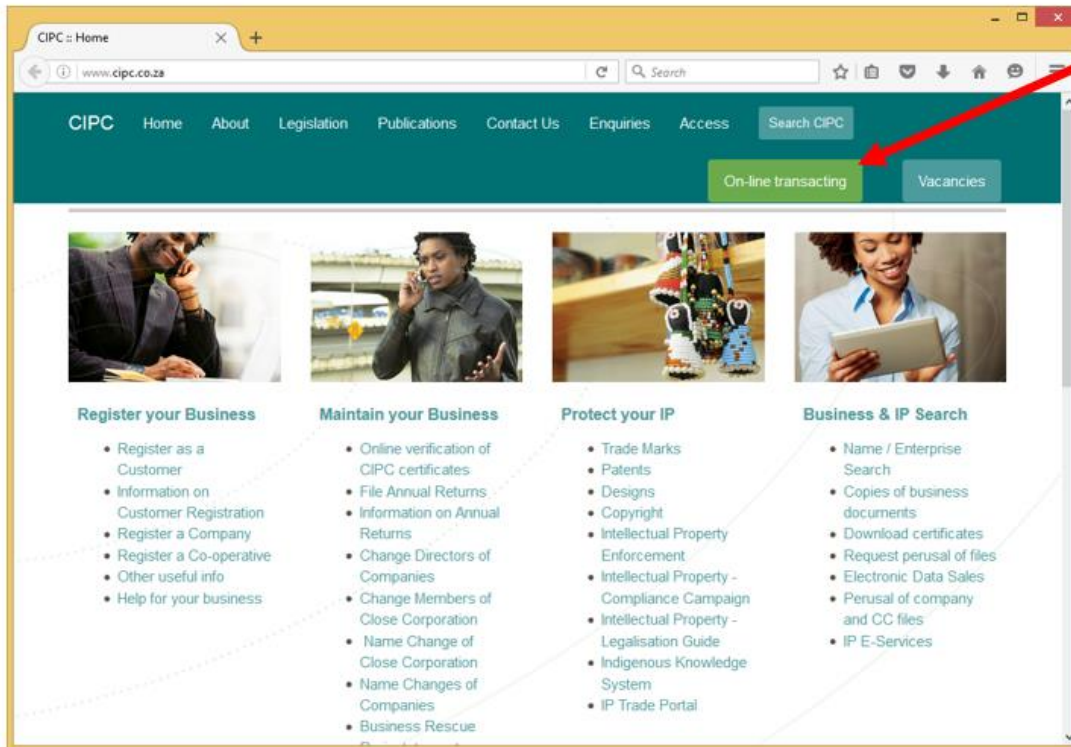


Step by Step Guide – Document Upload – New Company

Step 1: Click On-Line transacting

On-line transacting



The screenshot shows the CIPC Home page in a web browser. The navigation menu includes CIPC, Home, About, Legislation, Publications, Contact Us, Enquires, Access, and Search CIPC. Below the menu, there are four main service categories: Register your Business, Maintain your Business, Protect your IP, and Business & IP Search. A red arrow points to the 'On-line transacting' button located in the top right area of the page.

Register your Business

- Register as a Customer
- Information on Customer Registration
- Register a Company
- Register a Co-operative
- Other useful info
- Help for your business

Maintain your Business

- Online verification of CIPC certificates
- File Annual Returns
- Information on Annual Returns
- Change Directors of Companies
- Change Members of Close Corporation
- Name Change of Close Corporation
- Name Changes of Companies
- Business Rescue

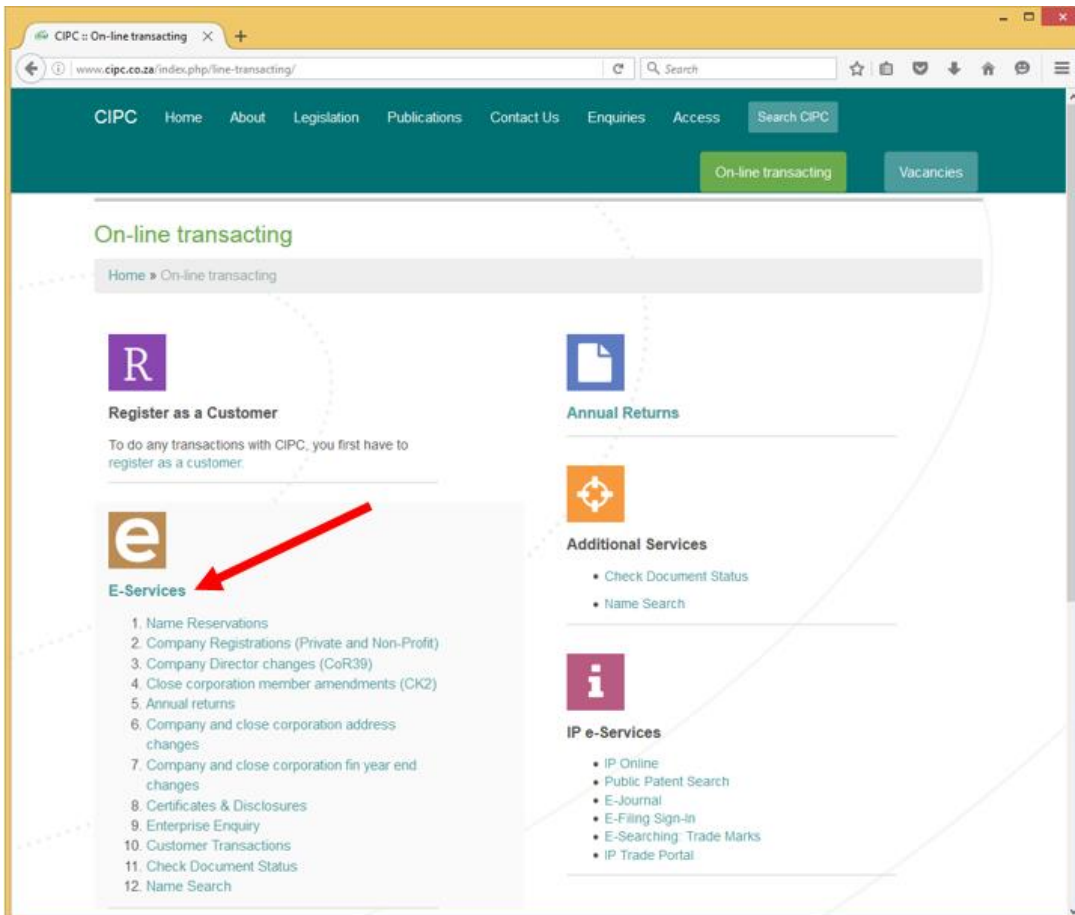
Protect your IP

- Trade Marks
- Patents
- Designs
- Copyright
- Intellectual Property Enforcement
- Intellectual Property - Compliance Campaign
- Intellectual Property - Legalisation Guide
- Indigenous Knowledge System
- IP Trade Portal

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

Step 2: Click E-Services



The screenshot shows the CIPC On-line transacting page. The navigation menu is the same as in the previous screenshot. The 'On-line transacting' button is highlighted. Below the menu, there are four main service categories: Register as a Customer, Annual Returns, Additional Services, and IP e-Services. A red arrow points to the 'E-Services' section under the 'Register as a Customer' category.

Register as a Customer

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

E-Services

1. Name Reservations
2. Company Registrations (Private and Non-Profit)
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 fin year end changes
8. Certificates & Disclosures
9. Enterprise Enquiry
10. Customer Transactions
11. Check Document Status
12. Name Search

Annual Returns

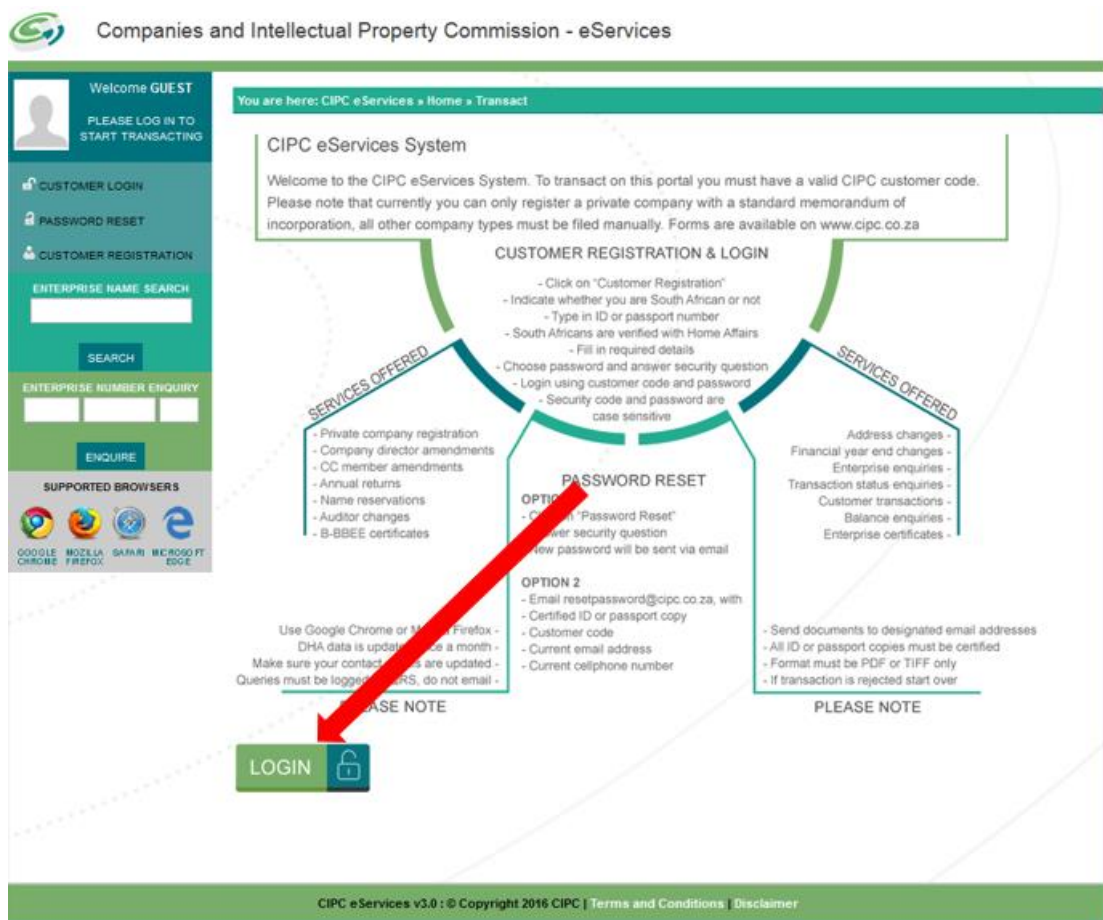
Additional Services

- Check Document Status
- Name Search

IP e-Services

- IP Online
- Public Patent Search
- E-Journal
- E-Filing Sign-in
- E-Searching Trade Marks
- IP Trade Portal

Step 3: Click on the  button



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 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

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, 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


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 -

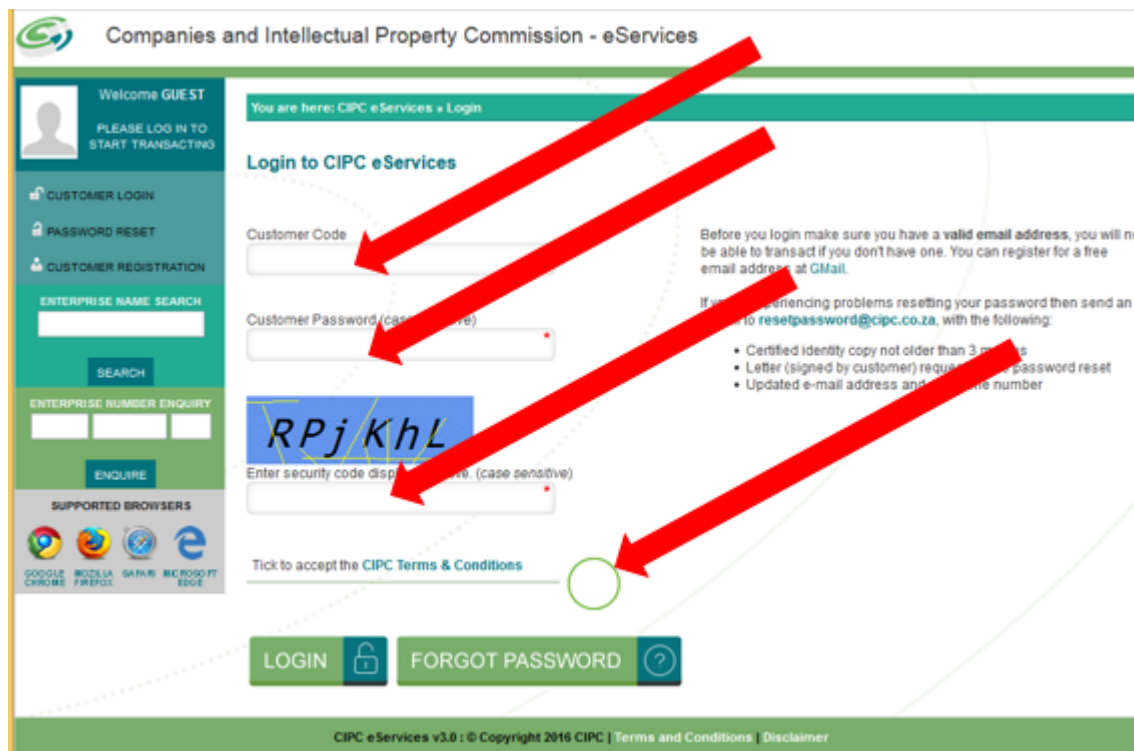
PLEASE NOTE



LOGIN 

CIPC eServices v3.0 : © Copyright 2016 CIPC | Terms and Conditions | Disclaimer

Step 4: Enter Login credentials and click on the  button



Companies and Intellectual Property Commission - eServices

Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login



Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

RPjKhL
Enter security code displayed above. (case sensitive)

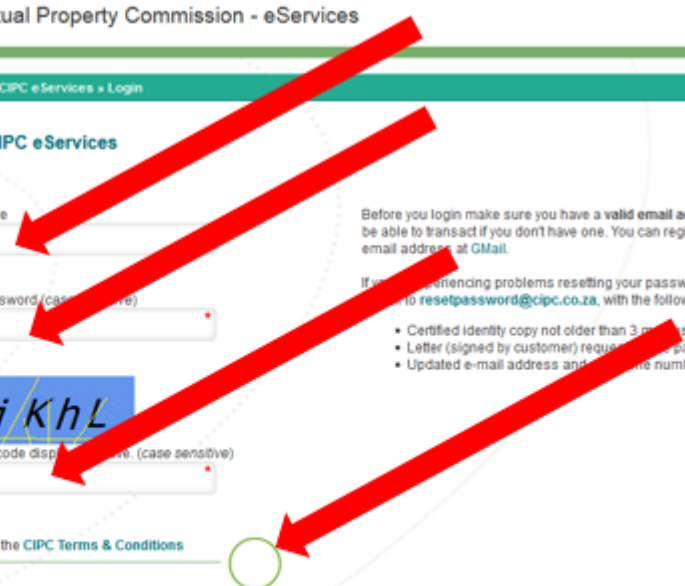
Tick to accept the CIPC Terms & Conditions

LOGIN  **FORGOT PASSWORD** 

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, 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:

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION

Welcome CIPC03
CIPC USER

You are here: CIPC eServices » Home

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

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	

CURRENT PROCESSING DATES

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

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

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION

Welcome CIPC03
CIPC USER

You are here: CIPC eServices » Home » Transact

COMPANY REGISTRATION

AMEND COMPANY DIRECTOR DETAILS

AMEND CC MEMBERS 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

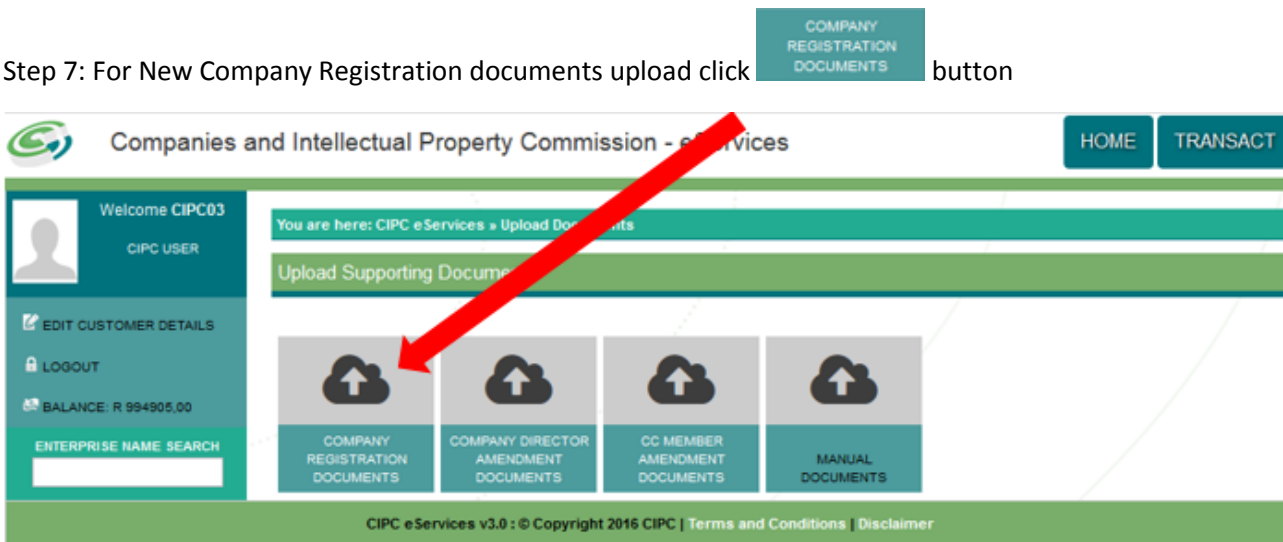
THIRD PARTIES

HOW-TO VIDEOS

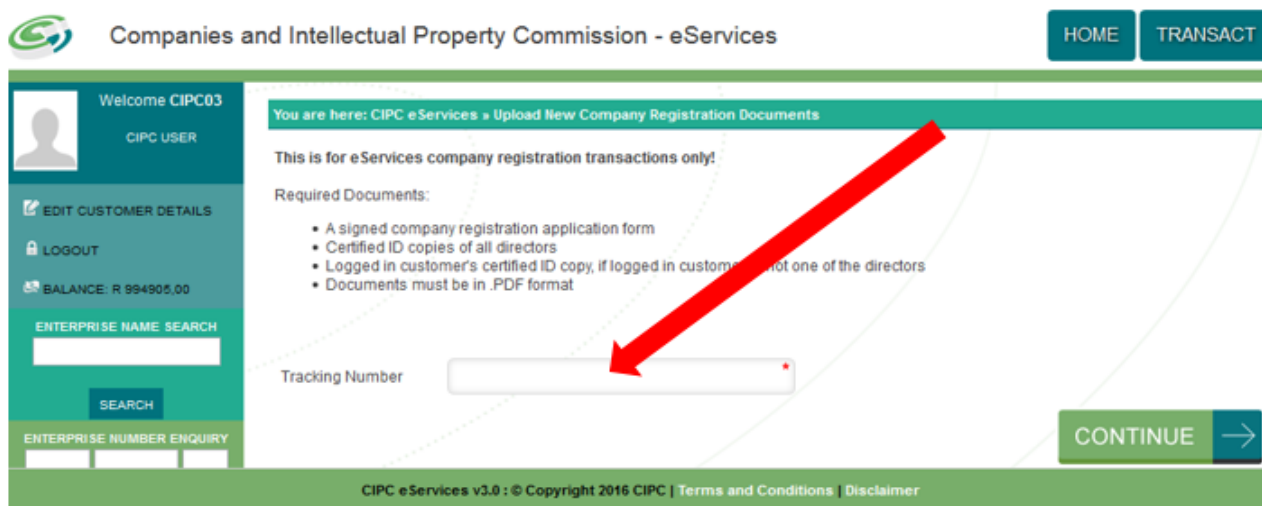
BANKING DETAILS

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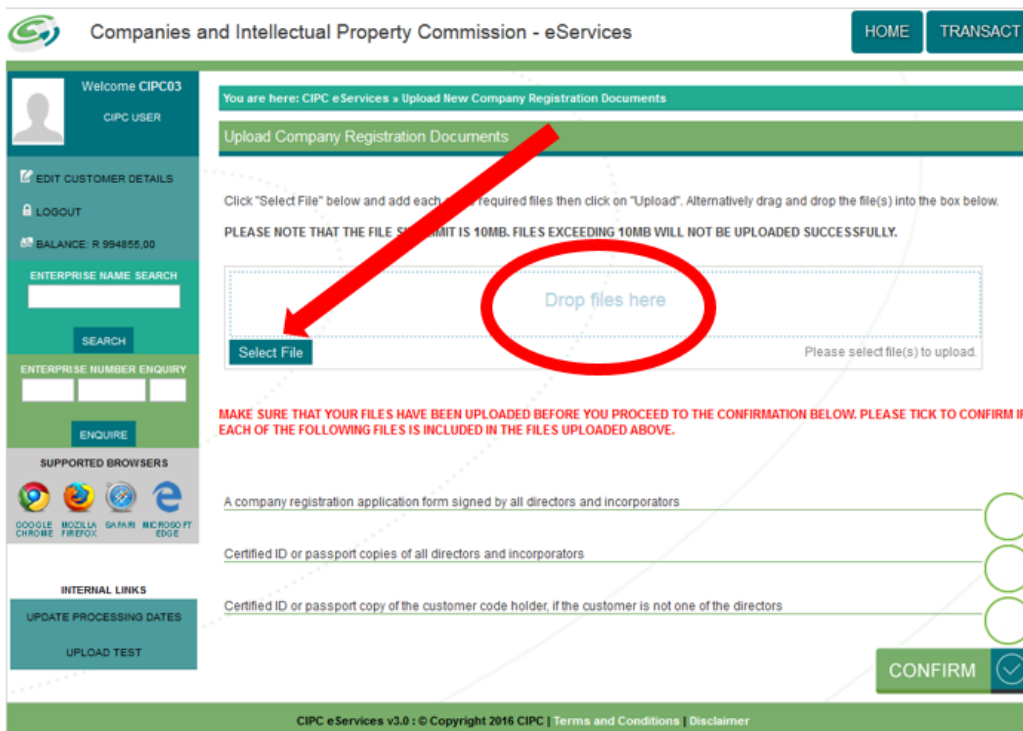
Step 7: For New Company Registration documents upload click **COMPANY REGISTRATION DOCUMENTS** button



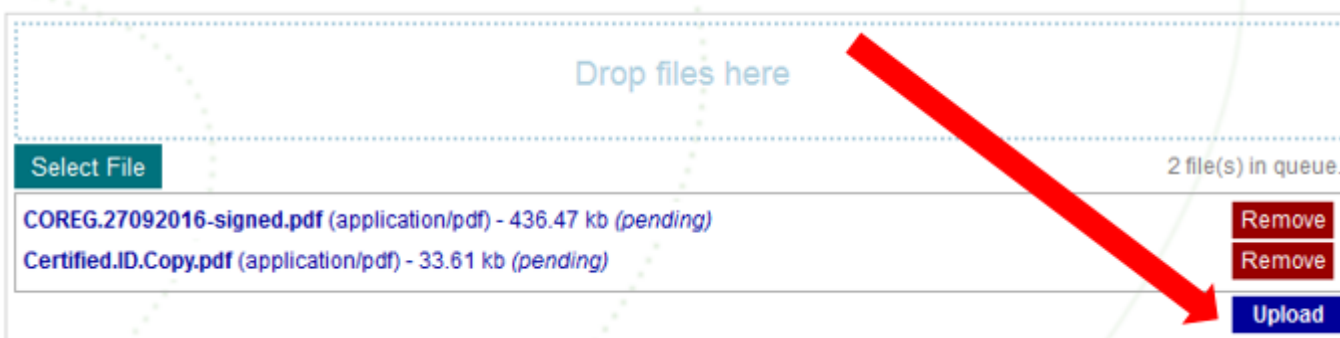
Step 8: Enter the tracking number of the relevant company registration and click **CONTINUE**



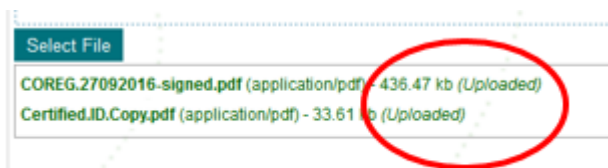
Step 9: Click on the **Select File** button to choose the files to upload or click and drag the files into the drop box



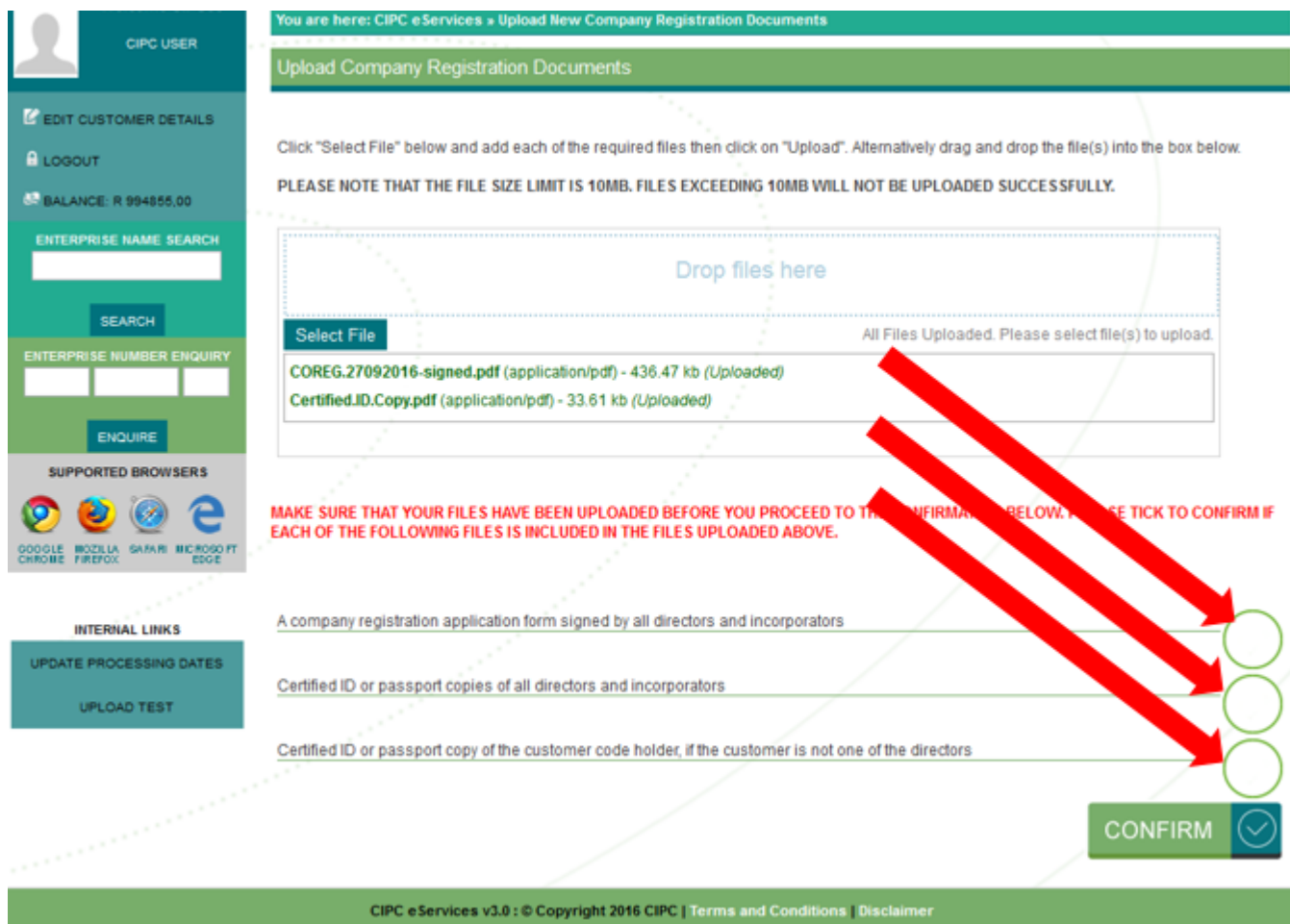
Step 10: Once the files have been selected or dragged into the drop box click **Upload** button to submit the documents, PDF files preferred.




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





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





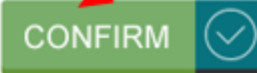
Once the buttons have been ticked and you verify that the conditions are met click 

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.



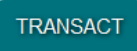
A company registration application form signed by all directors and incorporators 

Certified ID or passport copies of all directors and incorporators 


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


 


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

 Companies and Intellectual Property Commission - eServices  

Welcome CIPC03
CIPC USER

 EDIT CUSTOMER DETAILS

 LOGOUT


 BALANCE: R 994855,00

ENTERPRISE NAME SEARCH

You are here: CIPC eServices » Upload Documents » Uploaded

DOCUMENTS UPLOADED!

Documents for enterprise number ***NO ENTERPRISE NUMBER YET***, tracking number 932637138 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.



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