

Step by Step Guide: Electronic Disclosures

In order to use this step by step guide, you should have registered a customer code and have adequate credit in your customer code if you want to view a full disclosure (R30) of an enterprise.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

1. Visit the CIPC website www.cipc.co.za, and click on **Download certificates**.

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 **Customer Login**.

You are here: CIPC eServices » Home

Logged in as: Not logged in

Self-help Home

Customer Login

Password Reset

Customer Registration

Welcome to CIPC eServices system

To transact with CIPC you must:

- Have a valid CIPC customer code
- Have a valid cellphone number and email address

To register as a CIPC customer

- Click on Customer Registration on the left menu and complete required details
- Your username and password will be emailed and SMSed to you
- Log in by clicking on Customer Login and provide your customer code and password each time you transact

To login into the Self-help system

- Click on Customer Login on the left menu
- If you have forgotten your username, click on Customer Login and type in your ID number
- If you have forgotten your password, click on Password Reset and type in your ID number

Please note:

- This process only caters for the registration of private companies with the standard Memorandum of Incorporation

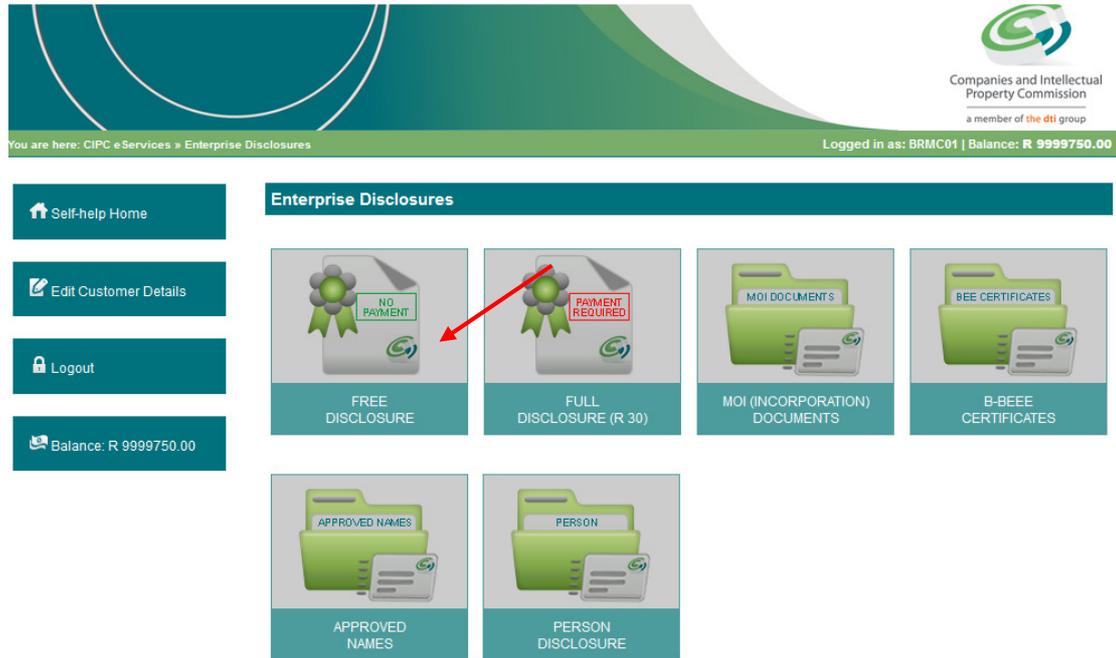
Login

3. 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

Select **Forgot Password** if you require your customer password to be resend to you.

4. The landing page of E-services will be displayed. Click on **Certificates & Disclosures**.

5. The different Enterprise Disclosure options will be displayed. Click on the relevant option.
 - a. Free Disclosure
 - b. Full Disclosure (R30)
 - c. MOI (Incorporation documents)
 - d. Approved Names
 - e. Person Disclosure

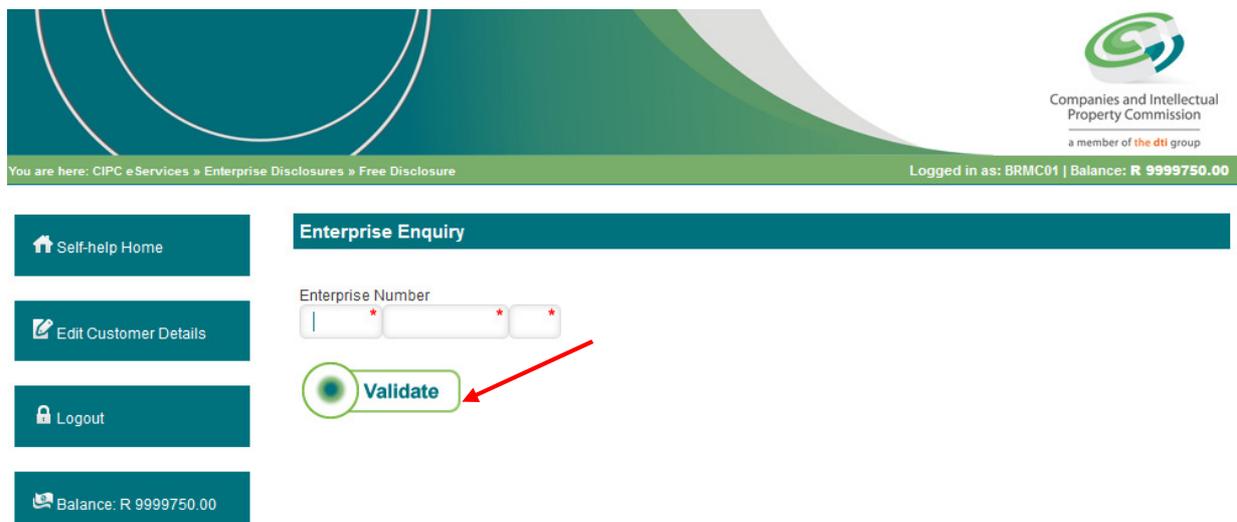


NOTE:
 A full disclosure costs R30 per certificate generated. It has all the enterprise information.
 A free disclosure has limited information and may not be used officially.
 MOI documents are only for companies registered under the new companies act.
 Person disclosure lists all enterprises a person holds a directorship/membership.

Free Disclosures

Please note that free disclosures cannot be used for official purposes. It is free of charge.

6. Complete the Enterprise Number and click on **Validate**.



7. The following detail regarding the enterprise will be displayed. Click on **Generate Certificate**.
 - a. Enterprise Number
 - b. Enterprise Name
 - c. Enterprise Type
 - d. Enterprise Status
 - e. Registration Date
 - f. Physical Address
 - g. Postal Address
 - h. Registered Directors/Members


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You are here: CIPC eServices » Enterprise Disclosures » Paid Disclosure Logged in as: BRMC01 | Balance: R 9999750.00

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 9999750.00

Enterprise Enquiry

Enterprise Number: 2008 * 069148 * 23 *

[Validate](#)

Enterprise Details

Enterprise Number	2008 / 069148 / 23
Enterprise Name	IMPACT TAX SERVICES
Enterprise Type	Close Corporation
Enterprise Status	In Business
Registration Date	2008/04/01

Registered Directors / Members

ID / Passport Number	Name(s)	Surname	Type	Status
641003 XXXX 08 X	NEISHA	RAMPERSAD	Member	Active
661002 XXXX 08 X	RAVI MEGHRAJ	RAMPERSAD	Member	Active

[Generate Certificate](#)

8. The next screen will confirm that the certificate has been sent to the e-mail address on the customer profile.

DOCUMENT(S) / CERTIFICATE SENT!

The requested certificate for enterprise or tracking number 2008 / 069148 / 23 has been sent to **MSWEMMER@CIPC.CO.ZA**



Full Disclosure



Enterprise Disclosures

- Self-help Home
- Edit Customer Details
- Logout
- Balance: R 9999750.00

FREE DISCLOSURE

FULL DISCLOSURE (R 30)

MOI (INCORPORATION) DOCUMENTS

B-BEE CERTIFICATES

APPROVED NAMES

PERSON DISCLOSURE

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6. Complete the required Enterprise number and click on **Validate**.

Enterprise Enquiry

Enterprise Number

Validate

7. The following detail regarding the enterprise will be displayed. Click on **Generate Certificate**.
- Enterprise Number
 - Enterprise Name
 - Enterprise Type
 - Enterprise Status
 - Registration Date
 - Physical Address
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 - Registered Directors/Members

Self-help Home

Edit Customer Details

Logout

Balance: R 9999750.00

Enterprise Enquiry

Enterprise Number

Validate

Enterprise Details

Enterprise Number	2008 / 069148 / 23
Enterprise Name	IMPACT TAX SERVICES
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ID / Passport Number	Name(s)	Surname	Type	Status
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661002 XXXX 08 X	RAVI MEGHRAJ	RAMPERSAD	Member	Active

Generate Certificate 

8. The next screen will confirm that the certificate has been sent to the e-mail address provided.

DOCUMENT(S) / CERTIFICATE SENT!

The requested certificate for enterprise or tracking number 2008 / 069148 / 23 has been sent to MSWEMMER@CIPC.CO.ZA



Memorandum of Incorporation (MOI) (Incorporation documents)

To be able to view the Memorandum of Incorporation documents, you need to be an active director in the enterprise. You will be presented with a list of enterprises.

6. Select the entity for which you want to generate the Registration Documents.

eServices Home

Edit Customer Details

Logout

Balance: R 117125.00

Generate Registration Documents to Customer Email

Enterprise Number	Enterprise Name	Registration Date	Type Code	Enterprise Type	Tracking Number	select
K2013216818	LEZURECOM	2013/02/04	07	Private Company	716375835	<input type="radio"/>
K2013216827	K2013016827	2013/02/04	07	Private Company	716429087	<input type="radio"/>
K2014000445	K2014000445 (SOUTH AFRICA)	2014/04/09	07	Private Company	717289425	<input type="radio"/>
K2014000448	Hann o Approved Name	2014/04/10	07	Private Company	717289427	<input type="radio"/>
K2014000449	K2014000449 (SOUTH AFRICA)	2014/04/10	07	Private	717289430	<input type="radio"/>

7. Scroll to the bottom of the screen and confirm that the correct entity is displaying. Click on [Generate Certificate](#).

K2014000726	STEVEN CONSTRUCTION	2014/09/15	07	Private Company	717291278	
K2014000729	K2014000729 (SOUTH AFRICA)	2014/09/15	07	Private Company	717291282	
K2014000735	K2014000735 (SOUTH AFRICA)	2014/09/15	07	Private Company	717291463	
K2014000738	K2014000738 (SOUTH AFRICA)	2014/09/15	07	Private Company	717291500	
K2014000739	K2014000739 (SOUTH AFRICA)	2014/09/15	07	Private Company	717291507	
K2014000741	K2014000741 (SOUTH AFRICA)	2014/09/15	07	Private Company	717291518	
K2014000742	MAJUBA TRADING	2014/09/15	07	Private Company	717291524	

Director/Member Details

ID / Passport Number	Name(s)	Surname	Type	Status
770517 XXXX 08 X	LEZELLE	HENDRIKS	Director	Active
710127 XXXX 08 X	HAYLIE	DELPORT	Director	Active
741214 XXXX 08 X	CHRIS	VAN WYK	Director	Active
741214 XXXX 08 X	STYVEN	MILLS	Director	Active
741214 XXXX 08 X	GEORGE DAVID	MILLS	Director	Active

 [Generate Certificate](#) 

8. The next screen will confirm that the certificate has been sent to the e-mail address provided.

DOCUMENT(S) / CERTIFICATE SENT!

**The requested certificate for enterprise or tracking number
K2013216818 has been sent to HDELPORT@CIPC.CO.ZA**



Approved Names

If you click on approved names, all names reserved under the customer code will be displayed.

You are here: CIPC eServices » Enterprise Disclosures » Approved Names

Logged in as: BRMC01 | Balance: R 9999720.00

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Self-help Home

Edit Customer Details

Logout

Balance: R 9999720.00

Reservation Number	Approved Name	Expiry Date	Select
717291271	HIGH LEVEL SERVICES	2015/06/30	
717291283	MAGDA CONSULTING	2015/12/30	

Person Disclosure

To view all directorships/memberships of a specific person, type in the ID number and surname of the person and click on **Search**. A list will appear of each entity that the person is a director (company) or member (close corporation).

If the entity is dissolved / final deregistered, the status of the person as at the date of dissolution / final deregistration will reflect although the entity no longer exist.

B-BEEE Certificates

You are here: CIPC eServices » Enterprise Disclosures

Logged in as: BRMC01 | Balance: R 9999750.00

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Self-help Home

Edit Customer Details

Logout

Balance: R 9999750.00

Enterprise Disclosures

NO PAYMENT

PAYMENT REQUIRED

MOI DOCUMENTS

BEE CERTIFICATES

FREE DISCLOSURE

FULL DISCLOSURE (R 30)

MOI (INCORPORATION) DOCUMENTS

B-BEEE CERTIFICATES

APPROVED NAMES

PERSON

APPROVED NAMES

PERSON DISCLOSURE

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Person disclosure lists all enterprises a person holds a directorship/membership.

6. Complete the required Enterprise number and click on **Validate**.

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You are here: CIPC eServices > Enterprise Disclosures > B-BBEE Certificate

Logged In as: STELLI | Balance: R 26170.00

eServices Home

Edit Customer Details

Logout

Balance: R 26 170.00

B-BBEE Enterprise Enquiry

Enterprise Number

Validate

7. A message will appear whether a B-BBEE application was done via a CIPC Self Help Terminal. If so, click on **Generate Certificate** and the certificate will be e-mailed to you. If not, the B-BBEE certificate will not be available.

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You are here: CIPC eServices > Enterprise Disclosures > B-BBEE Certificate

Logged In as: CCCOAR | Balance: R 117125.00

eServices Home

Edit Customer Details

Logout

Balance: R 117 125.00

B-BBEE Enterprise Enquiry

Enterprise Number

2014 000719 07

Validate

The last B-BBEE certificate application for this enterprise was done on 2014/09/11 10:31:34 AM. Click the button below to generate a certificate.

Generate Certificate