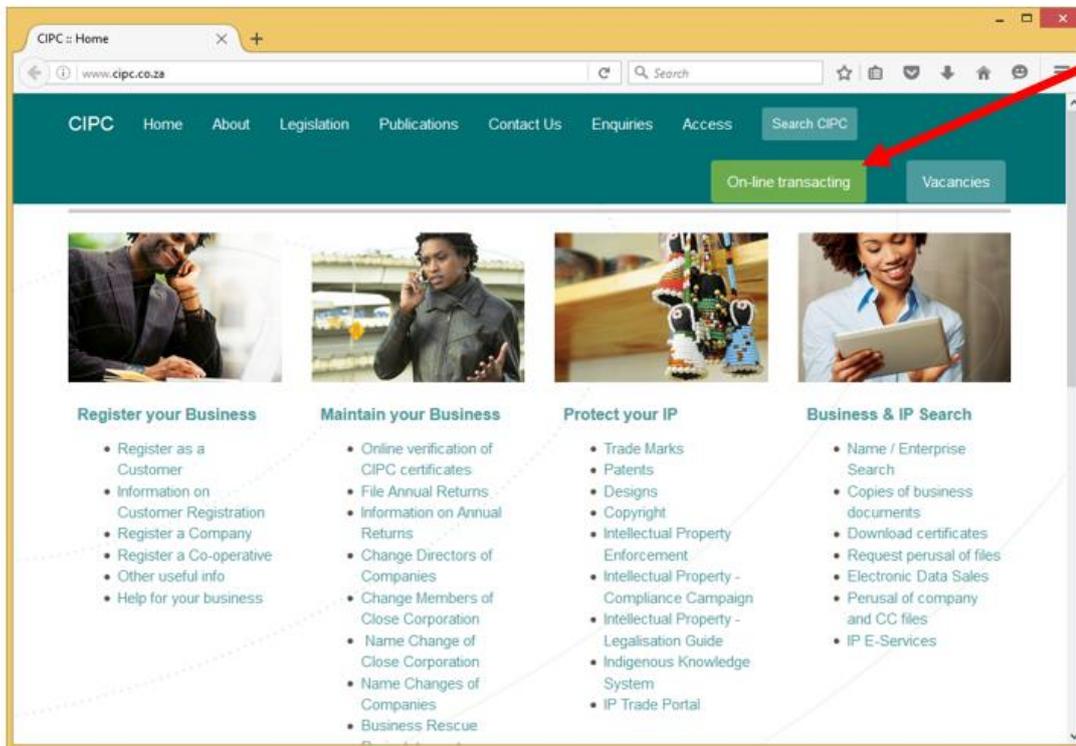


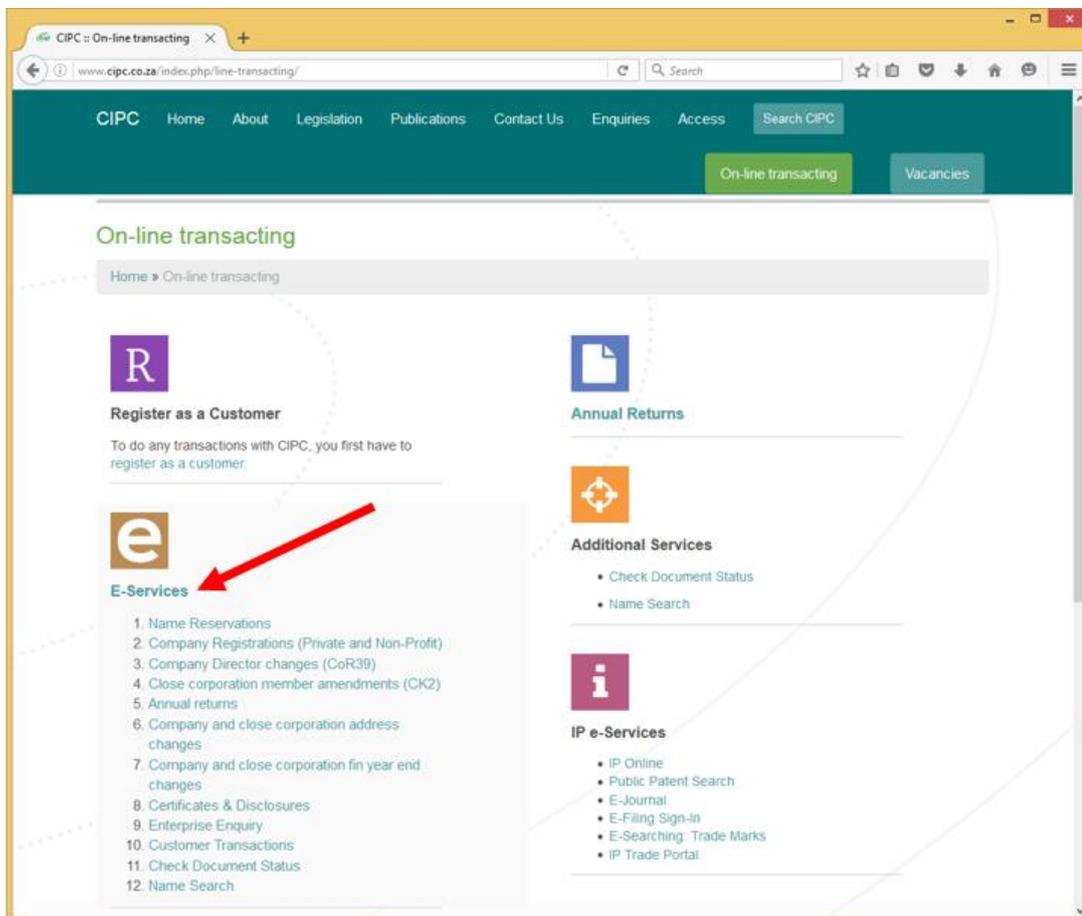
## Step by Step Guide – Document Upload – Director Change – COR 39

Step 1: Click On-Line transacting

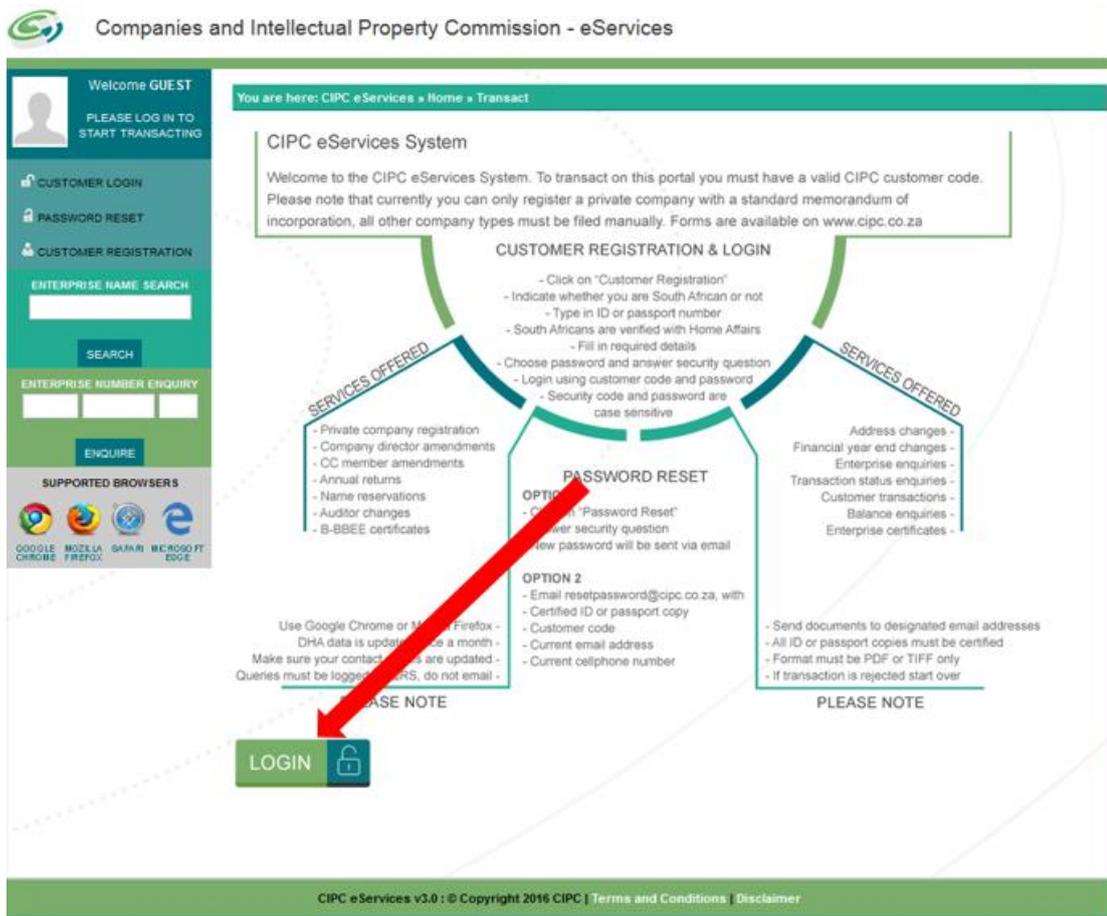
On-line transacting



Step 2: Click E-Services



Step 3: Click on the  button



The screenshot shows the CIPC eServices System home page. A diagram is overlaid on the page, illustrating the navigation paths for 'CUSTOMER REGISTRATION & LOGIN' and 'PASSWORD RESET'. The diagram includes sections for 'SERVICES OFFERED' and 'PLEASE NOTE'. A red arrow points from the 'LOGIN' button at the bottom left to the 'CUSTOMER REGISTRATION & LOGIN' section.

**CIPC eServices System**

Welcome to the CIPC eServices System. To transact on this portal you must have a valid CIPC customer code. Please note that currently you can only register a private company with a standard memorandum of incorporation, all other company types must be filed manually. Forms are available on [www.cipc.co.za](http://www.cipc.co.za)

**CUSTOMER REGISTRATION & LOGIN**

- Click on "Customer Registration"
- Indicate whether you are South African or not
- Type in ID or passport number
- South Africans are verified with Home Affairs
  - Fill in required details
- Choose password and answer security question
- Login using customer code and password
- Security code and password are case sensitive

**SERVICES OFFERED**

- Private company registration
- Company director amendments
- CC member amendments
- Annual returns
- Name reservations
- Auditor changes
- B-BBEE certificates

**PASSWORD RESET**

**OPTION 1**

- Click on "Password Reset"
- Enter security question
- New password will be sent via email

**OPTION 2**

- Email [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za), with
- Certified ID or passport copy
- Customer code
- Current email address
- Current cellphone number

**SERVICES OFFERED**

- Address changes
- Financial year end changes
- Enterprise enquiries
- Transaction status enquiries
- Customer transactions
- Balance enquiries
- Enterprise certificates

**PLEASE NOTE**

- Send documents to designated email addresses
- All ID or passport copies must be certified
- Format must be PDF or TIFF only
- If transaction is rejected start over

**PLEASE NOTE**

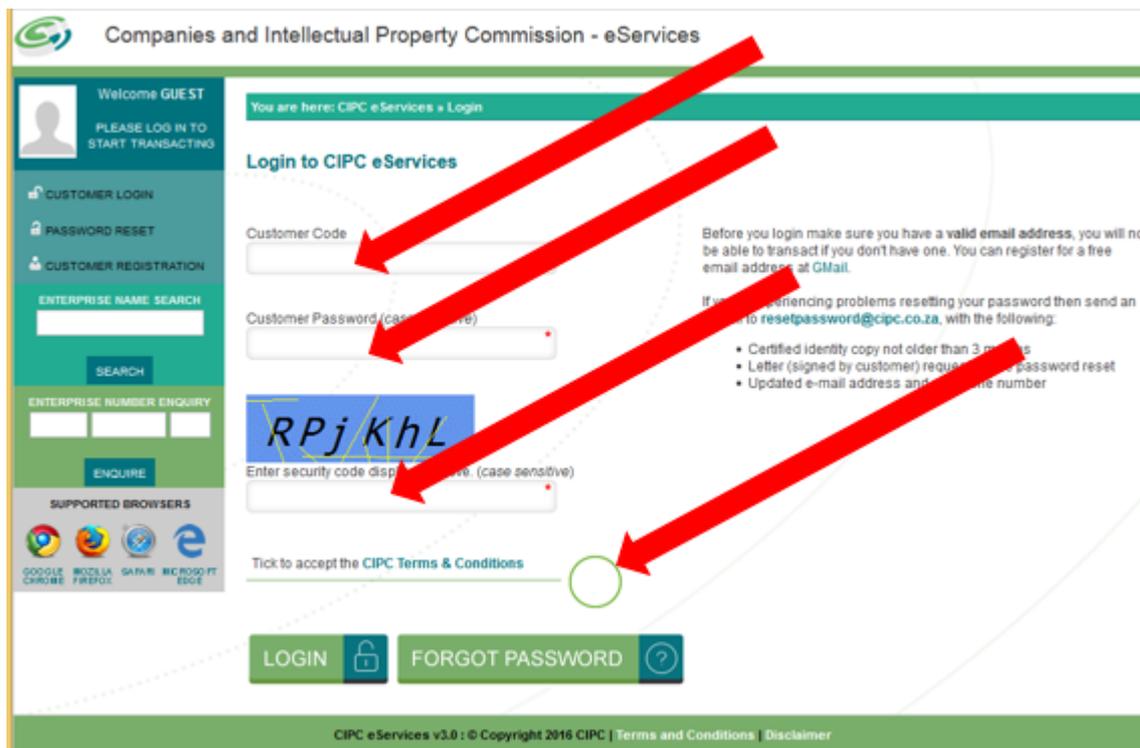
- Use Google Chrome or Mozilla Firefox - DHA data is updated once a month - Make sure your contact details are updated - Queries must be logged on GPRS, do not email -

**PLEASE NOTE**

**LOGIN** 

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Step 4: Enter Login credentials and click on the  button



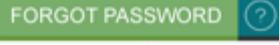
The screenshot shows the CIPC eServices System login page. Red arrows point to the 'Customer Code', 'Customer Password', 'Security Code', and 'Tick to accept the CIPC Terms & Conditions' fields. A blue box highlights the security code 'RPjKhL'.

**CIPC eServices System**

Welcome GUEST

PLEASE LOG IN TO START TRANSACTING

**LOGIN** 

**FORGOT PASSWORD** 

**Customer Code**

**Customer Password (case sensitive)**

**Security Code (case sensitive)**

**RPjKhL**

Enter security code displayed above. (case sensitive)

Tick to accept the CIPC Terms & Conditions

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 then send an email 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 password reset
- Updated e-mail address and cellphone number

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Step 5: Click on the **TRANSACTION** button:

The screenshot shows the CIPC eServices Home page. At the top right, there are two buttons: "HOME" and "TRANSACTIONS". A red arrow points from the "TRANSACTIONS" button towards the center of the page. The main content area is titled "ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION". Below this title is a table with columns: ENTERPRISE NUMBER, ENTERPRISE NAME, STATUS, TYPE, AR COMPLIANT, and FILE. The table contains several rows of data. A red box highlights the first two columns of the table. Below the table is a section titled "CURRENT PROCESSING DATES" with a table showing transaction types, current processing dates, and last updated times. At the bottom of the page, there is a footer: "CIPC eServices v3.0 : © Copyright 2016 CIPC | Terms and Conditions | Disclaimer".

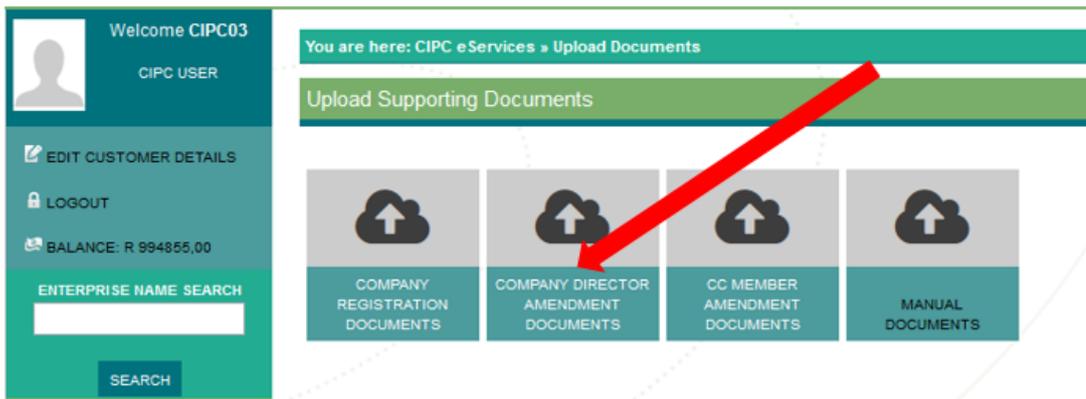
ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
		IN BUSINESS	CLOSE CORPORATION	NO	
		IN BUSINESS	CLOSE CORPORATION	NO	
		IN BUSINESS	CLOSE CORPORATION	YES	
		IN BUSINESS	CLOSE CORPORATION	YES	
		IN BUSINESS	CLOSE CORPORATION	NO	
		DEREGISTRATION PROCESS	CLOSE CORPORATION	NO	
		IN BUSINESS	PRIVATE COMPANY	YES	
		IN BUSINESS	PRIVATE COMPANY	YES	
		IN BUSINESS	PRIVATE COMPANY	YES	
		IN BUSINESS	PRIVATE COMPANY	YES	

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

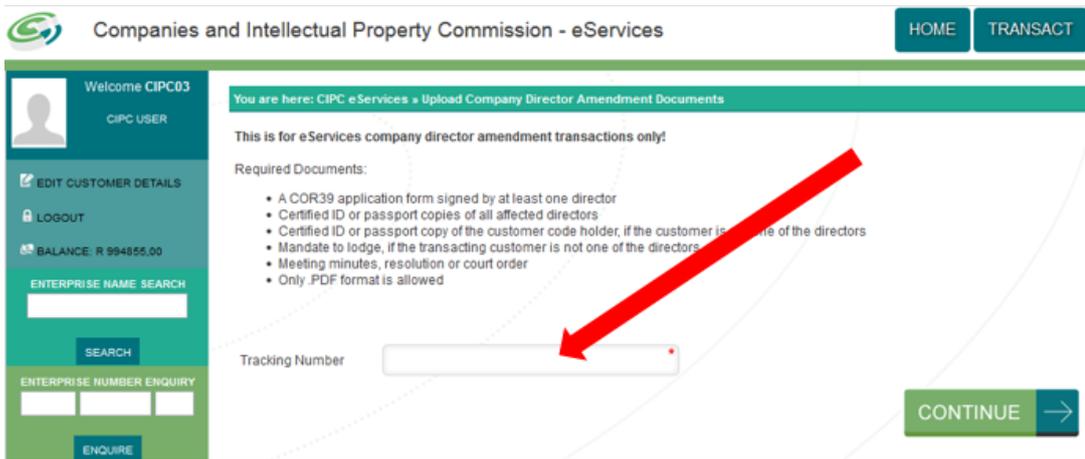
Step 6: Click on the **DOCUMENT UPLOAD** button

The screenshot shows the CIPC eServices Home page with the "TRANSACTIONS" button highlighted. A red arrow points from the "TRANSACTIONS" button to the "DOCUMENT UPLOAD" button in the main content area. The main content area is a grid of buttons for various services: COMPANY REGISTRATION, AMEND COMPANY DIRECTOR DETAILS, AMEND CC MEMBERSHIP 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, DOCUMENT UPLOAD, THIRD PARTIES, HOW-TO VIDEOS, and BANKING DETAILS. At the bottom of the page, there is a footer: "CIPC eServices v3.0 : © Copyright 2016 CIPC | Terms and Conditions | Disclaimer".

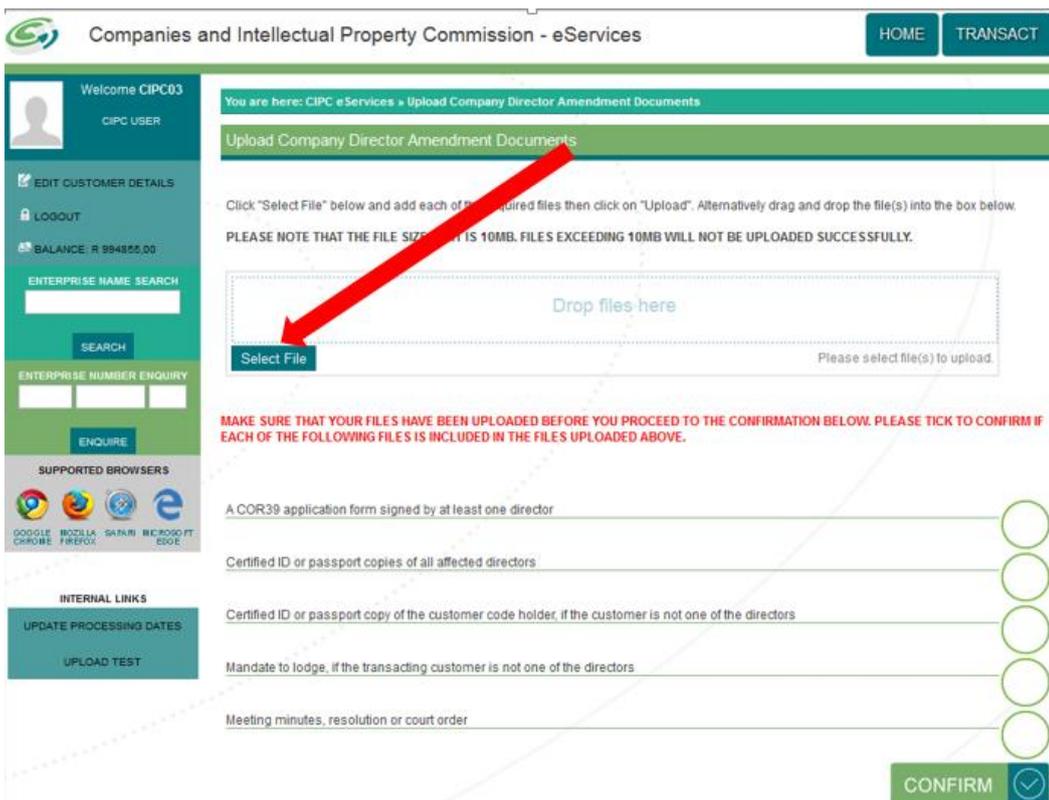
Step 7: For New Company Director Amendment documents upload click **COMPANY DIRECTOR AMENDMENT DOCUMENTS** button



Step 8: Enter the tracking number of the relevant company registration and click



Step 9: Click on the **Select File** button to choose the files to upload or click and drag the files into the drop box



Step 10: Once the files have been selected or dragged into the drop box click **Upload** button to submit the documents, PDF files preferred.

Drop files here

---

Select File
4 file(s) in queue.

<b>Certified.ID.Copy.All.pdf</b> (application/pdf) - 33.61 kb <i>(pending)</i>	<span style="border: 1px solid red; background-color: red; color: white; padding: 2px 5px;">Remove</span>
<b>COR39.27092016-signed.pdf</b> (application/pdf) - 433.68 kb <i>(pending)</i>	<span style="border: 1px solid red; background-color: red; color: white; padding: 2px 5px;">Remove</span>
<b>Mandate.PDF</b> (application/pdf) - 141.21 kb <i>(pending)</i>	<span style="border: 1px solid red; background-color: red; color: white; padding: 2px 5px;">Remove</span>
<b>Minutes.pdf</b> (application/pdf) - 4.83 MB <i>(pending)</i>	<span style="border: 1px solid red; background-color: red; color: white; padding: 2px 5px;">Remove</span>

Upload

If the documents were successfully uploaded there will be a message next to the attachment (**Uploaded**)

Select File
All Files Uploaded. Please select file(s) to upload.

<b>Certified.ID.Copy.All.pdf</b> (application/pdf) - 33.61 kb <i>(Uploaded)</i>
<b>COR39.27092016-signed.pdf</b> (application/pdf) - 433.68 kb <i>(Uploaded)</i>
<b>Mandate.PDF</b> (application/pdf) - 141.21 kb <i>(Uploaded)</i>
<b>Minutes.pdf</b> (application/pdf) - 4.83 MB <i>(Uploaded)</i>

Step 11: Click each of the buttons to confirm that each of the files is included in the upload

PLEASE NOTE THAT THE FILE SIZE LIMIT IS 10MB. FILES EXCEEDING 10MB WILL NOT BE UPLOADED SUCCESSFULLY.

Drop files here

Select File
All Files Uploaded. Please select file(s) to upload.

<b>Certified.ID.Copy.All.pdf</b> (application/pdf) - 33.61 kb <i>(Uploaded)</i>
<b>COR39.27092016-signed.pdf</b> (application/pdf) - 433.68 kb <i>(Uploaded)</i>
<b>Mandate.PDF</b> (application/pdf) - 141.21 kb <i>(Uploaded)</i>
<b>Minutes.pdf</b> (application/pdf) - 4.83 MB <i>(Uploaded)</i>

MAKE SURE THAT YOUR FILES HAVE BEEN UPLOADED BEFORE YOU PROCEED TO THE CONFIRMATION BELOW. PLEASE TICK TO CONFIRM IF EACH OF THE FOLLOWING FILES IS INCLUDED IN THE FILES UPLOADED ABOVE.

- A COR39 application form signed by at least one director
- Certified ID or passport copies of all affected directors
- Certified ID or passport copy of the customer code holder, if the customer is not one of the directors
- Mandate to lodge, if the transacting customer is not one of the directors
- Meeting minutes, resolution or court order

CONFIRM

CONFIRM



Once the buttons have been ticked and you verify that the conditions are met click

- Certified ID or passport copy of the customer code holder, if the customer is not one of the members [NOT MANDATORY]
- Power of attorney or mandate to lodge if the transacting customer is not one of the members [NOT MANDATORY]

**MAKE SURE THAT YOUR FILES HAVE BEEN UPLOADED BEFORE YOU PROCEED TO THE CONFIRMATION BELOW. PLEASE TICK TO CONFIRM IF EACH OF THE FOLLOWING FILES IS INCLUDED IN THE FILES UPLOADED ABOVE.**

A COR39 application form signed by at least one director



Certified ID or passport copies of all affected directors



Certified ID or passport copy of the customer code holder, if the customer is not one of the directors



Mandate to lodge, if the transacting customer is not one of the directors



Meeting minutes, resolution or court order



CONFIRM



Step 12: When all is done a message is displayed that the Documents are uploaded

You are here: CIPC eServices » Upload Documents » Uploaded

### DOCUMENTS UPLOADED!

**Documents for enterprise number K2016082769, tracking number 932637140 have been uploaded. Transaction will now be forwarded to the processing queue. Please refer to the CIPC service standards to determine turnaround times for processing.**

