

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.

LOGIN DETAILS

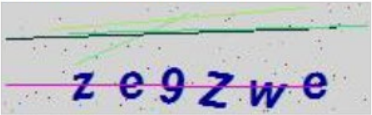
CUSTOMER CODE/ ID NUMBER

← INSERT YOUR CUSTOMER CODE/ID NUMBER

Password

← INSET YOUR CUSTOMER/CODE PASSWORD

CAPTCHA Verification



Enter the code shown ab

Login



Companies and Intellectual
Property Commission
a member of the **dtic** group

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 COMPANY/CLOSE COPERATION REGISTRATION NUMBER

Ticket Information

Category *

SELECT PAPER BASED DISCLOSURE REQUEST

Sub Category *

**SELECT EITHER :NORMAL REQUEST/CERTIFIED COPIES/
DEREGISTRATION CONFIRMATION LETTER/CO-OPERATIVE REQUEST/
B-BEE CERTIFICATE**

Ticket Title *

TICKET SUBJECT: REGISTRATION NUMBER OF THE COMPANY/CC

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

