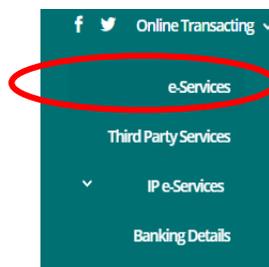
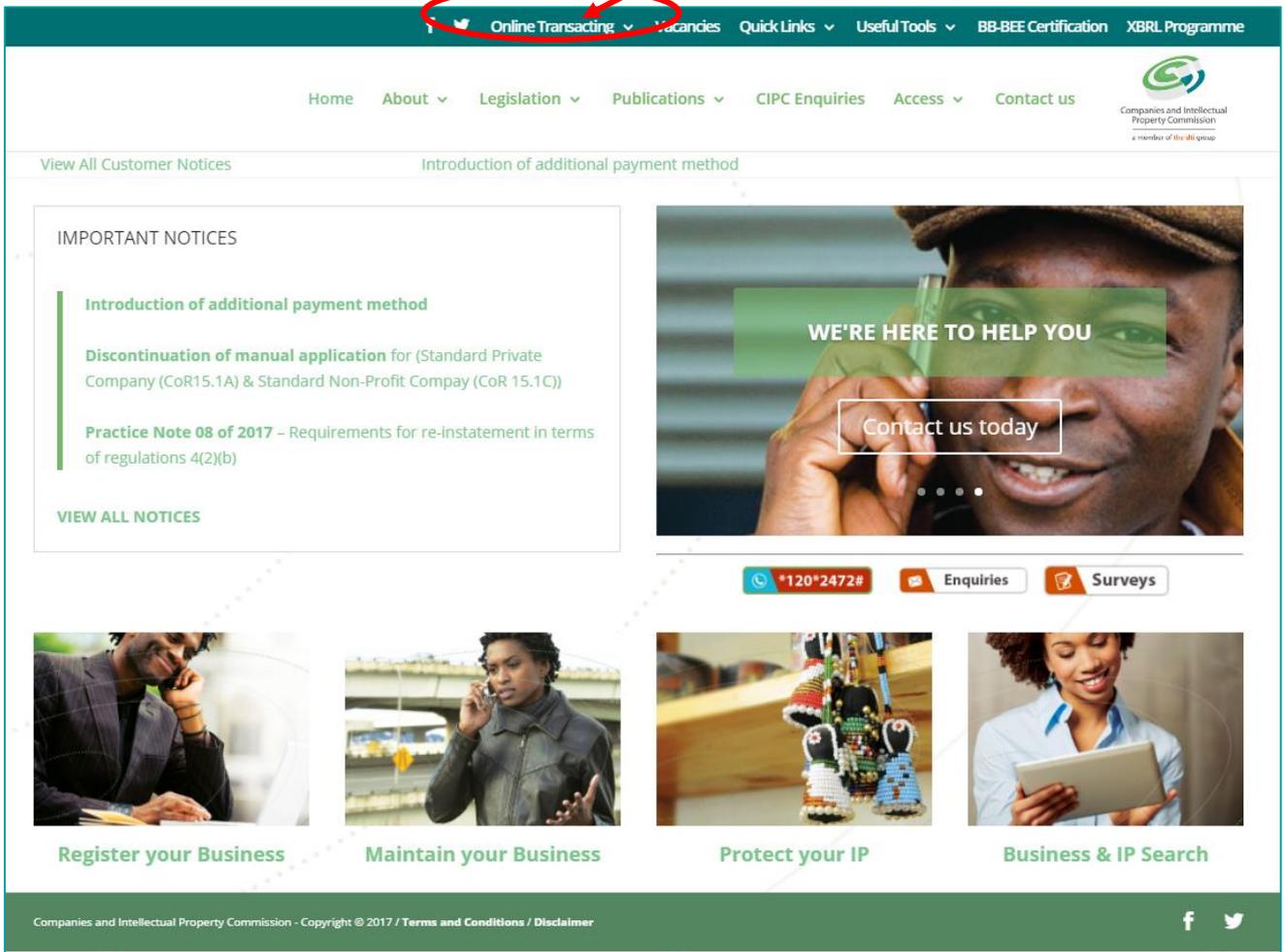


Step by Step Guide: Application for B-BBEE certificate via e-Services

Conditions when applying for a B-BBEE certificate:

- Only directors of companies or members of close corporations can apply for a B-BBEE certificate;
- The enterprise's status must be "In Business";
- All Annual return filings for the relevant company or close corporation need to be up to date;
- Application for B-BBEE certificate can be done at any time (not only when registering a company or filing annual returns), provided that an application for the certificate, (which is still valid), was not done already;
- Applicant must agree to the B-BBEE Terms and Conditions; and
- A Director Amendment (CoR39) or Member Amendment (CK2) must be filed if the director or member's email address or telephone number is not correct or up to date;
- B-BBEE certificates are only issued for Exempted Micro Enterprises with a revenue less than ten million Rands.

1. Visit the CIPC website www.cipc.co.za, and click on [Online Transacting](#) and then [e-Services](#). Or alternatively visit eservices.cipc.co.za.



2. Click on **Customer Login**.

 Companies and Intellectual Property Commission - eServices



Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Home » Transact

CIPC eServices System

Welcome to the CIPC eServices system. To transact on this system you must have a valid CIPC customer code. Please note that currently you can only register private and non-profit companies with standard memorandum of incorporation, all other company types must be filed manually. Forms are available on <http://www.cipc.co.za/>

Customer Registration & Login

1. Click on "CUSTOMER REGISTRATION"
2. Indicate whether you are South African or not
3. Type in ID or passport number
4. Fill in all required fields on the registration form
5. Set new password
6. Login using customer code and password
7. Security code and password are case sensitive

Password Reset

- Click on "PASSWORD RESET"
- Type in customer code
- OTP is sent to cellphone number
- Once OTP confirmed, set new password

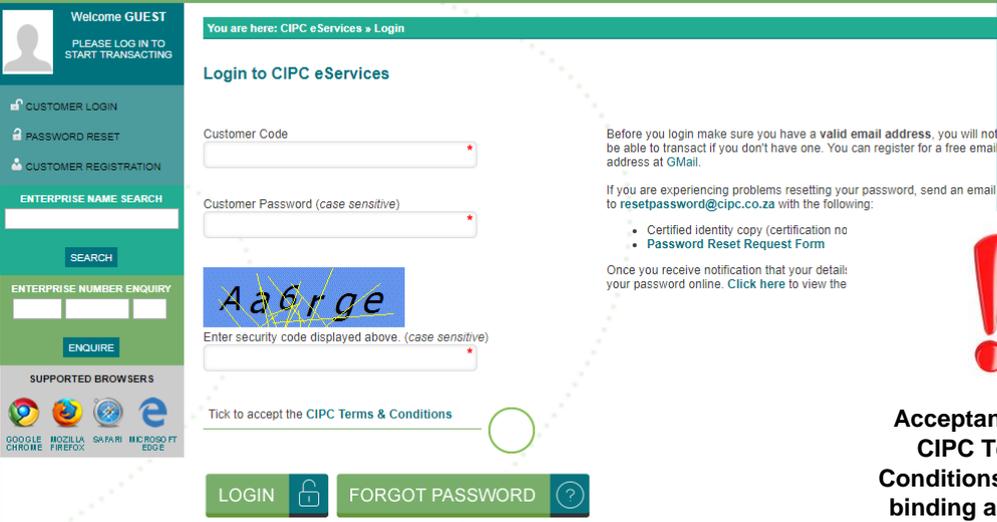
OR

- Follow instructions on [this page](#)

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 then tick the circular button to confirm that you have accepted the **CIPC Terms & Conditions**.

 Companies and Intellectual Property Commission - eServices



You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

Aa6rge

Enter security code displayed above. (case sensitive)

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 are experiencing problems resetting your password, send an email to resetpassword@cipc.co.za with the following:

- Certified identity copy (certification no
- Password Reset Request Form

Once you receive notification that your detail: your password online. [Click here](#) to view the

Tick to accept the CIPC Terms & Conditions

LOGIN **FORGOT PASSWORD**

Acceptance of the CIPC Terms & Conditions creates a binding agreement between yourself and CIPC regarding the administration and payment of services.

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 [Transact](#).

Companies and Intellectual Property Commission - eServices

HOME **TRANSACTION** CART (0)

Welcome OCCOAR
HAYLIE DELPORT testing

You are here: CIPC eServices » Home

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2017000475	TEST DECEASED 01082017	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000473	K2017000473 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000474	K2017000474 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000477	K2017000477 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000328	HAYLIE ENTERPRISE	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000327	K2017000327 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000312	HAYLIE CUPCAKE BAKERY	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000311	K2017000311 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000300	K2017000300 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	YES	
M1999017946	PEBBLE BED MODULAR REACTOR	IN BUSINESS	STATE OWNED COMPANY	NO	

CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	15/05/2016	15/05/2016 10:00:00
NEW COMPANY REGISTRATION [MANUAL]	15/05/2016	15/05/2016 10:00:00
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
NAME CHANGES [MANUAL]	24/06/2016	14/07/2016 12:28:42

5. Click on B-BBEE Certificates on the main menu

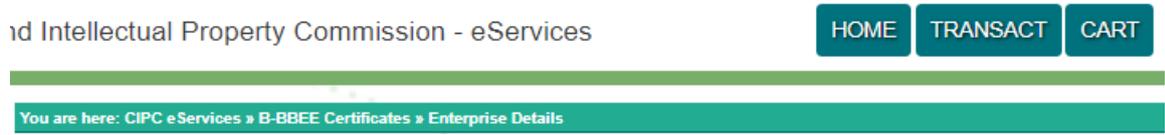
You are here: CIPC eServices » Home » Transact

COMPANY REGISTRATION	AMEND COMPANY DIRECTOR DETAILS	AMEND CC MEMBER DETAILS	NAME RESERVATIONS	FILE ANNUAL RETURNS	AUDITORS & ACC. OFFICERS
CO & CC ADDRESS CHANGES	FINANCIAL YEAR END CHANGES	CERTIFICATES & DISCLOSURES	ENTERPRISE ENQUIRY	TRANSACTION STATUS	CUSTOMER TRANSACTIONS
NAME CHANGES	DOCUMENT UPLOAD	THIRD PARTIES	HOW-TO VIDEOS	BANKING DETAILS	EXTERNAL COMPANY REPRESENTATIVES
DISQUALIFIED DIRECTORS REGISTER	DOMAIN NAME REGISTRATION	AUTHORISED SHARE CHANGES	UPDATE DIRECTOR / MEMBER CONTACTS	B-BBEE CERTIFICATES	

6. Click on **NEW B-BBEE APPLICATION**



7. A list of all companies and CCs of which you are a director/member will be displayed (up to 20 companies or close corporations). Locate the applicable enterprise for which a B-BBEE certificate is required. Click on the hand-icon in the “Apply” column.



SELECT AN ENTERPRISE TO APPLY FOR A B-BBEE CERTIFICATE

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	AR COMPLIANT	CAN APPLY?	APPLY
K2017000378	LESOTHO	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000379	LESOTHO TEST	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000349	K2017000349 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000350	K2017000350 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000361	K2017000361 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000362	K2017000362 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000363	K2017000363 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000340	NAME CHANGE TEST	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000341	MAGDA SWEMMER TEST	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000339	TEST 3 16022017	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000292	TEST LP	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2014103555	K2014103555 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2014104234	K2014104234 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2014111887	K2014111887 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> YES	
K2017000209	K2017000209 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
K2017000224	LAW SOC	IN BUSINESS	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
K2017000133	K2017000133 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
K2017000135	K2017000135 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
K2017000136	K2017000136 (SOUTH AFRICA)	IN BUSINESS	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
K2018082807	TEST 07022017	DEREGISTRATION PROCESS	<input type="checkbox"/> NO	<input type="checkbox"/> NO	

8. Indicate the revenue of the relevant company/close corporation as per the last financial year end, e.g. **100000** and click on **Continue**.
Important: B-BBEE certificates are only issued for Exempted Micro Enterprises with a revenue less than ten million Rands. Failure to state the correct revenue is a criminal offence. Offenders may face legal action.

You are here: CIPC eServices » B-BBEE Certificates » Enterprise Details

SELECT AN ENTERPRISE TO APPLY FOR A B-BBEE CERTIFICATE

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	AR COMPLIANT	CAN APPLY?	APPLY
K2017000378	LESOTHO	IN BUSINESS	YES	YES	
K2017000379	LESOTHO TEST	IN BUSINESS	YES	YES	
K2017000349	K2017000349 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2017000350	K2017000350 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2017000361	K2017000361 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2017000362	K2017000362 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2017000363	K2017000363 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2017000340	NAME CHANGE TEST	IN BUSINESS	YES	YES	
K2017000341	MAGDA SWEMMER TEST	IN BUSINESS	YES	YES	
K2017000339	TEST 3 16022017	IN BUSINESS	YES	YES	
K2017000292	TEST LP	IN BUSINESS	YES	YES	
K2014103555	K2014103555 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2014104234	K2014104234 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2014111887	K2014111887 (SOUTH AFRICA)	IN BUSINESS	YES	YES	
K2017000209	K2017000209 (SOUTH AFRICA)	IN BUSINESS	NO	YES	
K2017000224	LAW SOC	IN BUSINESS	NO	YES	
K2017000133	K2017000133 (SOUTH AFRICA)	IN BUSINESS	NO	YES	
K2017000135	K2017000135 (SOUTH AFRICA)	IN BUSINESS	NO	YES	
K2017000136	K2017000136 (SOUTH AFRICA)	IN BUSINESS	NO	YES	
K2016082807	TEST 07022017	DEREGISTRATION PROCESS	NO	NO	

REVENUE FOR ENTERPRISE: K2017000361 - K2017000361 (SOUTH AFRICA)

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

How much was the last financial end revenue for the selected enterprise?



Please note that we only issue B-BBEE certificates for Exempted Micro Enterprises (EME) that have a turnover of no more than 10 million rands (R10 000 000). Failure to state correct revenue amount is a criminal offence, offenders may face legal action.

CONTINUE →

- Director Verification is required. Type in the ID number of any relative (i.e. sibling, wife, husband or child) which have shared the same surname at some point.

Note: If the ID number does not belong to a relative, an error message will be displayed.

and Intellectual Property Commission - eServices

HOME TRANSACT CART

You are here: CIPC eServices » B-BBEE Certificates » Verification

Director Verification

Type in a relative's ID number for each of the directors or members. The director or member's surname or maiden name must match with the relative's details.

ID No	Surname	Name(s)	Relative ID No	ID Verified
8 086	L A	T O	710 84	

NB: If you type in incorrect ID numbers more than 3 times then your transaction will be cancelled and you will be redirected back to the home page.

VERIFY 

ERROR: The ID number you entered does not belong to one of your relatives.

- Type the relative's full names in the required block, as it appear on their ID document. (Not the surname). An error message will display at the bottom of the screen if the names do not match the names on the database of the Department of Home Affairs.
- If there is any special character in the name, copy if from the special characters at the bottom of the screen
- Click on **Verify**.

Director Verification

Type in a relative's ID number for each of the directors or members. The director or member's surname or maiden name must match with the relative's details.

ID No	Surname	Name(s)	Relative ID No	ID Verified
8 086	L A	TANDO	6012 083	



Relative Verification

Type in each relative's full names as they appear on their ID document or card. Type in only the names, not surname. The "Name(s)" field shows the first and the last letter of each name to guide you. The asterics do not represent the number of letters between the first and the last characters.

ID No	Surname	Name(s)	Complete Names	Names Verified
6012 083	L A	W*****E T*****I	w e th siu	

NB: If you type in incorrect name(s) more than 3 times then your transaction will be cancelled and you will be redirected back to the home page.

If any of the names above have special characters you can copy and paste those characters from below:

À Á Â Ã Ä Å Ë É Ê Ë Ì Í Î Ï Ò Ó Ô Õ Ö Ù Ú Û Ü



ERROR: The names you typed do not match the names on the Department of Home Affairs database.



- A message will display at the bottom of the screen if the verification was successful. Click on **Continue**.

Director Verification

Type in a relative's ID number for each of the directors or members. The director or member's surname or maiden name must match with the relative's details.

ID No	Surname	Name(s)	Relative ID No	ID Verified
8 086	L A	T O	<input type="text" value="6 083"/>	

VERIFY

Relative Verification

Type in each relative's full names as they appear on their ID document or card. Type in only the names, not surname. The "Name(s)" field shows the first and the last letter of each name to guide you. The asterisks do not represent the number of letters between the first and the last characters.

ID No	Surname	Name(s)	Complete Names	Names Verified
6 083	L A	W*****E T*****I	<input type="text" value="w e th si"/>	

If any of the names above have special characters you can copy and paste those characters from below:

À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ù Ú Û Ü

VERIFY

DIRECTOR / MEMBER VERIFICATION SUCCESSFUL!

The directors or members of the company or close corporation have been successfully verified. Please click the continue button below to proceed to OTP verification.

CONTINUE



- A One Time Pin (OTP) will be send to all directors of the company or all members of the close corporation. Type in all required OTPs and click on **Verify**.

OTP Confirmation

A unique One-Time Password (OTP) has been sent to the director(s) listed below. The OTP has been sent to both the email address and cellphone number of each director. If you haven't received the OTP in over 5 minutes then click the "Re-send OTP" button below. If the director contact details are incorrect then please file a COR39 (director amendment) to amend the details. Please note that only the 10-digit format will work for SMS, if there number listed below is not in that format then you will not receive the OTP. Follow the same instruction above (COR39) to fix the issue.

ID Number	Email	Cellphone	OTP	OTP Verified
8 086	TA BA@GMAIL.COM	083 19	<input type="text"/>	

RE-SEND OTP VERIFY

15. A green tick mark will indicate that the OTP verification was successful. Click on **Continue**.

You are here: CIPC eServices » B-BBEE Certificates » One-Time PIN (OTP)

OTP Confirmation

A unique One-Time Password (OTP) has been sent to the director(s) listed below. The OTP has been sent to both the email address and cellphone number of each director. If you haven't received the OTP in over 5 minutes then click the "Re-send OTP" button below. If the director contact details are incorrect then please file a COR39 (director amendment) to amend the details. Please note that only the 10-digit format will work for SMS, if there number listed below is not in that format then you will not receive the OTP. Follow the same instruction above (COR39) to fix the issue.

ID Number	Email	Cellphone	OTP	OTP Verified
8 086	TA BA@GMAIL.COM	083 19	9298069	

CONTINUE

16. Complete the three questions relating to shareholding and click on **Continue**.
- How many shareholders does the enterprise have?
 - How many of those shareholders are BLACK?
 - Out of the Black shareholders, how many are FEMALE?

*Kindly note that Black People is a generic term which means African, Coloured or Indians; who are citizens of the RSA by birth or descent; or who became citizens of the RSA by naturalization before 27 April 1994 or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

You are here: CIPC eServices » B-BBEE Certificates » Application

B-BBEE Calculator

Please note that supplying us with incorrect information is a criminal offence and may lead to prosecution.

Black People is a generic term which means Africans, Coloureds and Indians –

- who are citizens of the Republic of South Africa by birth or descent; or
- who became citizens of the Republic of South Africa by naturalisation-
 - before 27 April 1994; or
 - on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

How many shareholders does the enterprise have?

How many of those shareholders are BLACK?

Out of the BLACK shareholders, how many are FEMALE?

CONTINUE

17. Complete the questions relating to the percentages of black shareholding and click on **Calculate**.

You are here: CIPC eServices » B-BBEE Certificates » Application

B-BBEE Calculator

Please note that supplying us with incorrect information is a criminal offence and may lead to prosecution.

Black People is a generic term which means Africans, Coloureds and Indians –

- a. who are citizens of the Republic of South Africa by birth or descent; or
- b. who became citizens of the Republic of South Africa by naturalisation-
 - i. before 27 April 1994; or
 - ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

How many shareholders does the enterprise have?

How many of those shareholders are BLACK?

Out of the BLACK shareholders, how many are FEMALE?

CONTINUE →

Black Shareholders	How much percentage (% out of 100%) does each black shareholder have?
Black Male Shareholder 1	<input type="text" value="20"/>
Black Male Shareholder 2	<input type="text" value="20"/>
Black Female Shareholder 1	<input type="text" value="20"/>

CALCULATE

18. The calculation and B-BBEE level contributor will be displayed on the screen. Click on **Continue**.

B-BBEE Calculator

Please note that supplying us with incorrect information is a criminal offence and may lead to prosecution.

Black People is a generic term which means Africans, Coloureds and Indians –

- a. who are citizens of the Republic of South Africa by birth or descent; or
- b. who became citizens of the Republic of South Africa by naturalisation-
 - i. before 27 April 1994; or
 - ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

How many shareholders does the enterprise have?

How many of those shareholders are BLACK?

Out of the BLACK shareholders, how many are FEMALE?

Total Percentage of Black Shareholding 60
Total Percentage of Black Female Shareholding 20
Total Percentage of White Shareholding 40
B-BBEE Level

B-BBEE LEVEL 2 CONTRIBUTOR: 125%

CONTINUE →

CONTINUE → BACK ←

19. Tick the circular button to confirm that the information on black shareholding percentages supplied by yourself is true and correct. Click on **Apply for B-BBEE CERTIFICATE.**

B-BBEE Calculator

Please note that supplying us with incorrect information is a criminal offence and may lead to prosecution.

Black People is a generic term which means Africans, Coloureds and Indians –

- a. who are citizens of the Republic of South Africa by birth or descent; or
- b. who became citizens of the Republic of South Africa by naturalisation-
 - i. before 27 April 1994; or
 - ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

How many shareholders does the enterprise have?

How many of those shareholders are BLACK?

Out of the BLACK shareholders, how many are FEMALE?

CONTINUE 

Based on the information supplied above, this company qualifies for a level 2 B-BBEE status.

In terms of Section 1 (e), 13N and 13O of the Broad-Based BEE Act No. 46 of 2013 it is an offence to misrepresent or attempt to misrepresent the broad-based black economic empowerment status of an enterprise or to provide false information or misrepresent information relevant to assessing the broad-based black economic empowerment status of an enterprise. Transgressors may be subjected to a penalty.

Tick to confirm that the information on black shareholding percentages supplied by yourself is true and correct



APPLY FOR B-BBEE CERTIFICATE 

20. A message will be displayed confirming that the B-BBEE certificate application has been filed. The certificate will be sent to your email address as indicated on your customer code.

B-BBEE CERTIFICATE APPLICATION FILED!

Your request to retrieve or to apply for a B-BBEE certificate has been received and effected. The certificate has been queued to be sent to your email address.



LOGOUT 

HOME 

Note: Any organisation/member of the public can verify if you applied for the B-BBEE certificate by clicking on Retrieve B-BBEE certificate button, and typing in the Enterprise number.

B-BBEE Certificates

