


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, and click on **On-line transacting**.




Home About Legislation Publications Contact Us Search CIPC On-line transacting Business Hub

Companies and Intellectual Property Commission




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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



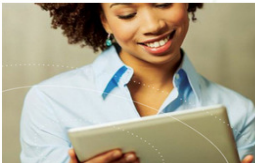
Maintain your Business

- 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

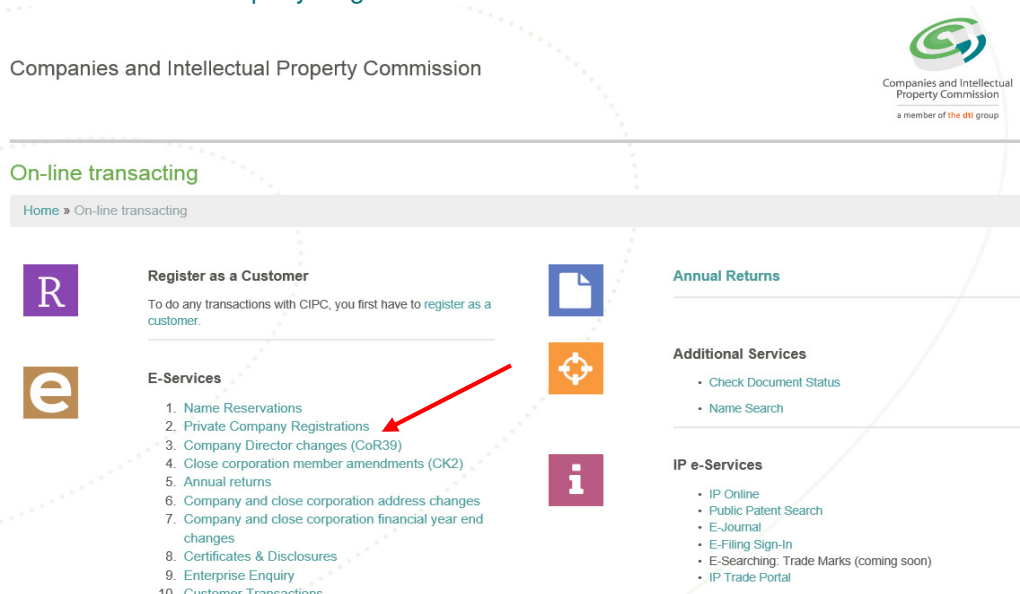
- Trade Marks
- Patents
- Designs
- Copyright
- Intellectual Property Enforcement




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 Private **Company Registrations**.




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On-line transacting

Home » On-line transacting




Register as a Customer

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




E-Services

1. Name Reservations
2. Private Company Registrations
3. Company Director changes (CoR39)
4. Close corporation member amendments (CK2)
5. Annual returns
6. Company and close corporation address changes
7. Company and close corporation financial year end changes
8. Certificates & Disclosures
9. Enterprise Enquiry
10. Customer Transactions




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

3. Click on **Customer Login**.

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

Self-help Home **Welcome to CIPC eServices system**

Customer Login **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

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

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

Self-help Home **Login to CIPC eServices**

Customer Login **Customer Code** 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.

Password Reset **Customer Password (case sensitive)**

Customer Registration **3LjS2a** **Enter security code displayed above. (case sensitive)**


Tick to accept the **CIPC Terms & Conditions**

Login **Forgot Password?**

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

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

6. Enter the ID/number of the Director of the company and click on the **+** sign.


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You are here: CIPC eServices » Company Registration » Director ID / Passport Numbers Logged in as: BRMC01 | Balance: R 10000000.00

Self-help Home Edit Customer Details Logout Balance: R 10000000.00	Enter All Director & Incorporator ID Numbers
	Type in (all) your director(s) ID or passport number(s) and click the plus sign (+) after each director. After you've captured all of them click the continue button.
	ID / Passport Number <input type="text"/> * +

7. 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.
8. 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.


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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
7106300139084	SWEMMER	MARIA MAGDALENA	

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

9. The Company Registration: Directors & Incorporators screen will display. Complete the required fields and click on **Save**.
 - a. Director Type
 - b. Surname
 - c. Name(s)
 - d. Country of Origin
 - e. ID/Passport Number
 - f. Director Status
 - g. Appointment Date
 - h. Date of Birth
 - i. Cell phone Number
 - j. Email Address
 - k. Physical Address
 - l. 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

Surname

Name(s)

Country of Origin

ID / Passport Number

Director Status

Appointment Date

Date of Birth

Cellphone Number

Email Address

Physical Address

Tick to copy your Physical Address to the Postal Address fields

Postal Address

Is this director also an incorporator



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". A breadcrumb trail reads "You are here: CIPC eServices » Company Registration » Directors & Incorporators". The user is logged in as "BRMC01" with a balance of "R 10000000.00".

On the left sidebar, there are four buttons: "Self-help Home", "Edit Customer Details", "Logout", and "Balance: R 10000000.00".

The main content area is titled "Company Registration: Directors & Incorporators". It 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."

There are two tables for director details:

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					

Below the tables, it says "Director Types: D - Director | K - Non Executive Director | N - Alternate Director | V - Incorporator".

At the bottom right, there is a green "Continue" button.

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

- a. Financial Year End
- b. Authorised Shares
- c. Email Address
- d. Website Address
- e. Company Physical Address
- f. Company Postal Address

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 Logged in as: TAND11 | Balance: R 75165.00

- [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)

Submit Proposed Name

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](#).

- [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 registration number. Click on **Continue**.


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


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- [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:

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

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 1000000.00

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 Logged in as: BRMC01 | Balance: R 9999800.00


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[Self-help Home](#)

[Edit Customer Details](#)


[Logout](#)

Balance: R 9999800.00

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



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.

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**.

- [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.

COMPANY REGISTRATION FILED!

Your request to register a company has been filed. The transaction will only commence once you have submitted all the required documentation and have enough credit in your CIPC account. Company registration costs R125 and name reservation is R50. Requirements and banking details have been sent to your email address.



15. You can either click on [Home](#) to go back to the Home page, or on [Logout](#).

16. Print the e-mailed forms and have indicated directors and incorporators sign at the indicated placed.

17. Send the signed form and required supporting documents to 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 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.

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