



Companies and Intellectual  
Property Commission

a member of **the dtic** group

## NOTICE 27 of 2026

### CIPC DOCUMENTS SCANNING TO BE BLACK AND WHITE

Dear valued customers

The Companies and Intellectual Property Commission (CIPC) hereby advises the public, customers, and stakeholders that all scanned documents must be in black and white, legible to ensure that the information is clear and easy to read.

**To ensure that all your applications, including e-mail document attachments are processed promptly, the following requirements are prescribed:**

- Applications must be filed/submitted to the correct e-mail address.
- Applications may not be filed in parts (i.e. split or divided into multiple e-mails for one application).
- Applications or parts thereof will not be downloaded by CIPC from other sites such, as Google.
- Each application must be scanned and submitted separately to a relevant e-mail address.
- Applications may not be filed in duplicate, as this will lead to duplicate tracking, processing, and billing, and will not be refunded.
- Applications must be clear and the information legible.
- The subject of the e-mail must clearly state the customer code, form code, where applicable, the entity name and entity registration number, where applicable (e.g. ABCI 23, CoR21.1·ABC (Pty) Ltd, 2002/123456/07), each item of data must be separated by a comma.
- Enquiries or queries received via e-mail addresses dedicated to application filing will be ignored and will not be responded to.

#### **Limitation on File Size to be e-mailed:**

- Scanned Documents/Files must be less than 10 megabytes

**Scanning requirements:**

- Copy Dot scans must have a maximum resolution of 150 dpi
  - Step 1 select "email 'j on the printer/copier/scanner
  - Step 2 select more options"
- Images should be scanned as close to 100% of final size as possible
- Poor quality images will be rejected
- Customers are advised to use black pen when completing the forms

**The colour of the scanned images/documents must be black and white:**

- Files bigger than 10 megabytes will be rejected
- File Format requisites are the standard PDF format and Tiff format only — no J-peg or other format files will be accepted;

It is an offence in terms of S215(2)(e) of the Companies Act to submit false information to the CIPC and persons found guilty of submitting such will be prosecuted.

Your cooperation in adhering to the above requirements will enable CIPC to provide a more effective and efficient service.

Yours Faithfully

**Adv. RW Voller**

**Commissioner: CIPC**

**Date: 28/05/2026**