

DOMAIN NAME REGISTRATION: STEP-BY-STEP GUIDE

1. Login on <https://eServices.cipc.co.za/> and click on the “TRANSACT” button at the top right of the screen.
2. Click on the “DOMAIN NAME SERVICES” option.



3. The domain name services home page will appear, please take time to read it.

The screenshot shows the CIPC eServices Domain Name Services page. It includes a breadcrumb: "You are here: CIPC eServices » Domain Name Services". Below the breadcrumb is a heading "Domain Name Services" and a paragraph of text:

CIPC in collaboration with ZADNA and ZACR now offers domain name registration for any registered company, close corporation or co-operative. We currently only offer .co.za domains with a plan to include other top level domains in the future. The .co.za domain name registration costs R51.30 which all goes to the regulator of domain names, ZADNA. Please note that we cannot use any funds you might have available on your CIPC-virtual account; you will need either a debit or credit card to register a domain.

We do not offer hosting, only domain name registration. Domains registered through us will have to be transferred to an accredited registrar within a year (365 days) to avoid deregistration. A list of accredited registrars will be sent to you once you've registered a domain name.

All domain names registered through CIPC must be linked to existing companies, therefore you must have a registered company before you can start with this process. Scroll down and click on the "REGISTER A DOMAIN NAME" button below.

Below the text is a large graphic with a silhouette of a person holding a sign that says "FOR ONLY R 51.30 REGISTER COMPANY DOMAIN NAME". To the right is a laptop displaying "www.cipc.co.za" and "www.yourbusiness.co.za" with the ZADNA logo.

Below the graphic are two sections:

What is a Domain Name?
A domain name is a unique address that represents a unique location on the internet. It serves as a memorable address and a means for visitors to find your website or e-mail address. Specifically, a domain is the string that follows the www.
For more information on domain names please refer to the FAQs below as well as the ZADNA website.

What To Do Before Registering a Domain Name?
Please check that all the conditions below are met before starting with the domain registration process.

- Your CIPC customer profile must be up to date
- Registered company/CC/Co-op to link the domain to
- Debit or credit card for payment
- Read the frequently asked questions [FAQ]

At the bottom of the page are three buttons: "REGISTER A DOMAIN NAME", "VIEW ALL TRANSACTIONS", and "FAQ".

4. Read the frequently asked questions

The screenshot shows the CIPC eServices Domain Name Services Frequently Asked Questions page. It includes a breadcrumb: "You are here: CIPC eServices » Domain Name Services » Frequently Asked Questions". Below the breadcrumb is a heading "Frequently Asked Questions (FAQ)".

Below the heading are five expandable FAQ items:

- What is the CIPC domain name registration process? +
- What is a domain name? +
- What can I do with a domain name? +
- Which domain names can I register? +
- Which character can be included in a domain name? +

At the bottom right of the page is a "BACK" button with a left-pointing arrow.

5. To start the registration process click on “REGISTER A DOMAIN NAME”.

6. Read then agree to the terms and conditions.

You are here: CIPC eServices » Domain Name Services » Terms & Conditions

Terms & Conditions

1. CIPC customers should note that this service is purely to register a domain name. The domain name must be transferred to an accredited commercial registrar or ISP within 12 months of it having been registered through this CIPC platform.
2. For domain name updates, changes and internet related services, such as web and email hosting please consult an accredited commercial registrar or Internet Service Provider (ISP). A list of accredited registrars will be sent to your email address after registration.
3. In order to minimize disputes, a domain name should be aligned to a company, close corporations or co-operative registered with CIPC, not an individual person.
4. A maximum of 5 domain names can be registered for each company.
5. A domain name will remain on the CIPC system only for a period of 12 months, after which it will go through a deletion process unless it is transferred to an accredited commercial registrar or Internet Service Provider (ISP).
6. The registration of a domain name is on a first come first serve basis.
7. The registration of a domain name does not equate to trade mark ownership. A domain name which is in conflict with a registered trade mark may not be registered unless the relevant company is also the registered proprietor of the trade mark. It is recommended that a basic trade mark search is conducted prior to registering a domain name through this platform (<http://research.cipc.co.za>)
8. A registered domain name can be referred for dispute resolution by the proprietor of a registered trade mark. For information on the domain name dispute resolution process go to www.domaindisputes.co.za.
9. Once a domain name has been registered through CIPC it cannot be changed.
10. Registration fees for domain names registered through the CIPC platform are non-refundable.
11. Domain names registered through CIPC are not to be sold to a third party company.
12. Payment in relation to domain names is handled by ZACR, not CIPC. For queries related to payment please consult FAQ for ZARC's call centre number.
13. Payment in relation to a domain name is separate from all CIPC related payments, these funds cannot be deducted from your CIPC customer balance. Only valid credit and debit cards will be accepted.

Tick to confirm that you agree to the terms and conditions above

CONTINUE →

7. Type in your enterprise number.

You are here: CIPC eServices » Domain Name Services » Enterprise Details

Enterprise Enquiry

Enterprise Number

VALIDATE ✓

8. Confirm the first listed director's ID number.

You are here: CIPC eServices » Domain Name Services » Enterprise Details

Enterprise Enquiry

Enterprise Number

VALIDATE ✓

Enterprise Details

Enterprise Number	2012 / 210312 / 07
Enterprise Name	RUNNING MATTERS TEST
Enterprise Type	Private Company
Enterprise Status	In Business
Compliance Status	TESTING WITH JOEY HSZ HAJHDKJSAH HJDSHJSD HJKHJSDHSD HJSAHDJH SDHJSHD.HDJS JH HJSDH HJDSH JDHS J DH
Registration Date	2012-11-27

Current Directors

ID / Passport Number	Name(s)	Surname	Type	Status
11 XXXX 08 X	T.	L.	Director	Active

First Listed Director's ID Number

Tick to confirm that the details above belong to the company you want to register a domain name for

CONTINUE →

9. Type in your proposed domain name.

You are here: CIPC eServices » Domain Name Services » Name Search

Domain Name Services - Name Search

Type in a proposed domain name, select a suffix then click on the search button.

Proposed Domain Name

SEARCH 🔍

The domain name you searched for, www.cipc.co.za is **NOT AVAILABLE**. If you would like to see details of the domain name owner click the WHOIS button below.

WHOIS 🌐

10. If it's not available you can see who owns it by clicking the "WHOIS" button.

You are here: CIPC eServices » Domain Name Services » Name Search

Domain Name Services - Name Search

Type in a proposed domain name, select a suffix then click on the search button.

Proposed Domain Name

The domain name you searched for, **www.cipc.co.za** is **NOT AVAILABLE**. If you would like to see details of the domain name owner click the WHOIS button below.

Domain Name: cipc.co.za
Domain ID: dom_2461Z--1
WHOIS Server: coza-whois12.dns.net.za

Updated Date: 2017-02-10T11:44:36Z
Creation Date: 2011-02-11T10:38:35Z
Registry Expiry Date: 2018-02-11T10:38:35Z
Sponsoring Registrar: Internet Solutions
Domain Status: ok https://icann.org/epp#ok

Registrant ID: C3855632
Registrant Name: Companies and Intellectual Properties Co
Registrant Organization: Companies and Intellectual Properties Co
Registrant Street: 77 Mentjies Street the dti campus, Block E 3rd Floor
Registrant City: PRETORIA
Registrant State/Province:
Registrant Postal Code: 0002
Registrant Country: ZA
Registrant Phones: +27.123943405
Registrant Phone Ext:
Registrant Fax:
Registrant Fax Ext:
Registrant Email: sbopape@cipc.co.za

11. If it's available use the "CONTINUE" button to proceed.

You are here: CIPC eServices » Domain Name Services » Name Search

Domain Name Services - Name Search

Type in a proposed domain name, select a suffix then click on the search button.

Proposed Domain Name

The domain name you searched for, **www.mydomain.co.za** is **AVAILABLE**. Please click the continue button below to proceed with registration of this domain name.

12. If you are registering a domain through CIPC for the first time you will get a contact details form, fill it in to proceed.

You are here: CIPC eServices » Domain Name Services » Contact Details

Domain Name Services - Contact Details

Your customer code is not registered for domain name registration, please fill in the form below to continue.

Customer Code

Email Address

Phone Number

Fax Number

Physical Address

13. Transaction confirmation; click "CONTINUE".

You are here: CIPC eServices » Domain Name Services » Contact Details

Domain Name Services - Contact Details

You are about to register the domain name **www.mydomain.co.za** under your customer code **TA**. The domain name will be linked to company, close corporation or co-operative with enterprise name **RUNNING MATTERS TEST** and enterprise number **K2012210312**.

Please note that domain registration costs an amount of **R 51.30**. You will have to pay the amount directly to ZACR using a debit or credit card. You will not be able to proceed with payment if you type in incorrect card details.

14. Amount due and reference number are displayed. At this point you have an option to add more domain names to your transaction. Once all domain names are added click on "PAY".

You are here: CIPC eServices » Domain Name Services » Payment

Domain Name Services - Payment

ID	Enterprise No	Domain Name	Amount (R)	Transaction Date	Reference No	Remove
112	K2012210312	yourdomain.co.za	51,30	2017-12-14 10:16:05 AM	933554187	

Total Due: R 51,30

[ADD ANOTHER DOMAIN NAME](#)  [PAY](#) 

15. Total amount due, reference number as well as your email address will be displayed. Click "CONTINUE".

You are here: CIPC eServices » Domain Name Services » Process Payment

Domain Name Services - Process Payment

Amount (R)

Reference Number

Email Address

[CONTINUE](#) 

Type in your debit or credit card details above then click the "Submit Payment" button. Once payment has been successful click the "VERIFY PAYMENT" button below to proceed.

[VERIFY PAYMENT](#) 

16. A card payment form will be displayed.

You are here: CIPC eServices » Domain Name Services » Process Payment

Submit payment for R51.30

Name on card

Card number

01 Year CVV

Please enter your payment information.

Type in your debit or credit card details above then click the "Submit Payment" button. Once payment has been successful click the "VERIFY PAYMENT" button below to proceed.

[VERIFY PAYMENT](#) 

17. Type in your debit or credit card details then click on the "Submit Payment" button.

You are here: CIPC eServices » Domain Name Services » Process Payment

Submit payment for R51.30

Tando

4111111111111111

01 2019 123



Cancel Submit Payment

Type in your debit or credit card details above then click the "Submit Payment" button. Once payment has been successful click the "VERIFY PAYMENT" button below to proceed.

VERIFY PAYMENT 

18. Payment confirmation will be displayed if payment has been successful.

You are here: CIPC eServices » Domain Name Services » Process Payment

[APPROVED] Thank you, your payment was successful
Redirecting you in 3 seconds. Or [click here](#).

Type in your debit or credit card details above then click the "Submit Payment" button. Once payment has been successful click the "VERIFY PAYMENT" button below to proceed.

VERIFY PAYMENT 

19. Once payment has been successful click on the "VERIFY PAYMENT" button to proceed with registration of your domain(s).

You are here: CIPC eServices » Domain Name Services » Process Payment

Domain Name Services - Payment Verification

Your debit or credit card transaction has been processed. Click the VERIFY PAYMENT button below to verify if the payment was successful.
If unsuccessful click the VIEW ALL TRANSACTIONS button to re-do the payment process.

Type in your debit or credit card details above then click the "Submit Payment" button. Once payment has been successful click the "VERIFY PAYMENT" button below to proceed.

VERIFY PAYMENT 

20. Registration confirmation will be displayed.

You are here: CIPC eServices » Domain Name Services » Confirmation

DOMAIN NAME REGISTRATION FILED!

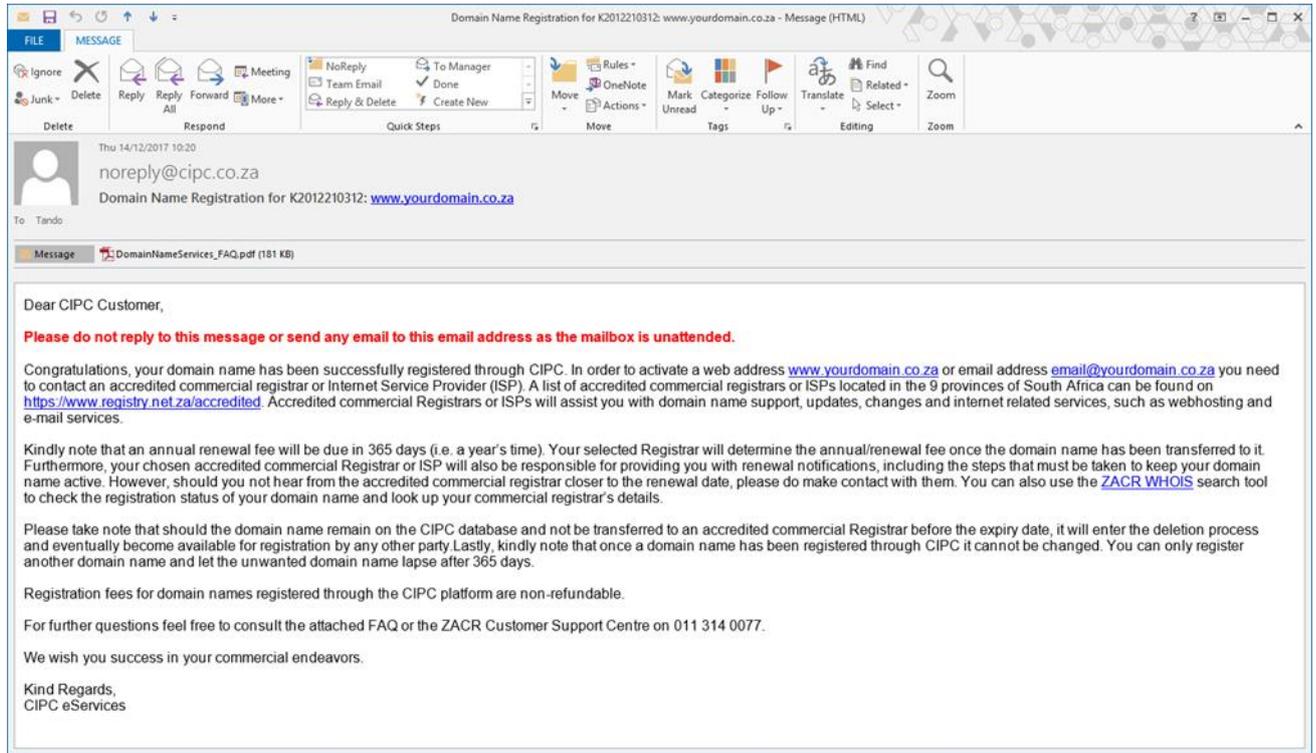
The domain name registration you filed has been registered and an amount of R 51,30 has been deducted from your debit/credit card for each of the domain names you registered. A email with details on what to do next has been sent to your email address T @CIPC.CO.ZA



Enterprise Number	Domain Name	Amount (R)
K2012210312	yourdomain.co.za	51,30

VIEW ALL TRANSACTIONSHOMELOGOUT

21. Confirmation email will also be sent with the frequently asked questions (FAQ) attached.



Domain Name Registration for K2012210312: www.yourdomain.co.za - Message (HTML)

Thu 14/12/2017 10:20
noreply@cipc.co.za
Domain Name Registration for K2012210312: www.yourdomain.co.za

To Tando

Message DomainNameServices_FAQ.pdf (181 KB)

Dear CIPC Customer,

Please do not reply to this message or send any email to this email address as the mailbox is unattended.

Congratulations, your domain name has been successfully registered through CIPC. In order to activate a web address www.yourdomain.co.za or email address email@yourdomain.co.za you need to contact an accredited commercial registrar or Internet Service Provider (ISP). A list of accredited commercial registrars or ISPs located in the 9 provinces of South Africa can be found on <https://www.registry.net.za/accredited>. Accredited commercial Registrars or ISPs will assist you with domain name support, updates, changes and internet related services, such as webhosting and e-mail services.

Kindly note that an annual renewal fee will be due in 365 days (i.e. a year's time). Your selected Registrar will determine the annual/renewal fee once the domain name has been transferred to it. Furthermore, your chosen accredited commercial Registrar or ISP will also be responsible for providing you with renewal notifications, including the steps that must be taken to keep your domain name active. However, should you not hear from the accredited commercial registrar closer to the renewal date, please do make contact with them. You can also use the [ZACR WHOIS](#) search tool to check the registration status of your domain name and look up your commercial registrar's details.

Please take note that should the domain name remain on the CIPC database and not be transferred to an accredited commercial Registrar before the expiry date, it will enter the deletion process and eventually become available for registration by any other party. Lastly, kindly note that once a domain name has been registered through CIPC it cannot be changed. You can only register another domain name and let the unwanted domain name lapse after 365 days.

Registration fees for domain names registered through the CIPC platform are non-refundable.

For further questions feel free to consult the attached FAQ or the ZACR Customer Support Centre on 011 314 0077.

We wish you success in your commercial endeavors.

Kind Regards,
CIPC eServices