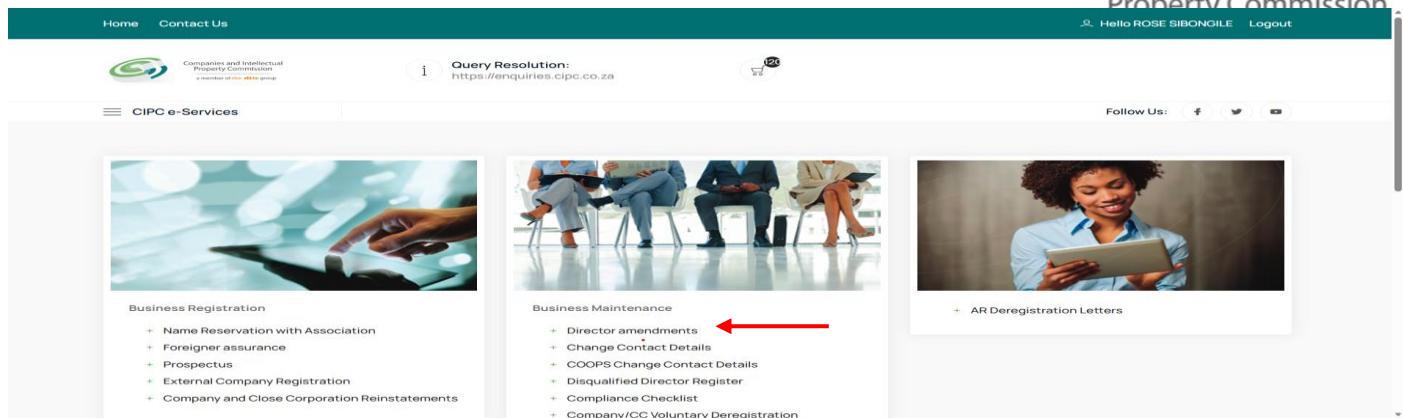
MORE SERVICES

More services consist of Name with Association and Director Amendment

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7. Click on Director Amendments and then on Co-operatives Director Amendments. Thereafter accept the Terms and Conditions and click on Continue.



9. If the co-operative is not reflecting, add the registration number in the search facility block.



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Home Contact Us

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

CIPC e-Services Business Registration Business Maintenance

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Director Amendments

For Co-Operatives

Home > Director Amendments > Enterprise Search

NUMBER	NAME	TYPE	STATUS	FILE
C20-1256	AGRICULTURE	PRIMARY	IN BUSINESS	[Hand Icon]
C20-131	ASSOCIATED CO-OP	PRIMARY	IN BUSINESS	[Hand Icon]
C20-139	DIA TRADING	PRIMARY	IN BUSINESS	[Hand Icon]
C20-13	FILM	PRIMARY	IN BUSINESS	[Hand Icon]
C20-1311	INFORMATION	PRIMARY	IN BUSINESS	[Hand Icon]
C20-131	INFORMATION CO-OPERATIVE LIMITED	PRIMARY	IN BUSINESS	[Hand Icon]
C20-1706	LO	PRIMARY	IN BUSINESS	[Hand Icon]
C20-132	M	PRIMARY	IN BUSINESS	[Hand Icon]
C20-145	T	PRIMARY	IN BUSINESS	[Hand Icon]
C20-142	U	PRIMARY	IN BUSINESS	[Hand Icon]

Associated Co-Operatives Information

APPLICATION

Reference: 0

SEARCH FACILITY

Search criteria: (long or short number)

C20-1256

SEARCH

GUIDANCE

Proceed with filing by selecting a co-operative from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to proceed

History Applications

A new application may not be started if a previous one is still in progress

Search Facility

File for any co-operative? Make use of the Search facility

Back

Revert back to history applications by selecting Back

Cancel

Revert back and opt to select an alternative co-operative, click on Cancel

Continue

Confirm the co-operative selection, updating the contact info if applicable, and select Continue

BACK

Get In Touch With Us

Call centre: 086 100 2472

International telephone number: +27 12 394 9573

Monday-Friday: 08:00 - 15:30

Online Query System: https://enquiries.cipc.co.za

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Coming soon to App Store

Coming soon to Google Play

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10. The entity will reflect at the bottom of the page.
Click on the blue finger under file.



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Home Contact Us Help [REDACTED]

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

0

CIPC e-Services **Business Registration** **Business Maintenance** **Follow Us:**

Director Amendments Home > Director Amendments > Enterprise Search

For Co-Operatives

Associated Co-Operatives Information

NUMBER	NAME	TYPE	STATUS	FILE
C2025005226	AG[REDACTED]TMENT	PRIMARY	IN BUSINESS	
C20[REDACTED]31	AS[REDACTED]TOP	PRIMARY	IN BUSINESS	
C20[REDACTED]39	DI[REDACTED]D TRADING	PRIMARY	IN BUSINESS	
C20[REDACTED]43	FI[REDACTED]S	PRIMARY	IN BUSINESS	
C20[REDACTED]11	IN[REDACTED]AM	PRIMARY	IN BUSINESS	
C20[REDACTED]31	IN[REDACTED]E LIMITED	PRIMARY	IN BUSINESS	
C20[REDACTED]06	LO[REDACTED]	PRIMARY	IN BUSINESS	
C20[REDACTED]22	MA[REDACTED]	PRIMARY	IN BUSINESS	
C2[REDACTED]145	TI[REDACTED]	PRIMARY	IN BUSINESS	
C20[REDACTED]42	UL[REDACTED]	PRIMARY	IN BUSINESS	

BACK

Searched Company Information

NUMBER	NAME	TYPE	FILE
202[REDACTED]4	GE[REDACTED]TICS	PRIMARY	

APPLICATION

Reference: 0

SEARCH FACILITY

Search criteria: (long or short number)

C[REDACTED]

SEARCH

GUIDANCE

Proceed with filing by selecting a co-operative from your associated list OR search for an alternative and select from the searched list.
Use column File to make the desired selection to proceed

History Applications
A new application may not be started if a previous one is still in progress

Search Facility
File for any co-operative? Make use of the Search facility

Back
Revert back to history applications by selecting Back

Cancel
Revert back and opt to select an alternative co-operative, click on Cancel

Continue
Confirm the co-operative selection, updating the contact info if applicable, and select Continue

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Follow Us:

11. On the next page, select No and update the enterprise contact details if Necessary. Thereafter click on Continue.



Home Contact Us Hel [redacted] Logout

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

CIPC e-Services Business Registration Business Maintenance Follow Us:

For Co-Operatives **Director Amendments** Home > Director Amendments > Enterprise Search

Director Foreigner Quiz

Will you be appointing a Non South African Directors or updating the passport number of an existing director?

Yes No ←

Note: If you have any Non South African Directors, please verify them first.

APPLICATION

Reference: 0

Company Selection Confirmation

Number: 202 [redacted] 5 Name: CO [redacted]

Contact No: 0 [redacted] * Contact Email: Irar [redacted] a [redacted]

CANCEL CONTINUE ←

SEARCH FACILITY

Search criteria: (long or short number)

[redacted]

Continue

Confirm the co-operative selection, updating the contact info if applicable, and select Continue

12. All the directors will reflect. Click the Director to be updated and thereafter on Continue.

Natural persons

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS	EDIT/VIEW
XXXXXXXXXXXX686	[redacted]	YES	NO	Active	
000XXXXXXXXX8080	D [redacted] EDE	YES	NO	Active	

Juristic persons

Enterprise Number	Enterprise Name	TYPE	IS FOUNDER	JURISTIC TYPE	STATUS	EDIT/VIEW
No active directors available						

APPLICATION INFORMATION

Reference: 60000074562
No: 1313
Status: Draft
Submitted By: RO [redacted]
Submitted On:

CO-OPERATIVE INFORMATION

No: [redacted]
Name: [redacted] COOP
Type: PRIMARY COOPERATIVE
Status: In Business
Registration Date: 06/NOV/2025
Email: a [redacted] co-op.co.za
Contact No: *****3724
Minimum Directors: 2
Maximum Directors: 2

BACK CONTINUE ←



13. Click on Passport Update.

ACTION

Notes on Director Changes

- Not Required (Proceed without updating the director's records from DHA or Foreigner Assurance)
- Update ID (Update the Identification Number of the director to a South African ID Number)
- Passport Update (Update the Identification Number/Full Name/Surname/Date of Birth of the director from Foreigner Assurance records)
- DHA Update (Update the Full Name/Surname/Date of Birth of the Director from DHA)
- Contact Details can only be updated through the Change of Director Contact Details process.

Updating the Director Identification?

Not Required ID Update Passport Update DHA Update

14. Add the passport number, expiration date and click on Verify.

Foreigner Assurance Verification

Passport Number:

LR1234567

Passport Expiration

05/Sep/2029

CANCEL

VERIFY

If you receive the below error, the Passport must first be verified by foreigner assurance. Click here to apply.

VALIDATION FAILURE

Identity not available via Foreigner Assurance! Director to apply for Foreigner Assurance prior to submitting an application. Please try again.

Click [here](#) to apply for director to be added to the foreigner assurance register.



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