

Step by Step Guide: How to appoint or resign an auditor via E-Services on the Website (CoR44)

In order to use this step by step guide, you should have registered a customer code

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.

A. APPOINT AN AUDITOR

1. Visit the CIPC website www.cipc.co.za, and click on **On-line transacting**.



Companies and Intellectual Property Commission



Register your Business

- Register as a Customer
- Register a Company
- Register a Co-operative
- Other useful info
- Help for your business



Maintain your Business

- File Annual Returns
- Information on Annual Returns
- Change Directors of companies
- Change members of CC
- Name changes
- Business Rescue
- Re-instatements
- Close Corporations
- Co-operatives
- Other



Protect your IP

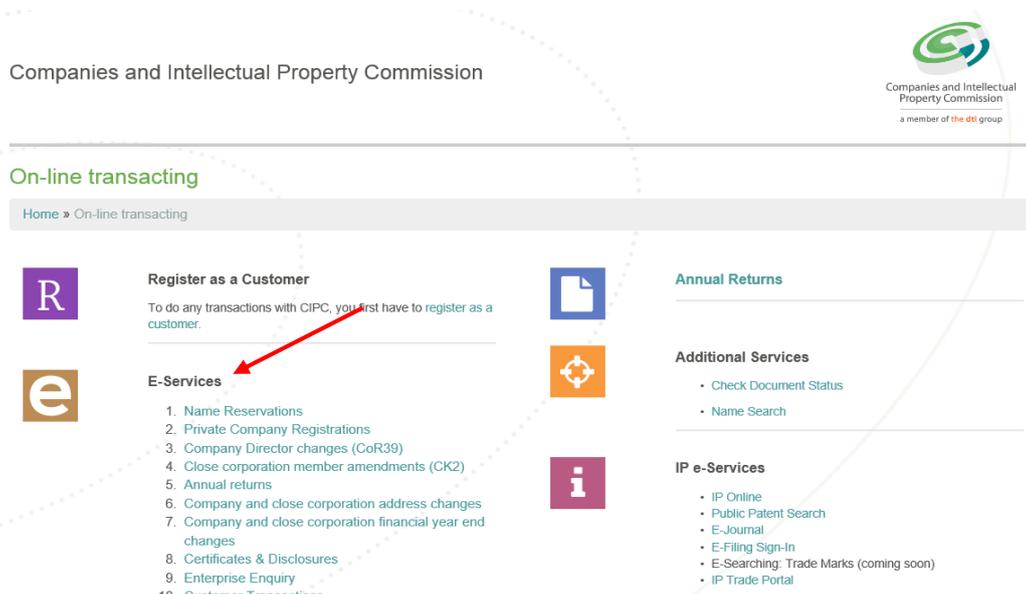
- Trade Marks
- Patents
- Designs
- Copyright
- Intellectual Property Enforcement



Business & IP Search

- Name / Enterprise Search
- Copies of business documents
- Download certificates
- Request perusal of files
- Electronic Data Sales
- Perusal of company and CC files
- IP E-Services

2. Click on **E-Services**.



3. Click on **Customer Login**

you are here: CIPC eServices » Login Logged in as: Not logged in

eServices Home

Customer Login

Password Reset

Customer Registration

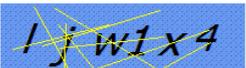
RECOMMENDED BROWSERS

GOOGLE CHROME MOZILLA FIREFOX SAFARI

Login to CIPC eServices

Customer Code
CCCOAR *

Customer Password (case sensitive)
..... *



Enter security code displayed above. (case sensitive)
ljw1x4 *

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](#).

If you're experiencing problems resetting your password then send an e-mail to resetpassword@cipc.co.za, with the following:

- Certified identity copy not older than 3 months
- Letter (signed by customer) requesting the password reset
- Updated e-mail address and cellphone number

4. Complete the required fields and click on **Login**.

- a. Customer Code
- b. Customer Password (case sensitive)
- c. Security code (case sensitive)
- d. Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

5. Click on **Auditors, Secretaries and Accounting Officers**.

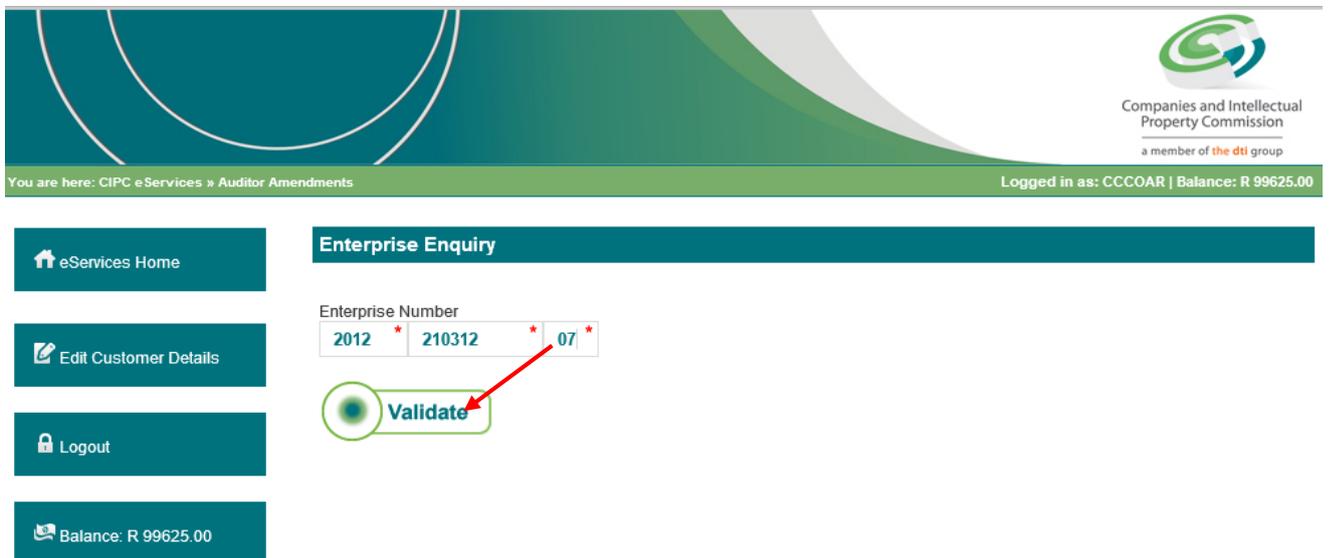
 NAME RESERVATIONS	 COMPANY & CC ADDRESS CHANGE	 CO & CC FINANCIAL YEAR END CHANGE	 CERTIFICATES & DISCLOSURES
 ENTERPRISE ENQUIRY	 CUSTOMER TRANSACTIONS	 TRANSACTION STATUS	 AUDITORS, SECRETARIES & ACCOUNTING OFFICERS
 UPLOAD DOCS	 NAME CHANGES		

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6. If you want to amend the auditor, click on **Auditor Amendments**.



7. Type in the Enterprise number and click on **Validate**.



8. The Enterprise Details will be displayed. If no auditor has been appointed, a message will display, indicating that the company does not have an active auditor. Click on **Appoint Auditor**.

Enterprise Number

2012 * 210312 * 07 *



Enterprise Details

Enterprise Number 2012 / 210312 / 07
Enterprise Name RUNNING MATTERS
Enterprise Type Private Company
Enterprise Status In Business
Registration Date 2012/11/27

Registered Directors / Members

ID / Passport Number	Name(s)	Surname	Type	Status
841111 XXXX 08 X	TANDO	LUYABA	Director	Active
860819 XXXX 08 X	MAKWENA CEDRICK	MASHAMAITE	Director	Active

Current Auditor

This company doesn't have an active auditor. You can appoint one by clicking the button below.



9. Complete the **Profession Number** of the Auditor, and click on **Continue**.

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a member of the dti group

You are here: CIPC eServices > Auditor Amendments > Appoint Auditor

Logged in as: CCCOAR | Balance: R 99625.00

eServices Home

Edit Customer Details

Logout

Balance: R 99625.00

Appoint New Auditor

Profession Number 901266

Continue

10. The name of the auditor will be displayed. Indicate the Appointment date and click on [Lodge](#).

o.za/Auditor_Appoint.aspx Companies and Intellectual... x

Help

You are here: CIPC eServices » Auditor Amendments » Appoint Auditor Logged in as: CCCOAR | Balance: R 99625.00

Appoint New Auditor

Profession Number

[Continue](#)

You are about to appoint as the auditor for enterprise number K2012210312.

Appointment Date Appointment date required

[Lodge](#)

11. If the Auditor is a Firm, then the Designated Auditors must be added by completing the Profession Number of the Designated Auditor. As can be seen below. Indicate the Appointment date and click on [Lodge](#).

Amendments » Appoint Auditor Logged in as: CCCOAR | Balance: R 99625.00

Appoint New Auditor

Profession Number

[Continue](#)

You are about to appoint **3S INCORPORATED** as the auditor for enterprise number **K2012210312**.

The profession number entered belongs to a firm, therefore a designated auditor from the firm must be appointed. Please enter the designated auditor's profession number below.

Designated Auditor Profession Number

Appointment Date

[Lodge](#)

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12. The next screen will indicate that a new auditor confirmation certificate has been sent to the email of the owner of the customer code.

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Home » Amendments » Appoint Auditor Logged in as: CCCOAR | Balance: R 99625.00

Appoint New Auditor

Profession Number

[Continue](#)

CERTIFICATE SENT!

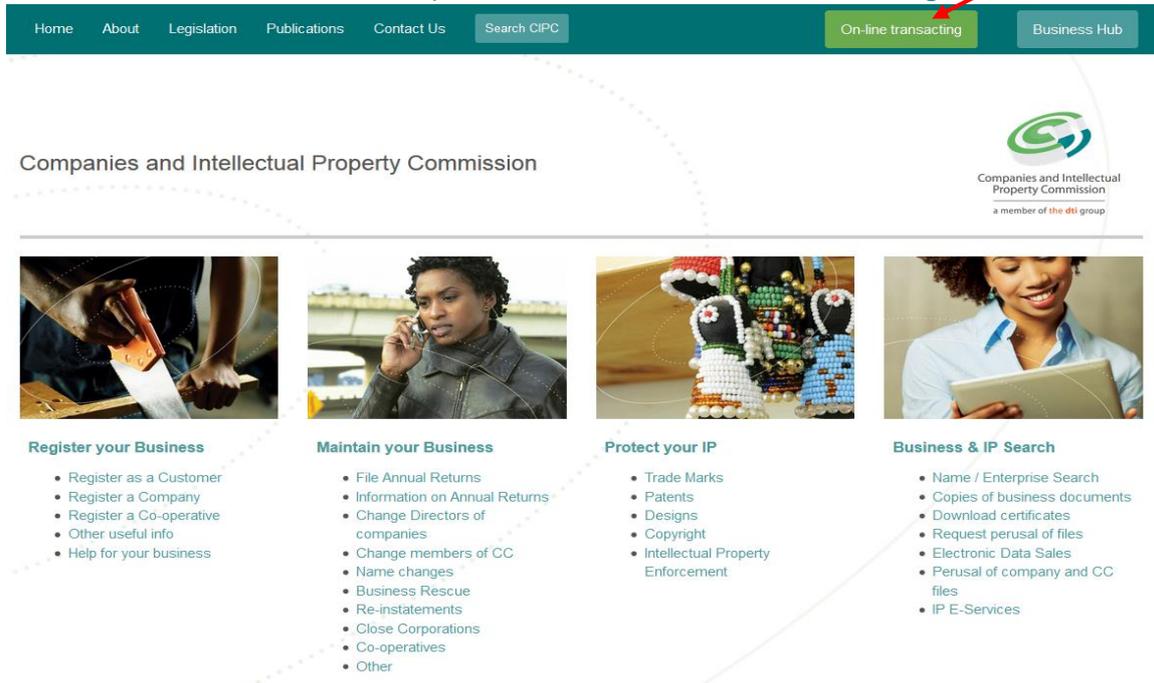
A new auditor change (COR44) confirmation certificate for enterprise number K2012210312 has been sent to HDELPOR@CIPRO.GOV.ZA

LODGE MENT NOTIFICATION ALSO SENT TO:

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B. RESIGN AN AUDITOR

1. Visit the CIPC website www.cipc.co.za, and click on **On-line transacting**.



Home About Legislation Publications Contact Us Search CIPC On-line transacting Business Hub

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Protect your IP

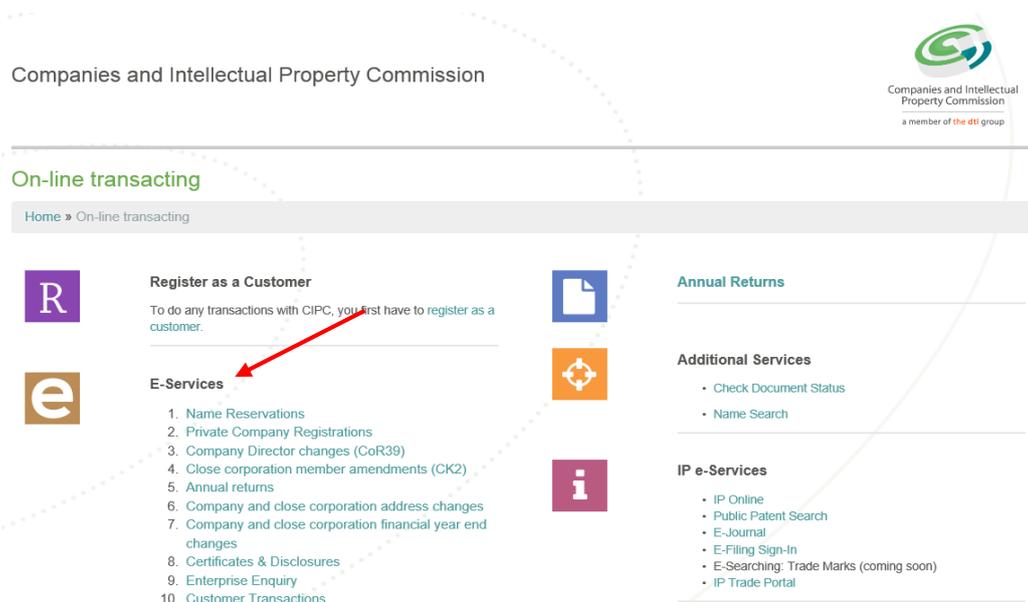
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2. Click on **E-Services**.



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On-line transacting

Home » On-line transacting



Register as a Customer

To do any transactions with CIPC, you first have to register as a customer.



E-Services

1. Name Reservations
2. Private Company Registrations
3. Company Director changes (CoR39)
4. Close corporation member amendments (CK2)
5. Annual returns
6. Company and close corporation address changes
7. Company and close corporation financial year end changes
8. Certificates & Disclosures
9. Enterprise Enquiry
10. Customer Transactions



Annual Returns



Additional Services

- Check Document Status
- Name Search



IP e-Services

- IP Online
- Public Patent Search
- E-Journal
- E-Filing Sign-In
- E-Searching: Trade Marks (coming soon)
- IP Trade Portal

3. Click on **Customer Login**

you are here: CIPC eServices » Login Logged in as: Not logged in

[eServices Home](#)

[Customer Login](#)

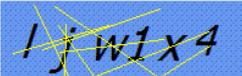
[Password Reset](#)

[Customer Registration](#)

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)


Enter security code displayed above. (case sensitive)

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](#).

If you're experiencing problems resetting your password then send an e-mail to resetpassword@cipc.co.za, with the following:

- Certified identity copy not older than 3 months
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4. Complete the required fields and click on **Login**.

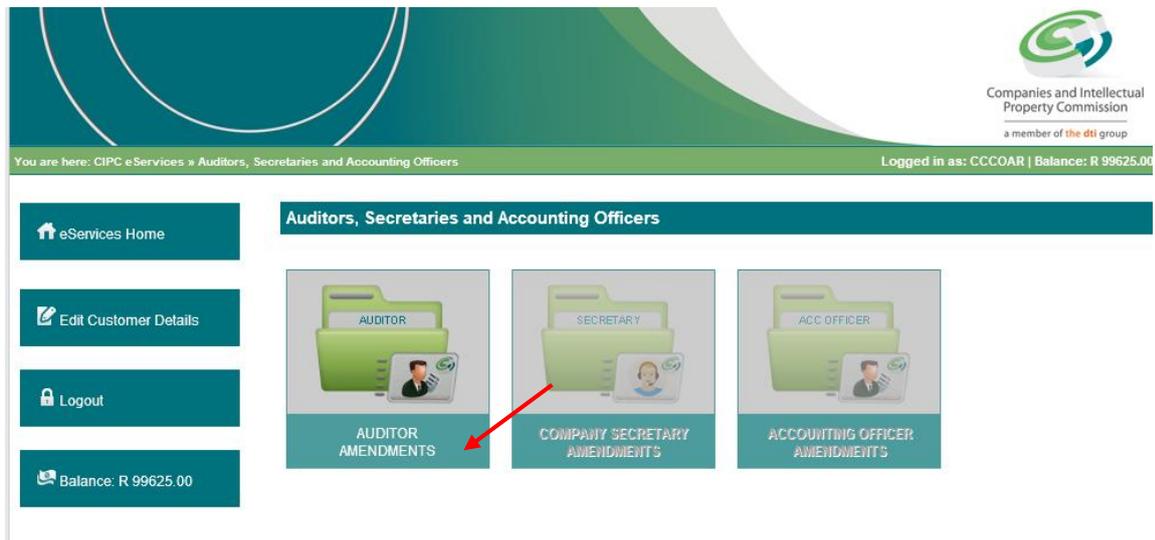
- Customer Code
- Customer Password (case sensitive)
- Security code (case sensitive)
- Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

5. Click on **Auditors, Secretaries and Accounting Officers**.

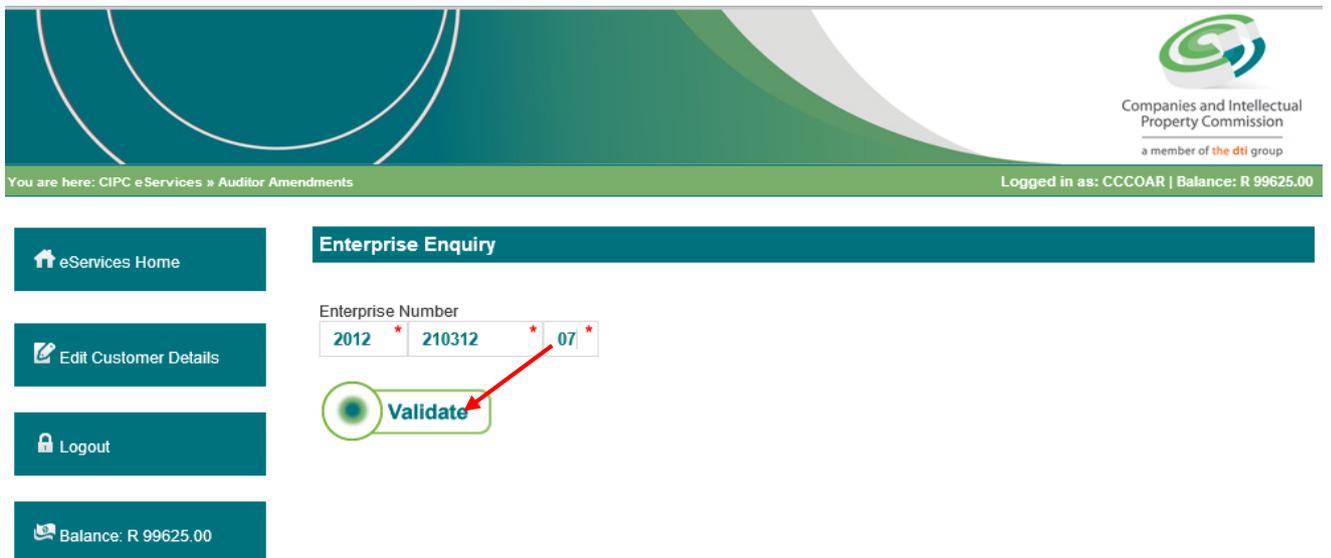
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6. To resign an auditor, click on **Auditor Amendments**.



7. Type in the Enterprise number and click on **Validate**.



8. The Enterprise Details will be displayed. The name of the Current Auditor will be displayed. Click on **Resign Auditor**.



Enterprise Details

Enterprise Number	2012 / 210312 / 07
Enterprise Name	RUNNING MATTERS
Enterprise Type	Private Company
Enterprise Status	In Business
Registration Date	2012/11/27

Registered Directors / Members

ID / Passport Number	Name(s)	Surname	Type	Status
841111 XXXX 08 X	TANDO	LUYABA	Director	Active
860819 XXXX 08 X	MAKWENA CEDRICK	MASHAMAITE	Director	Active

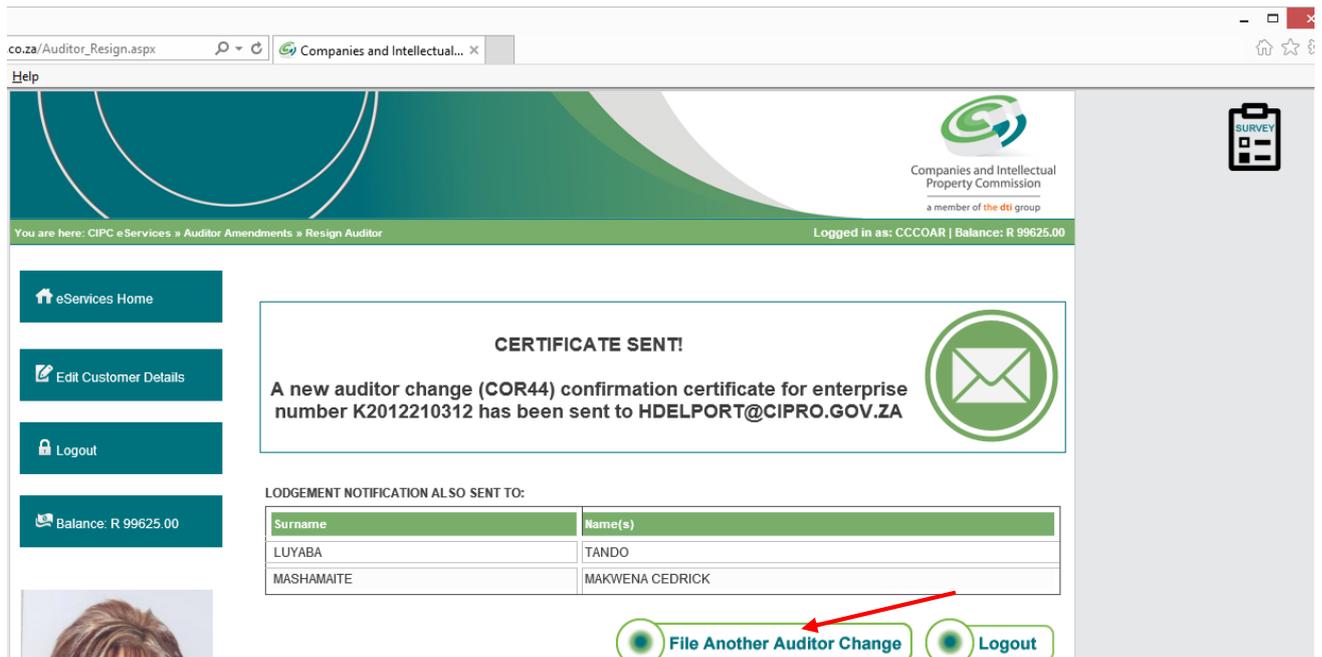
Current Auditor

Auditor Name	Appointment Date	Status	Type
ABBOTT ISAAC GEORGE	2015/05/06	ACTIVE	DESIGNATED AUDITOR

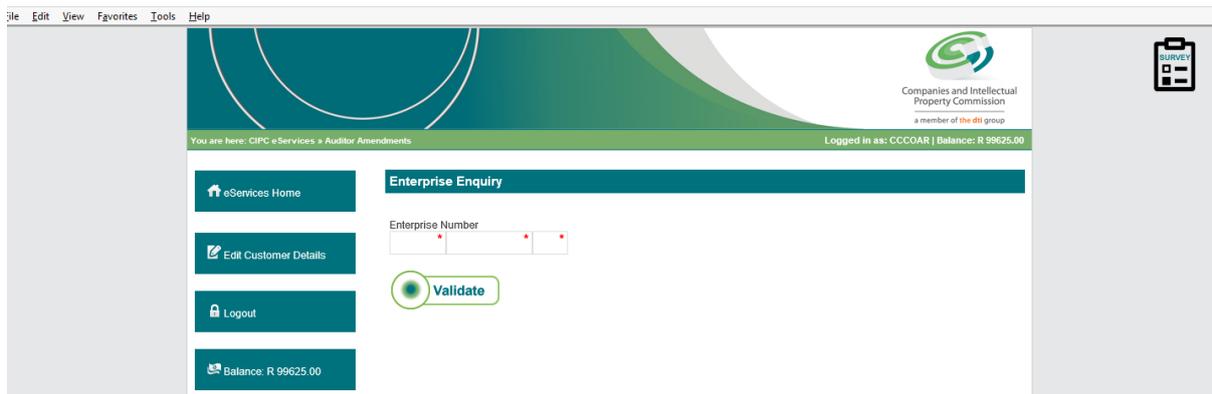


9. Select the Resignation Date. Click on **Lodge** to confirm Resignation.

10. The next screen will confirm that an auditor change certificate has been sent to the email address indicated.



- When clicking on File another Auditor Change it will take you back to the start to enter the Enterprise number.



- Enter another enterprise number for Auditor Change to take effect and click on validate.
(Will start with the above screen again).
- If you are done and do not have another change then click on [Logout](#).

Notes: (Notice number 34 of 2015)

1. The Auditor (Firm) should have its own Practice number, if the Firm and the Designated Auditor have the same profession number, then it should be noted that only the Designated Auditor will reflect on the certificate and not the firm.
2. If the addresses are incorrect, kindly note that it should be brought under the attention of IRBA as we receive the data directly from them to import on our system.
3. If the profession number is invalid, kindly bring this under IRBA's attention as well, the information is not CIPC's.
4. Note that when you only want to resign the Designated Auditor, the system does not allow that, you have to resign the Auditor and the Designated Auditor both, then re-appoint the Auditor Firm, it should be noted however that a firm cannot be the only Auditor as the system and the Act requires a Firm to have a Designated Auditor as well.
5. Any spelling errors on the names of the Auditor, should be brought under the attention of IRBA, CIPC will not amend the wrong spelling as the information is as received from IRBA.
6. If you struggle to appoint / resign the Auditors, kindly send a manual application with supporting documentation ,e.g. Certified ID copy of the applicant and the address of the Auditor, to cor44@cipc.co.za.
7. If you receive any errors not relating to the above, please make screen prints and forward to CIPC for investigation. Forward this to the CoR44 Specialist, Dorothy Molate on e-mail dmolate@cipc.co.za or Business Rescue Practitioner Specialist, Veronica van Dyk on vvdyk@cipc.co.za.