

# Step by Step Guide: Name Reservation

In order to use this step by step guide, you should have registered a customer code and have adequate credit in your customer code.

- 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](http://www.cipc.co.za), and click on **On-line transacting**.



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**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

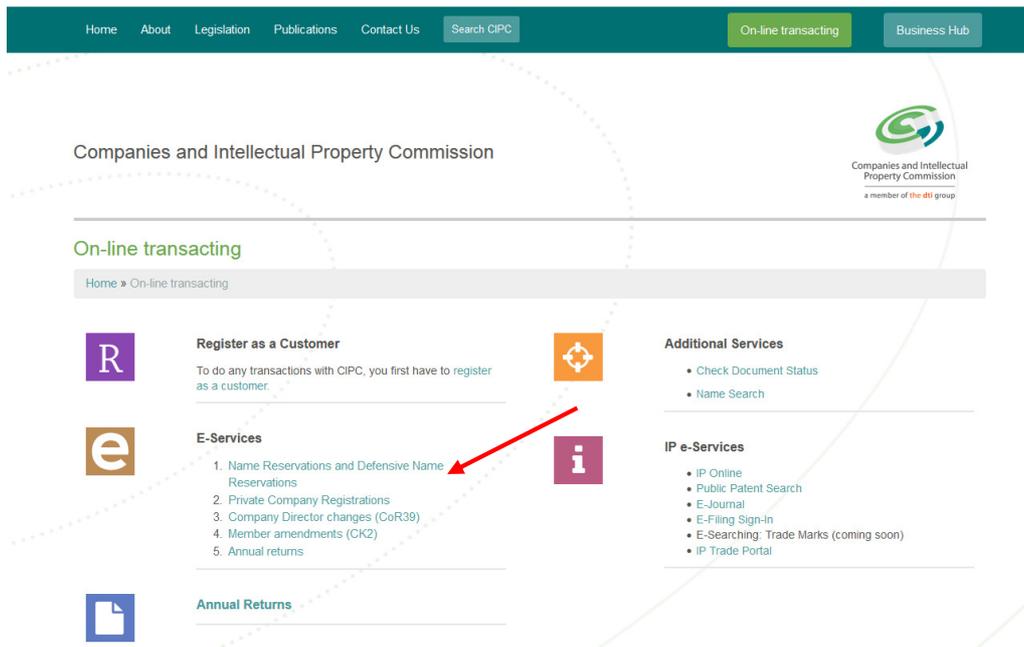
**Protect your IP**

- 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 **Name Reservations**.



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**On-line transacting**

Home » On-line transacting

**R Register as a Customer**

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

**e E-Services**

1. Name Reservations and Defensive Name Reservations
2. Private Company Registrations
3. Company Director changes (CoR39)
4. Member amendments (CK2)
5. 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

**Annual Returns**

3. Click on **Customer Login**.

You are here: CIPC eServices » Home

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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

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

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

You are here: CIPC eServices » Login

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Logged in as: Not logged in

Self-help Home

Customer Login

Password Reset

Customer Registration

### Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

3LjS2a

Enter security code displayed above. (case sensitive)

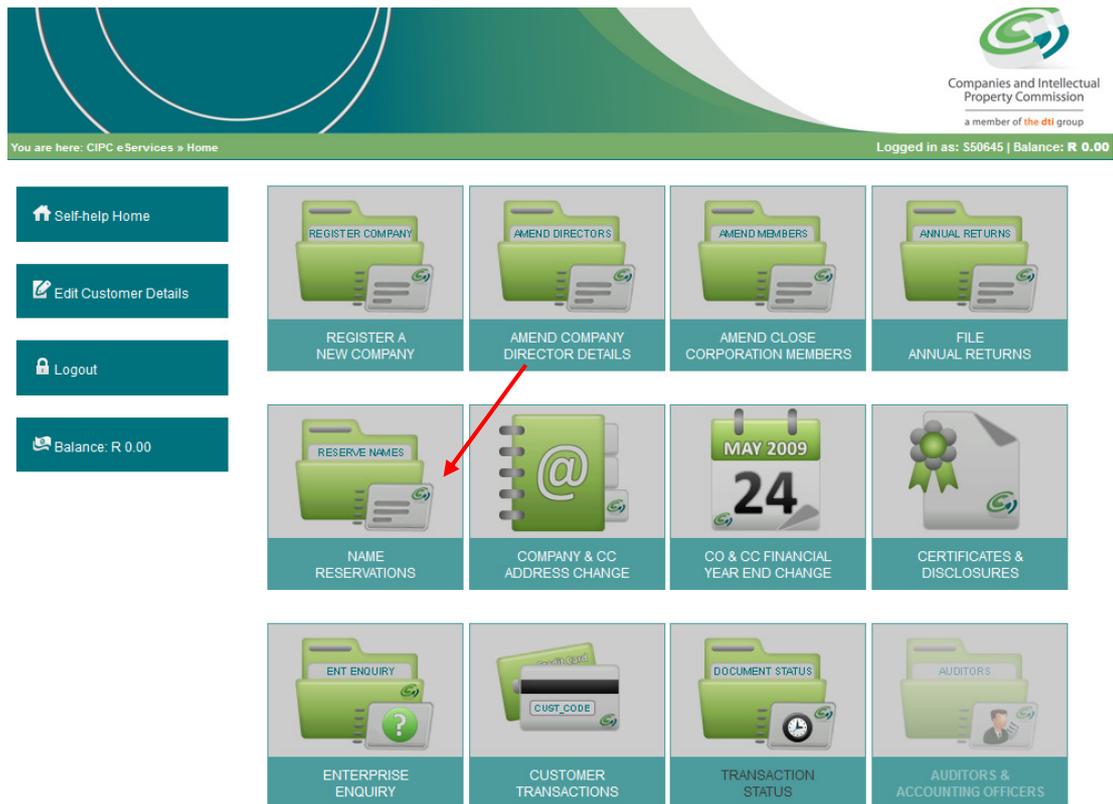
Tick to accept the CIPC Terms & Conditions

Login

Forgot Password?

Before you login make sure you have a **valid email address** as you will not be able to proceed with filing your annual returns if you don't have one. You can register for a free email address at GMail.

5. The landing page of E-services will be displayed. Click on [Name Reservations](#).



6. Click on [Proposed Name](#).



- Name Reservation.** Enter at least one or a maximum of four proposed names for the enterprise, in order of preference. Click on [Submit Proposed Name](#).

- A screen will display, indicating if the exact name test was successful or not. If the test for one of the proposed names was not successful, it will be indicated with a cross. Click on [Back](#) and propose another name if you want to add another name. Click on [Lodge Name Reservation](#).

- The next screen will indicate that the proposed name(s) has been lodged, and provide you with a tracking number. Click on either [Back to Name Reservations](#) or on [Home](#).

For guidance on the service delivery standards for name reservations consult [About / Our Service Turnaround Times](#).

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You are here: CIPC eServices » Name Reservation » Proposed Names  
Logged in as: BRMC01 | Balance: R 9999800.00

Self-help Home  
Edit Customer Details  
Logout  
Balance: R 9999800.00

**PROPOSED NAME(S) RESERVED!**  
The proposed name(s) you submitted have been reserved under reservation number 717291283.

Back to Name Reservations Home

- Once the name has been approved you will receive an SMS and email confirmation of the name reservation, with the tracking number of the name reservation.