

STEP-BY-STEP GUIDE FOR REQUESTING DOCUMENTS VIA CEMS

Please note that all enquiries or requests related to Disclosure must now be submitted through the Customer Enquiry Management System (CEMS). The system can be accessed via:

· directly via <https://enquiries.cipc.co.za/>

Please note that password resets are not managed through CEMS. The existing password reset process remains unchanged.

The image shows a login form titled "LOGIN DETAILS" in a dark blue header. The form contains the following elements:

- A text input field labeled "CUSTOMER CODE/ ID NUMBER" with a blue arrow pointing to it from the text "INSERT YOUR CUSTOMER CODE/ID NUMBER".
- A text input field labeled "Password" with a blue arrow pointing to it from the text "INSET YOUR CUSTOMER/CODE PASSWORD".
- A "CAPTCHA Verification" section featuring a CAPTCHA image with the characters "z e 9 z w e" and a corresponding input field labeled "Enter the code shown ab".
- A green "Login" button at the bottom.



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CLICK NEW ENQUIRY



[New Enquiry](#)



[View History of
Enquiries](#)

Customer Information

Full Name *

Customer Code *

Identification

Contact Information

Cellphone Number *

Email Address *

Enterprise Number

INSERT THE BUSINESS REGISTRATION

Ticket Information

Category *

SELECT PAPER BASED DISCLOSURE REQUEST or ENQUIRIES

Sub Category *

SELECT(NORMAL/CERTIFICATION/DEREGISTRATION/COOPERATION) REQUEST

Ticket Title *

TICKET SUBJECT E.G: REQUEST FOR CERTIFICATE

Description *

Normal **B** *I* U

Describe your issue in detail...

WRITE IN DETAILS EXACTLY WHAT YOU ARE REQUESTING

0 characters

Document Upload

Upload Documents

Supported format(s): PDF (Max 3MB each)

Select Files

No files selected

IF THERE'S DOCUMENT/S THAT YOU NEED TO ATTACHED/UPLOAD, CLICK SELECT

CAPTCHA



FILL IN WITH THE ABOVE WRITTEN LETTERS AND

CLICK SUBMIT. THEN YOUR REQUEST HAS BEEN SUBMITTED

Submit Enquiry

Main Menu

