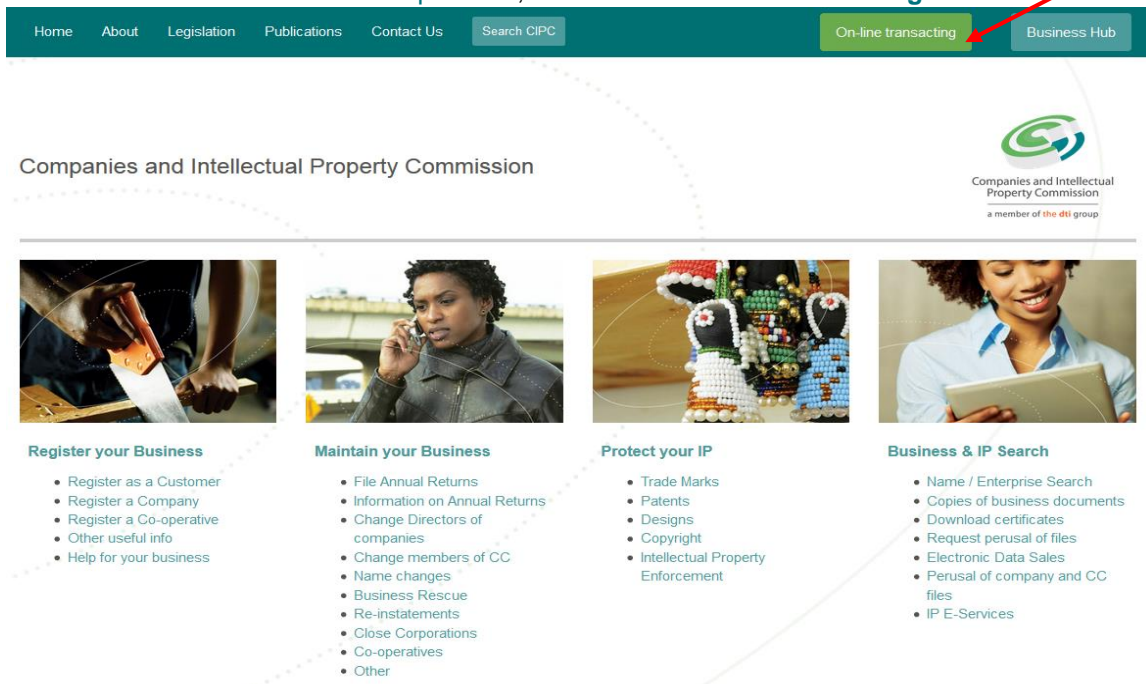


# Step by Step Guide: New Company Registration

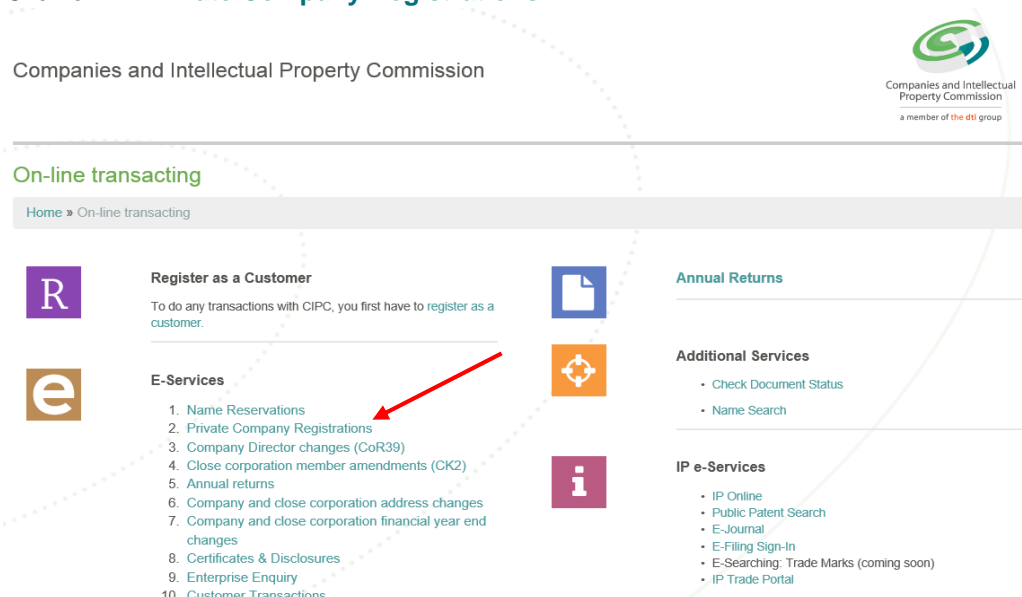
In order to use this step by step guide, you should have registered a customer code and have adequate credit in your customer code.

- 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**.



2. Click on **2. Private Company Registrations**.



3. Click on **Customer Login** or **Register a new company**.

**Welcome to CIPC eServices system**

Select a service below. For all other services click on "customer login".

 <b>REGISTER A NEW COMPANY</b>	 <b>AMEND COMPANY DIRECTOR DETAILS</b>	 <b>AMEND CLOSE CORPORATION MEMBERS</b>	 <b>FILE ANNUAL RETURNS</b>
-----------------------------------	---	--	--------------------------------

**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**.
- 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

**Note:** Select **Forgot Password** if you require your customer password to be resend to you. If you have never used the E-Services and experience challenges to reset your password, send an e-mail to [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za) requesting your password to be reset. Include the following in your email:

- Customer code
- Full name and Surname
- ID number
- Certified copy of your ID document
- Letter (signed by customer) requested resetting of password
- Updated e-mail address



Companies and Intellectual  
Property Commission  
a member of the dti group

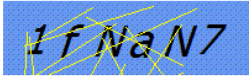
You are here: CIPC eServices » Login
 Logged in as: Not logged in

[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](mailto: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

5. The landing page of E-services will be displayed. Click on **Register a New Company**.




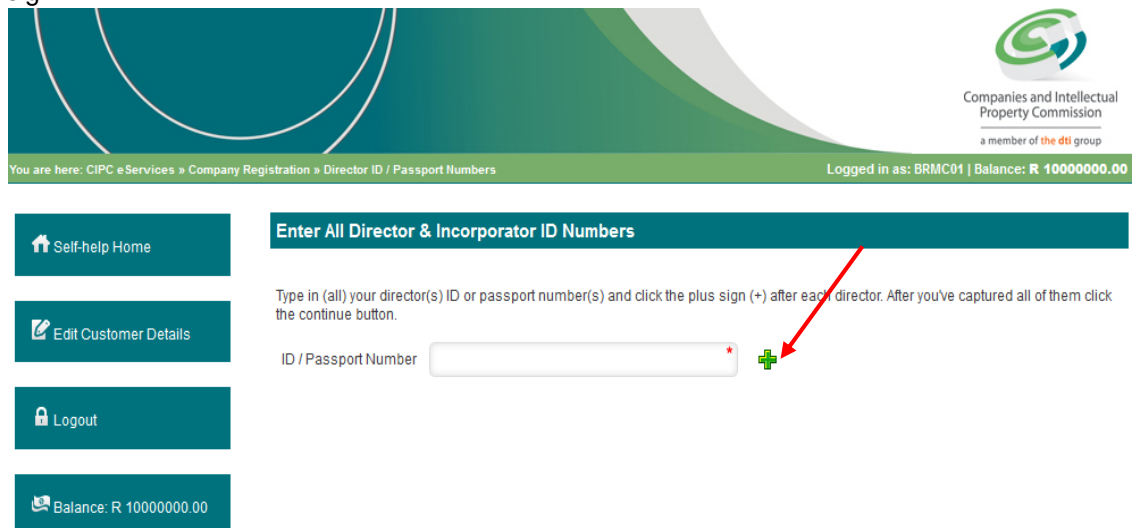
Companies and Intellectual  
Property Commission  
a member of the dti group


You are here: CIPC eServices » Home
 Logged in as: S50645 | Balance: R 0.00

[Self-help Home](#)  
  
[Edit Customer Details](#)  
  
[Logout](#)  
  
[Balance: R 0.00](#)

 REGISTER A NEW COMPANY	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CLOSE CORPORATION MEMBERS	 FILE ANNUAL RETURNS
 NAME RESERVATIONS	 COMPANY & CC ADDRESS CHANGE	 CO & CC FINANCIAL YEAR END CHANGE	 CERTIFICATES & DISCLOSURES
 ENTERPRISE ENQUIRY	 CUSTOMER TRANSACTIONS	 TRANSACTION STATUS	 AUDITORS & ACCOUNTING OFFICERS

- Enter the ID/number or passport number of the Director of the company and click on the  sign.



- The ID Number, Name and Surname and if the Director is Disqualified or not will be displayed. Click on Remove if you want to remove the Director. Click on the  sign if you want to add another director. Once all the directors ID Numbers' are captured, click on Continue to add all Directors and Incorporators details.
- A screen will display, requesting you to capture the details of the directors. Click on **Edit** and complete the details of the directors, and click on **Save**. Please note that directors cannot share email addresses and cell phone numbers.



ID / Passport Number	Surname	Name(s)	Edit
7106300139084	SWEMMER	MARIA MAGDALENA	

ID / Passport Number	Surname	Name(s)	Director Type	Cellphone No	Email Address
You haven't updated any directors details yet					

Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator



9. The Company Registration: Directors & Incorporators screen will display. Complete the required fields and click on **Save**.
- Director Type
  - Surname
  - Name(s)
  - Country of Origin
  - ID/Passport Number
  - Director Status
  - Appointment Date
  - Date of Birth
  - Cell phone Number
  - Email Address
  - Physical Address
  - Postal Address

DIRECTOR DETAILS CAPTURED:

ID/ Passport Number	Surname	Name(s)	Director Type	Cellphone No	Email Address
You haven't updated any directors details yet. If you did then please refresh the page before you click continue.					

Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator

#### New Director Details

Director Type	<div>Select Director Type</div>
Surname	<div>KLOKOW</div>
Name(s)	<div>CHRISTA</div>
Country of Origin	<div>Select Country</div>
ID / Passport Number	<div>8009090028088</div>
Director Status	<div>Active</div>
Appointment Date	<div></div>
Date of Birth	<div></div>
Cellphone Number	<div></div>
Email Address	<div></div>
Physical Address	<div></div>
	<div></div>
	<div></div>
	<div>Select province</div>
	<div></div>
	<div><input type="checkbox"/> Tick to copy your Physical Address to the Postal Address fields</div>
Postal Address	<div></div>
	<div></div>
	<div></div>
	<div>Select province</div>
	<div></div>
Is this director also an incorporator	<div>Select answer</div>



**Note:** If you are registering the company on behalf of another person (your client), it is not necessary for your details to reflect as the incorporator. You may indicate your client as the incorporator.

10. On the next screen, click on **Continue** to complete the Company's details.

The screenshot shows the CIPC eServices portal. At the top right is the CIPC logo and text: "Companies and Intellectual Property Commission" and "a member of the dti group". Below this is a breadcrumb trail: "You are here: CIPC eServices » Company Registration » Directors & Incorporators" and a status bar: "Logged in as: BRMC01 | Balance: R 10000000.00". On the left is a sidebar with four buttons: "Self-help Home", "Edit Customer Details", "Logout", and "Balance: R 10000000.00". The main content area is titled "Company Registration: Directors & Incorporators" and contains the following text: "Please click on edit to capture each of the the director's details. Please note that directors cannot share email addresses and cellphone numbers." Below this is a section titled "DIRECTOR DETAILS NOT CAPTURED YET:" with a table with four columns: "ID / Passport Number", "Surname", "Name(s)", and "Edit". Below the table is a message: "You have updated all directors details". Below this is a section titled "DIRECTOR DETAILS CAPTURED:" with a table with six columns: "ID / Passport Number", "Surname", "Name(s)", "Director Type", "Cellphone No", and "Email Address". Below the table is a message: "You haven't updated any directors details yet". At the bottom of the main content area is a line of text: "Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator". At the bottom right is a green button with a circular icon and the text "Continue", with a red arrow pointing to it.

Companies and Intellectual Property Commission  
a member of the dti group

You are here: CIPC eServices » Company Registration » Directors & Incorporators  
Logged in as: BRMC01 | Balance: R 10000000.00

Self-help Home  
Edit Customer Details  
Logout  
Balance: R 10000000.00

**Company Registration: Directors & Incorporators**

Please click on edit to capture each of the the director's details. Please note that directors cannot share email addresses and cellphone numbers.

**DIRECTOR DETAILS NOT CAPTURED YET:**

ID / Passport Number	Surname	Name(s)	Edit
You have updated all directors details			

**DIRECTOR DETAILS CAPTURED:**

ID / Passport Number	Surname	Name(s)	Director Type	Cellphone No	Email Address
You haven't updated any directors details yet					

Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator

**Continue**

11. Complete the required fields relating to the Company and click on **Save**.

- Financial Year End
- Authorised Shares
- Email Address
- Website Address
- Company Physical Address
- Company Postal Address

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

You are here: CIPC eServices » Company Registration » Company Details      Logged in as: BRMC01 | Balance: R 10000000.00

**Self-help Home**

**Edit Customer Details**

**Logout**

**Balance: R 10000000.00**

### Company Details

Financial Year End

Authorised Shares

Email Address

Website Address

Company Physical Address

☐ Tick to copy your Physical Address to the Postal Address fields

Company Postal Address

**Save**

12. The next screen provide options regarding **Name reservation**, namely:
- Apply for a name as part of this process;
  - Use a name that has already been approved;
  - Register a company using an enterprise number as the name.

**Option 1: Applying for a name as part of the process.** Click on this option if you want to apply for a name as part of the process. Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail, then the company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a **company name change process**.

**Option 2: Name already approved:** If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

**Option 3: Register using the enterprise number as company name:** Your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.


[Self-help Home](#)

[Edit Customer Details](#)


[Logout](#)

Balance: R 10000000.00

### Name Reservations

APPLY FOR A NAME AS PART OF THIS PROCESS

USE A NAME THAT HAS ALREADY BEEN APPROVED

REGISTER COMPANY USING ENTERPRISE NUMBER AS THE NAME

**PLEASE NOTE:**


- Applying for a name as a part of this process: Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail then this company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a company name change process.
- Name already approved: If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.
- Register using the enterprise number a company name: Your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

The three different options regarding name reservation will be indicated below:

**Option 1: Applying for a name as part of the process.**

1. **Applying for a name as part of the process.** Enter at least one or a maximum of four proposed names for the enterprise, in order of preference. Click on [Submit Proposed Name](#).

You are here: CIPC eServices » Company Registration » Name Reservation

  
 Companies and Intellectual Property Commission  
 a member of the dti group

[Self-help Home](#)

[Edit Customer Details](#)


[Logout](#)

Balance: R 75165.00

### Name Reservation


Please enter at least 1 (one) proposed name, maximum of 4 (four), in order of preference.

Proposed Name(s)



2. 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, you will be requested to indicate another proposed name. Click on [Back](#) and propose another name. Click on [Lodge Name Reservation](#).



  
 Companies and Intellectual  
 Property Commission  
a member of the dti group

You are here: CIPC eServices » Company Registration » Name Reservation
Logged in as: TAND11 | Balance: R 75165.00

[Self-help Home](#)  
  
[Edit Customer Details](#)  
  
[Logout](#)  
  

Balance: R 75165.00

Proposed Name	Result	Status
TESTBEST	✓	AVAILABLE
INIQUITY TRADING	✓	AVAILABLE
DIVINE TRADING	✗	REGISTERED: K2011138767 -> IN BUSINESS

✓

Exact name test successful

✗


Exact name test not successful. Please indicate another proposed name that reflects a result status of "AVAILABLE".

Please note: The results as reflected on this screen is based on a preliminary search conducted on entity names and does not guarantee that one of the proposed names will be reserved. You will be notified of the final results via the e-mail address as per your customer profile.

Back

Lodge Name Reservation

3. The next screen will indicate that the proposed name(s) has been lodged, and provide you with a Reservation (tracking) number. Click on **Continue**.

  
 Companies and Intellectual  
 Property Commission  
a member of the dti group


You are here: CIPC eServices » Company Registration » Name Reservation
Logged in as: BRMC01 | Balance: R 10000000.00

[Self-help Home](#)  
  
[Edit Customer Details](#)  
  
[Logout](#)  
  

Balance: R 10000000.00

PROPOSED NAME(S) RESERVED!

The proposed name(s) you submitted have been reserved under reservation number 717291254. Click continue to proceed to the next step.



Continue

Once the name has been successfully reserved, confirmation of such reservation will be e-mailed. For guidance on the service delivery standards for name reservations consult **About / Our Service Turnaround Times**.

#### Option 2: Name already approved:

- Click on **Use a name that has already been approved**.


[Self-help Home](#)

[Edit Customer Details](#)


[Logout](#)

Balance: R 10000000.00


### Name Reservations



APPLY FOR A NAME  
AS PART OF  
THIS PROCESS



USE A NAME THAT  
HAS ALREADY  
BEEN APPROVED




REGISTER COMPANY  
USING ENTERPRISE  
NUMBER AS THE NAME

**PLEASE NOTE:**

- Applying for a name as a part of this process: Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail then this company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a company name change process.
- Name already approved: If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.
- Register using the enterprise number a company name. Your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

2. Type in the reservation number received for the name reservation and click on **Continue**.


You are here: CIPC eServices » Company Registration » Approved Name

  
 Companies and Intellectual  
 Property Commission  
 a member of the dti group

**Company Registration: Approved Name**

Please enter reservation number for your approved name

Reservation Number

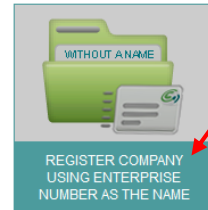
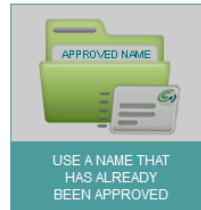
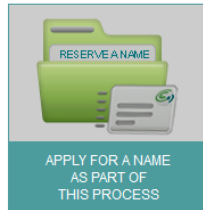


**Option 3: Register using the enterprise number as company name:**

1. Click on **Register company using enterprise number as the name**.

- [Self-help Home](#)
- [Edit Customer Details](#)
- [Logout](#)
- [Balance: R 10000000.00](#)

### Name Reservations



#### PLEASE NOTE:

- Applying for a name as a part of this process: Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail then this company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a company name change process.
- Name already approved: If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.
- Register using the enterprise number a company name: Your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

13. All director and company details will be displayed. Verify the correctness, and click on Modify if you need to edit either the company details or the director details. Click on **Lodge Company**.

You are here: CIPC eServices » Company Registration » Confirmation Logged in as: BRMC01 | Balance: R 10000000.00



- [Self-help Home](#)
- [Edit Customer Details](#)
- [Logout](#)
- [Balance: R 10000000.00](#)

#### Company Details

Financial Year End	FEBRUARY	Authorised Shares	1000.0000
Physical Address	77 MEINTJIES STR SUNNYSIDE PRETORIA GAUTENG 0001	Postal Address	77 MEINTJIES STR SUNNYSIDE PRETORIA GAUTENG 0001

[Modify Company Details](#)

#### Director Details

ID / Passport Number	Surname	Name(s)	Director Type	Cellphone No	Email Address	View / Modify
7106300139084	SWEMMER	MARIA MAGDALENA	V	0833216906	MSWEMMER@CIPC.CO.ZA	
7106300139084	SWEMMER	MARIA MAGDALENA	D	0833216906	MSWEMMER@CIPC.CO.ZA	

Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator

[Lodge Company](#)

14. The following screen will be displayed if your company registration has been filed. Please note that the transaction is not yet completed. An email will be sent to the email address that you provided, indicating the required supporting documentation needed for registration.



15. You can either click on [Home](#) to go back to the Home page, or on [Logout](#).
16. You will receive an email from CIPC, indicating that a request to register a company has been lodged. A form is attached to this email. **See Annexure B for example of attached form.**
17. Print the e-mailed forms and have indicated directors and incorporators sign at the indicated places.
18. Send the signed form and required supporting documents to [eServicesCoReg@cipc.co.za](mailto:eServicesCoReg@cipc.co.za) for the process to be completed. The following supporting documents are required:
  - Certified identity copy of applicant;
  - Certified copies of the Identity Documents or passport of the Directors and Incorporators;
  - The name confirmation certificate (COR9.4), if applicable;
  - Power of attorney (if applicable);
  - For trust or company/juristic person as an incorporator, the resolution and certified ID copy of the duly authorised representative must be attached.

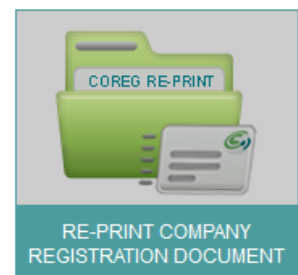
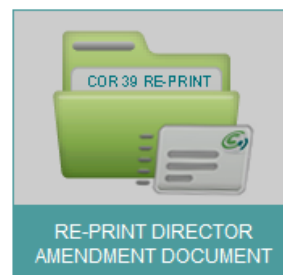
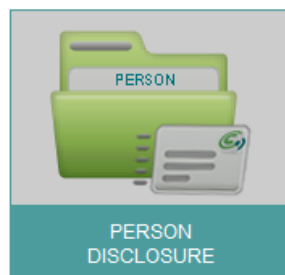
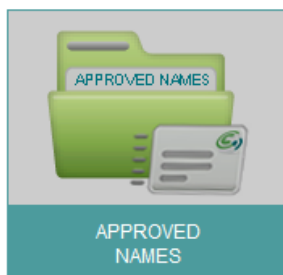
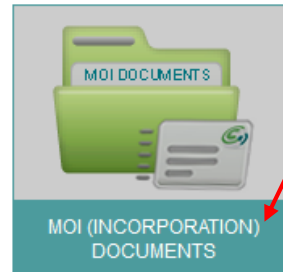
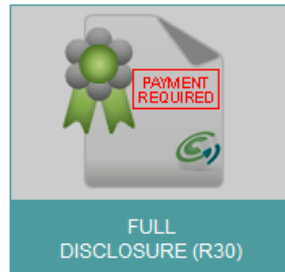
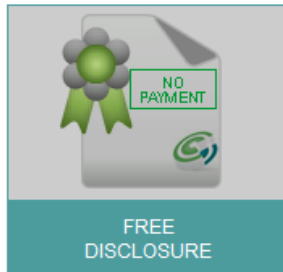
### IMPORTANT NOTE

- The **tracking number** (e.g. 717291526) must be clearly stated in the subject heading of your email.
- The scanned document must be in TIFF or PDF format.
- The scanned documents must be attached as ONE attachment.
- The CoR9.4 (Confirmation Notice of Name Reservation) must be attached for an approved name. See **Annexure A** for example of Cor9.4
- The application must be finalised within 31 calendar days from date of lodgement, therefore all forms and supporting documents (with fees paid) **MUST be lodged within 10 calendar days** from date of lodgement. Failure of which will result in the application being rejected.
- Documents must only be lodged once funds are reflecting in the customer code.
- Documents must reflect as an attachment and not form part of the body of the e-mail.
- Documents must be legible and only submitted once.
- Application queried/rejected via the eservicescoreg e-mail cannot be reused. Customers are required to recapture information and get a **new tracking number**. Attach all the supporting documents required email them to dedicated email address for registration ([eservicescoreg@cipc.co.za](mailto:eservicescoreg@cipc.co.za)).

19. Once the registration is finalised, the customer will receive an email confirming that the company is registered and a directive back to the CIPC website to retrieve the disclosure certificate and Incorporation (MOI) documents.

20. Go to **On-line transacting/Disclosure**. Sign in with your customer code and password and click on **Disclosures/certificates** and then on **MOI (Incorporation) Documents** to retrieve the documents.

### Enterprise Disclosures




21. **Note:** Only directors of the company will be able to retrieve the Disclosure certificate and MOI documents.

For guidance on the service delivery standards for new company registrations consult **About / Our Service Turnaround Times**.

If you did not receive feedback via email, and the Service Turnaround Times have lapsed, visit the CIPC website, click on “Enquiries” on the home page under Useful Tools, and log an Enquiry on the system.



## Example of CoR9.4


<p>Document issued by the Commissioner of Companies &amp; Intellectual Property Commission on Tuesday, September 9, 2014 at 8:58</p> <p><b>COR 9.4: Confirmation Notice of Name Reservation</b></p>		 <p>Companies and Intellectual Property Commission a member of the dti group</p>
		<p>Date: <b>2014-09-09</b></p> <p>Our Reference:</p>
<p><b>Re: Application for Name Reservation</b></p> <p>We have received a COR 9.1 from you dated .</p> <p>The names proposed on the form were compared to our database and the results of the comparison are listed below:</p> <p><b>The name " " was reserved for your use from to .</b></p> <p>Please lodge this letter with your application for registration form before the expiry date.</p> <p>Yours truly</p> <p><b>Registrar of Close Corporations</b></p>		
<p><b>Physical Address</b> the dti Campus - Block F 77 Melinthes Street Sunnyside 0001</p>	<p><b>Postal Address: Companies</b> P O Box 429 Pretoria 0001</p>	<p><b>Doex:</b> 256 <b>Web:</b> <a href="http://www.cipc.co.za">www.cipc.co.za</a> <b>Contact Centre:</b> 086 100 2472 (CIPC) <b>Contact Centre (International):</b> +27 12 394 9500</p>
		

## Example of attachment e-mailed to Customer Code for directors to sign

Document issued by the Commissioner of Companies & Intellectual Property Commission on Monday, September 15, 2014 at 11:08

**Company Registration**

Tracking Number: 717291526  
Customer Code: OCOOAR

  
Companies and Intellectual Property Commission  
a member of the dti group

---

**ENTERPRISE INFORMATION**

Financial Year End: APRIL  
Number of Authorised Shares: 100 SHARES

Addresses:

<u>POSTAL ADDRESS</u>	<u>ADDRESS OF REGISTERED OFFICE</u>
NNN	NNN
NNNN	NNNN
NNNN	NNNN
GAUTENG	GAUTENG
0001	0001

---

**DIRECTORS & INCORPORATORS**

Surname and First Names	Director Type	ID Number / Date of Birth	Addresses
James John Bester	Incorporator	710630 000000 01	Postal: BB, BBB, BB, GAUTENG, 0001 Residential: BB, BBB, BB, GAUTENG, 0001
<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Signature		<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Date	
Riana Bester	Director	871030 000000 01	Postal: BB, BBB, BB, GAUTENG, 0001 Residential: BB, BBB, BB, GAUTENG, 0001
<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Signature		<div style="border: 1px solid black; height: 30px; width: 100%;"></div> Date	

---

Page 1 of 1

---

Physical Address: the dti Campus - Block F  
77 Meintjies Street  
Sunnyside 0001

Postal Address: Companies  
P O Box 429  
Pretoria  
0001

Doxx: 256  
Web: www.cipc.co.za  
Contact Centre: 086 100 2472 (CIPC)  
Contact Centre (International): +27 12 394 9500

