

CUSTOMER NOTICE 41 OF 2026

OBLIGATION TO MAINTAIN AN ACCURATE REGISTERED OFFICE AND PHYSICAL ADDRESS

The Companies and Intellectual Property Commission (CIPC) has observed an increasing number of complaints from members of the public regarding companies that have relocated their business operations but failed to update their registered office and physical address records with the CIPC.

As a result, legal notices, court documents, compliance notices, regulatory correspondence, and other official communications continue to be delivered to outdated addresses. This creates significant inconvenience and potential prejudice to the current occupants of those premises, who have no association with the company concerned.

Companies Act compliance requirement

In terms of the Companies Act, 2008 (Act No. 71 of 2008), every company is required to maintain an accurate registered office address and ensure that the information contained in the CIPC register remains current and correct.

Failure to update the registered office and physical address may:

- Constitute non-compliance with the Companies Act.
- Result in official notices being served at an incorrect address.
- Cause regulatory and legal communication failures.
- Create disputes and prejudice for innocent occupants of the premises.
- Impair the integrity and reliability of the public company register.

The CIPC therefore urges all companies to review their registered details and immediately update any outdated address information. Companies and close corporations are required by law to ensure that this information is up to date, and maybe liable for a fine or prosecution if it is found that the information is not up to date.

Companies should update their address if:

- They have moved their business premises.
- Their registered office is no longer operational.
- They no longer have permission to use the registered address.
- The property has been sold, leased to another occupant, or vacated.
- Mail and legal correspondence are no longer received at the registered address.

The responsibility for ensuring that company information remains accurate and up to date rests with the company's directors and prescribed officers. Companies should periodically review all information maintained on the CIPC register to ensure continued compliance with the Companies Act.

Reporting Incorrectly Registered Addresses

Where property owners or occupants continue to receive correspondence intended for a company that no longer occupies the premises, they may notify the CIPC and provide supporting information to facilitate appropriate regulatory follow-up.

Maintaining accurate company records promotes transparency, accountability, and the integrity of South Africa's corporate register.

To apply for a change of the company or a close corporation's registered address, use link below:

<https://eservices.cipc.co.za/>

Rory Voller



Signed by Rory Voller, RVoller@cipc.co.za

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Commissioner: CIPC

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