
















# BIZPORTAL SERVICES

 BizProfile	 Company Registration	 SARS Services
 Domain Name Registration	 B-BBEE Certificates	 Compensation Fund
 UIF Registration	 Business Bank Accounts	 Company Name Changes
 Co-operative Registration	 Company / CC Address Changes	 Annual Return Filing
 Business Rescue	 Director Amendments	 Google Business Services

SELECT “COMPANY REGISTRATION”

# COMPANY REGISTRATION

## Company Registration

A company may be registered with or without a company name. When a company is registered without a name, its registration number automatically becomes the company name. Such a company may transact with a trading (business) name, or may apply to add a reserved name at a later stage.

A company registration is R125 for both private company and non-profit companies registered without members. A private company must have at least one (1) director and a non-profit company must have a minimum of three (3) directors. A successful company registration transaction automatically comes with a tax registration number.

## Name Reservation

You may apply for between 1 and 4 proposed names during an application process, which costs R50. If your name reservation application is not approved, you will need to apply for new names at another cost of R50.

### REQUIREMENTS



1. BizPortal currently only caters for South African ID holders. Login on <https://eservices.cipc.co.za> if you do not have a South African ID.
2. A 3D Secure cheque or credit card that is enabled for online transactions.
3. A list of up to four (4) proposed names for your company.
4. For director verification you need to have all directors' identity documents/cards and marriage certificates. Possible verification questions are:
  - o Date of issue of the identity document or card
  - o Marriage date, as recorded by the Department of Home Affairs
  - o Spouse's ID number

WATCH A HOW-TO  
GUIDE VIDEO



New Registration



Registration Certificates



Biz Profile

# COMPANY REGISTRATION

## SELECT COMPANY TYPE

Please select the type of company you would like to register from the dropdown list below. At the moment BizPortal only offers Private Companies [ (PTY) LTD ] and Non-Profit Companies [ NPC ]. Private companies must have at least one (1) director while Non-profit companies must have at least three (3) directors.

What company type would you like to register?

Select Company Type
Private Company - (PTY) LTD
Non Profit Company - NPC

is allowed on this platform.


CONTINUE






SELECT THE TYPE OF A COMPANY YOU WOULD LIKE TO REGISTER THEN CLICK “CONTINUE”.

# COMPANY REGISTRATION

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.

Type in ID Number

ID Number	Surname	Name(s)	Delinquent Status	Remove
 088	WILLIAMS	REHELDA BIANCA		
 086	LUYABA	TANDO		
 081	SHAKUNG	OFENTSE ODIRILE TIRO		

CONTINUE

TYPE IN ALL DIRECTORS' SOUTH AFRICAN ID NUMBERS AND CLICK THE PLUS SIGN AFTER ADDING EACH ID NUMBER. TO PROCEED, CLICK THE CONTINUE BUTTON ONCE ALL DIRECTORS HAVE BEEN ADDED.

# COMPANY REGISTRATION

## HOME AFFAIRS DIRECTOR VERIFICATION

Each director must be verified. Verification is done using each director's Home Affairs profile. Get your identity document or card ready. If you are married you will also need some details from your marriage certificate.

Verification for REHELDA BIANCA WILLIAMS

Which date was the identity card issued?

 \*

Which date did the ID holder get married?

 \*

What is the ID number of the ID holder's spouse?

 \*

Verification for TANDO LUYABA

Which date was the identity document issued?

 \*

Verification for OFENTSE ODIRILE TIRO SHAKUNG

Which date was the identity document issued?

 \*

VERIFY

# COMPANY REGISTRATION

## DIRECTOR CONTACT DETAILS

Please type in contact details for each of the directors listed below. The email addresses and cellphone numbers are vital as all communication from CIPC and BizPortal is sent using those two communication mediums.

Contact Details for WILLIAMS REHELDA BIANCA	Contact Details for LUYABA TANDO	Contact Details for SHAKUNG OFENTSE ODIRILE TIRO
<p>What is the director's Cellphone Number?</p> <input type="text" value="Format: 0831234567"/>	<p>What is the director's Cellphone Number?</p> <input type="text" value="Format: 0831234567"/>	<p>What is the director's Cellphone Number?</p> <input type="text" value="Format: 0831234567"/>
<p>What is the director's Email Address?</p> <input type="text"/>	<p>What is the director's Email Address?</p> <input type="text"/>	<p>What is the director's Email Address?</p> <input type="text"/>
<p>Physical Address Line 1</p> <input type="text"/>	<p>Physical Address Line 1</p> <input type="text"/>	<p>Physical Address Line 1</p> <input type="text"/>
<p>Physical Address Line 2</p> <input type="text"/>	<p>Physical Address Line 2</p> <input type="text"/>	<p>Physical Address Line 2</p> <input type="text"/>
<p>Which town/city does this director reside in?</p> <input type="text"/>	<p>Which town/city does this director reside in?</p> <input type="text"/>	<p>Which town/city does this director reside in?</p> <input type="text"/>
<p>Which province does this director reside in?</p> <input type="text" value="Select Province"/>	<p>Which province does this director reside in?</p> <input type="text" value="Select Province"/>	<p>Which province does this director reside in?</p> <input type="text" value="Select Province"/>

# COMPANY REGISTRATION

In compliance with the Companies Act and standard Memorandum of Incorporation (MoI) you need to provide us with founding information for the company.

Which month will the company financial year end be?

How many authorised shares will be issued?

What is the physical address of this company?

Address line 2

In which town/city is this address?

In which province is this address?

What is the postal code of this address?



Tick if postal is the same as the physical address

CONTINUE

TYPE IN ALL REQUIRED COMPANY DETAILS.

# COMPANY REGISTRATION

## COMPANY NAME

### NAME ALREADY APPROVED



I have already applied for a name for this company and I have already received confirmation that the name has been approved. An approved name reservation number is required to continue.

SELECT

### APPLY FOR A NEW NAME



I would like to apply for a new name for this company. If all proposed names fail the company will be registered using the registration number as the name. A new name can be reserved then attached to this already registered company using the name change function.

SELECT

### REGISTER WITHOUT A NAME



I would like to register the company without a name attached to it. The registration number will also be used as the company name. At a later stage a name can be reserved then attached to this company by using the name change function.

SELECT




SELECT NAME OPTION.

REFER TO PAGE 5 ABOVE FOR MORE INFORMATION.

# COMPANY REGISTRATION

## COMPANY NAME – PROPOSED NAMES AVAILABILITY CHECK

You are required to provide a minimum of one and a maximum of 4 proposed names, in order of preference. If the first name is not approved then the following names on the list will be tested. Company registration will begin once a name has been approved. If no name gets approved then your company registration will still proceed and the company will be registered using the registration number as the name of the company. You may then reserve a new name at a cost of R50 then apply for name change at no cost.

Proposed Name	Exact Match Result	Status
DIGITAL VIBES		REGISTERED: K2014095639 -> IN BUSINESS
BIZPORTAL		AVAILABLE
CIPC		AVAILABLE
FACEBOOK		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. The status "AVAILABLE" does not mean that the name will be automatically approved. You will be notified of the final results via the e-mail address as per your customer profile.

When you click the **CONTINUE** button below you will receive an SMS and email with a name reservation number, that notify you that your name reservation has been lodged. This is not the end of the process. Do not exit or abort the process until you get to the company registration confirmation page, otherwise your transaction will not be recorded.

Please note that if this name reservation is not paid for within 24 hours, you will not be able to apply for this name again. Refer to the rules on the payment page that is coming up to ensure that your payment reaches us in time.

EDIT

CONTINUE