

I'm not a bot





































[illegible]







[illegible]



difficulties in finding the classification index, you may apply to the Registrar to do so upon payment of the prescribed fee (R240.00). Please note that you have to write your own CIPC customer code on form D3: Register of Designs Complete and lodge (in duplicate for manual filing only) Form D3: Power of Attorney Form D6: Definitive Statement (compulsory) and Explanatory Statement (optional except for integrated circuits layout, mask work, or series of mask works where the Explanatory Statement is compulsory) Lodge in duplicate (if applicable only for manual filing). The definitive statement should be a description of the features of the design for which protection is sought (e.g. shape, pattern, ornamentation, configuration, as applicable). Form D6: Publication Particulars Lodge in duplicate (applicable only for manual filing) The "brief statement of features" shall be a single paragraph of not more than 1 00 words. Essentially this is a combination of the definitive and explanatory statement (as per D6.) Together with the documentation listed above, "Representations" in the form of drawings, or photographs need to be included. These could be 7 identical representations (only 1 representation is required for e-filing), either drawings or photographs. Each drawing should be on an A4 paper, or each photograph mounted on A4 paper. Enclose different perspectives (as applicable) e.g. top view, side view, front view, 7 of each are required. Select one view for publication and provide 2 copies clearly indicating "for publication". All drawings/photographs except those designated for publication should be signed. Important: Please note that multiple copies are not applicable to e-filing. Submit the design application and supporting documents by either posting the applications or dropping off the application in the drop-off box at the CIPC Self Help Terminals at Sancardia Mall, 1st floor. Company Registration SARS Services Domain Name Registration B-BBEE Certificates Compensation Fund UIF Registration Business Bank Accounts Company Name Changes

Company / CC Address Changes Annual Return Filing Google Business Services Apply for a change to the co-operatives constitution: Complete and e-mail or post the completed and signed documents together with supporting information The following supporting documents must be included in your e-mail: Print and complete form CO-OP 6 The original written resolution or statement of consent to the name change signed by all members of the co-operative Certified identity copy of the chairperson of the meeting Power of attorney (if applicable) E-mail : Co-op6@cipc.co.zaor Post NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. Click here for the CIPC service standards. Service Standard is dependent on payment for the transaction being made. Click here to log an enquiry (only after the indicated service standard has lapsed). A complaint relating to an alleged contravention of the Companies Act may be reported to CIPC by completing form CoR135.1 and sending it to the following e-mail address: CoR135.1complaints@cipc.co.za As an alternative to applying for relief to a court, or filing a complaint with the Commission, a person who would be entitled to apply for relief or file a complaint in terms of this Act, may refer the matter to the Companies Tribunal, an accredited entity or any other person for resolution by mediation, conciliation or arbitration. If the Companies Tribunal or accredited entity has resolved, or assisted parties in resolving a dispute, it may record the resolution in the form of an order, and if the parties consent to that order, submit it to a court to be confirmed as a consent order. The application for a consent order must be heard by the court. The court may make the order as agreed and proposed in the application, make changes to the draft order before making it an order of the court; or refuse to make the order. A confirmed consent order may include damages; and only when the confirmed consent order includes an award of damages that person can apply for an award of civil damages. A court may order the proceedings closed to the public if confidentiality is in the interest of the parties. SERVICE TO BE PROVIDED FEE FOR CLOSE CORPORATION FEE FOR COMPANY Issuing an electronic disclosure certificate R30.00 R30.00 Allowing inspection of a company file personally by applicant R5.00 R100.00 Allowing inspection of a company file on the written request by an applicant (\*includes up to 10 photocopies of documents, thereafter the payable fee per copy - certification excluded) R10.00\* R100.00 Photocopy on paper reproduced from microfilm (per copy) R0.50 R1.50 Certifying a copy of a document on file R5.00 R20.00 Issuing a certificate relating to company information R20.00 R50.00 Issuing an affidavit relating to company information R20.00 R50.00 Providing photocopies of documents R0.50/copy R1.50/copy Providing data extracts and reports of standard information on the registry, in electronic form R10 plus R0.04 per record Providing data extracts and reports of standard information on the registry, in paper form, to a maximum of 500 records, R10 plus R0.04 per record Please Note. The fee for a data extract and report will be based on the following rules: a) Basic company information constitutes a single record. b) Information concerning directors or auditors, constitutes a single record per director or auditor. c) A request for a paper report that exceeds 500 records will be divided, with every 500 record increment, or part thereof, constituting a separate request. The authority to investigate is found in section 168 read with section 209 of the Companies Act. The Commission has inter alia the power to: issue compliance notices as provided for in section 171 of the Act; enter into consent orders as provided for in section 173 of the Act; apply for administrative fines as provided for in section 175 of the Act; refer matters to the National Prosecuting Authority (NPA), Companies Tribunal, other regulatory authorities concerned and/or for alternative dispute resolution. The Commission has inter alia the power to: summons as provided for in section 176 of the Act; enter and search under warrant in terms of section 177 of the Act. Private or personal liability companies with a Public Interest Score (PIS) above 500 in any two of the preceding five (5) years are required to have a Social and Ethics Committee. Companies may apply for exemption from having a Social and Ethics Committee to the Companies Tribunal. Subsidiaries of companies that have a Social and Ethics Committee are not required to have a committee. Social and Ethics Committees are responsible to monitor a company's activities with regard to its contribution to Social and economic development; Good corporate citizenship; Environment, health and public safety; Consumer relationships; and? Labour and employment. To apply for a change of external representative on external companies, the following documents must be submitted: CoR21.2 application form Resolution or minutes which clearly indicates the representative who is resigning (if any) and the new representative of the company, in the event of resignation and appointment Certified identity copy of applicant Certified identity copy of the representative(s) affected by the change The application documents must be e-mailed to cor21.2@cipc.co.za. Public Interest Score The following are considered in the calculation of a public interest score: a number of points equal to the average number of employees of the company during the financial year; one point for every R1 million (or portion thereof) in third party liability of the company, at the financial year end; one point for every R1 million (or portion thereof) in turnover during the financial year; and one point for every individual who, at the end of the financial year, is known by the company, in the case of a profit company, to directly or indirectly have a beneficial interest in any of the company's issued securities; or in the case of a non-profit company, to be a member of the company, or a member of an association that is a member of the company. Private company registration Company director amendments Close corporation member amendments Annual returns Name reservation Auditor changes Company and Close Corporation address changes Company and Close corporation financial year-end changes Certificates Paid and free disclosures Memorandum of Incorporation documents Approved names Person disclosure Enterprise enquiry Customer transactions- declining balance Balance enquiry Transaction status enquiry Basic search (click here) Advanced search (click here) Electronic application Apply here Forms to complete: RF1, submitted in duplicate RF2, submitted in duplicate RF3, submitted in duplicate RF9 together with the "Statement of Case" Power of Attorney letter if services of an attorney are used. A close corporation may only change its financial year-end once during a particular financial year. A close corporation may not choose a financial year-end that will result in the total financial year being more than 18 months. A close corporation may choose to shorten its financial year in which instance there is no minimum applicable. Fee: R30. Apply for Financial Year End Change electronically click here Click on "On-line Transacting" and then on "Company and Close Corporation Address Changes"; Login using your Customer Code and Password and follow the prompts; Go to "Co & CC Address Change"; Type in the registration number (year/sequence/type) at the Enterprise Number field and click "Validate". Confirm whether the provided registration number corresponds with the enterprise detail being displayed. If not, reconfirm the registration number by typing it in at the Enterprise Number field and click Validate. If correct, click "Continue". Complete the indicated mandatory fields, Effective Date, E-mail Address, Postal and Physical Addresses and click on "Lodge". Please note that the "Effective Date" for close corporations can be any date from the date of lodgment. The next screen will indicate that the address change has been lodged, and provide you with a tracking number. The confirmation will be e-mailed on the indicated effective date. Fee: Free To change the address of the close corporation click here The following supporting documents must be included in your e-mail: Form CoR15.2 Confirmation notice of the approved name reservation - CoR9.4 The original written resolution adopted at a shareholders meeting Certified identity copy of signatory (active director/company secretary) Power of attorney (if applicable) Certified id copy of applicant E-mail address: namechange@cipc.co.za Submit the required documents The following supporting documents must be included in your e-mail: Confirmation notice of name reservation - CoR9.4 (if applicable) All forms required Certified identity copy of applicant Certified identity copy of all incorporators and directors Power of attorney (if applicable) NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: companydocs@cipc.co.za Click here for the CIPC service standards. Service Standard is dependent on payment for the transaction being made. Click here to log an enquiry (only after the indicated service standard has lapsed). The following supporting documents must be included: Complete form CoR15.2. Certified copy of the written resolution or minutes of the meeting at which the decision to amend was taken Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of applicant NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: moiamentments@cipc.co.za The registration of a prospectus is done in two phases. In phase one a draft prospectus will be registered at a cost of R2000.00. In phase two the final prospectus will be registered when it complies with relevant legislation at a cost of R5000.00. For the bank account details, click here. Use your customer code as reference when depositing money into the CIPC bank account. The following documents must be included: Complete form CoR 46.4 Together with the prospectus A hard copy of the prospectus must also be submitted. It can be posted or handed in at the designated drop off box situated at the Self Service Terminal at the Sancardia Mall Self Service Centre (SSC). E-mail: prospectus@cipc.co.za. The following supporting documents must be included: Complete the CK2 form Letter of approved name (CoR9.4) Certified identity copy of applicant Certified ID copies of all members and resigning members Certified copies of passports and in the case of refugees or asylum seekers - a certified copy of valid prescribed documentation. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: manualck2@cipc.co.za The following supporting documents must be included: Complete CK2 form Certified identity copy of applicant Certified ID copies of all members and resigning members A written instrument signed by all members including the new members consenting to the changes - it can be in the form of minutes, agreement, resolution etc, certified as a true copy of the original. Certified copies of passports and in the case of refugees or asylum seekers - a certified copy of valid prescribed documentation. In the case of a deceased member, an executor's letter issued by the Master of the High Court, the CK2 document must also be attached. Where the CC has more than one member, all members should provide certified ID copies, including the person who will be lodging on behalf of others. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: manualck2@cipc.co.za The following supporting documents must be included: Complete the CO-OP 2 form Certified copy of ID document of old and new directors Minutes of the meeting where the decision was taken to remove or add directors. The Minutes must be signed by all members present and be certified a true copy Reasons for any Director's vacation of Office out of term (if applicable), i.e.: A signed letter of resignation of a Director should be attached. Also indicate whether the Director also resigned as Founder Member, where applicable. Minutes of a meeting of the Board, if a Director was expelled as director as he/she has become incompetent to be a director or was absent from a number of consecutive Board meetings without leave, as specified in the constitution of the Co-operative. The Minutes must be signed by all of the directors and be certified a true copy Certificate of Death (if applicable) NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: Co-op2@cipc.co.za or Post The following supporting documents must be included: Complete the CO-OP 6 form Deposit R17.50 click here for bank details The original written resolution or statement of consent to the name change signed by all members of the co-operative Certified identity copy of the chairperson of the meeting Power of attorney (if applicable) NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: cooperativesonline@cipc.co.za or Post The following supporting documents must be included: Complete the CO-OP 4 form Letter of consent of appointment as an auditor or appointing officer NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: Co-op3an4@cipc.co.za The following supporting documents must be included: Complete the CR6 form Form CR2 - List of Directors (Remember the number of directors must be within the minimum and maximum number of directors provided for in the constitution of the Co-operative) Form CR3 - Contact details of Co-operative Form CR7 - Part D Number of members Form CR6 - Special resolution A constitution that complies with the Co-operatives Act of 2005. For model constitutions, click here. List of original Founding Members & their details (full names & surnames, addresses, identity numbers E-mail: cooperativesonline@cipc.co.za To be able to transact with CIPC, one needs to register as a customer on the e-services website. Once registered, a virtual account is created in the customer name. Registering as a customer is a once-off process. Keep your customer code and password safe for use when transacting with us. Click here to register as a customer. You may also follow a step-by-step guide. Funds may be deposited into the CIPC bank account. Customers are urged to only deposit funds that are required for the transaction. Bulk deposits are discouraged. A customer code must be used as a reference for funds to be allocated accordingly. New e-service transaction accept card payments only Service Fee Name reservation R50 Private company with standard MOI; Non-profit company without members and with standard MOI or Co-operative R125 Private company with customised MOI; Personal liability company; Public company; State owned company; Non-profit company without member and with customised MOI or Non-profit company without member and with customised MOI R425 External company R400 Domestication of a foreign company R100 Bank details Bank name ABSA Account Type: Transmission Account Account Name: CIPC Account Number: 4055 68 1017 Branch Name: Van der Walt Street Payment Reference: CUSTOMER CODE In order to conduct a search, you can request a special search from CIPC, or you can conduct a cursory e-search yourself. Request a Special Search (optional) The purpose of a special (preliminary) search in the Trade Marks Register is to determine the existing prior rights in an identical or confusingly similar trade mark which could prevent your trade mark from being registered. A special search is not mandatory but will help you to determine if the mark you may wish to use is indeed available to you. You may apply on a form TM2 for a special (preliminary) search in the Trade Marks Register The form TM2 must be completed as shown on the SAMPLE TM2. Deposit R190.00 for a special search in respect of each separate class/es, if you require a special search to be conducted. The original form TM2 must be submitted to CIPC via post, or courier services, or placed in the drop box outside the CIPC office at the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria. e-Searching You may conduct a cursory search of the Trade Marks Register to determine if the mark you may wish to use is available to you. This search facility only provides basic search information. This search facility is free of charge. Any company may be registered with or without a company name. If a reserved name is not included in the initial application, the company will be registered with its enterprise number. A name may be added at a later stage through a name amendment. A name amendment requires an approved name reservation and a special resolution to effect a change to the Memorandum of Incorporation (MOI). In order to reserve a name, follow these steps: Click on "On-line transacting" and then on Name reservations listed under E-Services; Login using your Customer Code and Password; Click on "Name Reservations"; Click on "Proposed Name"; Capture between one and four names in order of preference. Ensure that you capture the names accurately. If you make a mistake you will need to apply for a name change at a later stage. Click on "Submit Proposed Name". 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, it will be indicated with a cross. Click on Back and propose another name if you want to add another name. Click on Lodge Name Reservation. The next screen will indicate that the proposed name(s) has been reserved, and provide you with a reservation number. Click on either Back to Name Reservations or on Home. You will receive an SMS and email confirmation of the name reservation with the reference number of the reservation. Essentially, intellectual property rights are private rights. It is therefore the primary responsibility of the right holder to seek remedies in order to protect those rights. They must monitor the activities of competitors as well as developments in the marketplace, and take action to stop any infringement of rights or obtain recovery of losses. In serious cases, however, in particular when the infringement of IP rights is intentional and for commercial purposes, many countries will consider such infringements to be criminal, and therefore also provide for action to be taken by the respective authorities. Accordingly, effective enforcement may require the involvement of a number of persons or entities, such as attorneys, judges, customs, police, prosecutors, administrative authorities, and, in the area of copyright, collective management societies. In many countries, it may also be possible to obtain information and assistance through contacting national organisations or right holder associations concerned with fighting counterfeiting, piracy and other forms of intellectual property infringement. It is not mandatory for a private, personal liability or Non profit company to appoint an auditor, unless the company is required to produce audited financial statements. If a private, personal liability or non-profit company elects to appoint an auditor, or is required to do so, and they are not appointed at incorporation, they must be appointed by the directors or by an ordinary resolution of the shareholders within 40 business days of the incorporation of the company. An auditor may be re-appointed annually and may serve a maximum of five consecutive financial years. If an individual has served as the auditor or designated auditor of a company for 2 or more consecutive financial years, and then ceases to be the auditor or designated auditor, the individual may not be appointed again as the auditor or designated auditor of that company until after the expiry of at least two further financial years. If a company has appointed 2 or more persons as joint auditors, the company must manage the rotation in such a manner that all of the joint auditors do not relinquish office in the same year. To view steps on how to appoint, resign or remove auditors, click here. Rotation of auditors In terms of section 92 of the Companies Act, 2008, the same individual may not serve as the auditor or designated auditor of a company for more than 5 consecutive financial years. If an individual has served as the auditor or designated auditor of a company for 2 or more consecutive financial years, and then ceases to be the auditor or designated auditor, the individual may not be appointed again as the auditor or designated auditor of that company until after the expiry of at least two further financial years. If a company has appointed 2 or more persons as joint auditors, the company must manage the rotation required by this section in such a manner that all of the joint auditors do not relinquish office in the same year. The Companies Act (Act 71 of 2008) requires all companies to keep accurate and complete accounting records, which must be kept and be accessible at the company's registered office. The founding members must elect the board of directors. The board of directors will elect the Chairperson, Secretary and Treasurer. Section 3: A co-operative must comply with co-operatives principles. E.G VOTING RIGHTS (ONE MEMBER ONE VOTE PRINCIPLE) Category A and B primary co-ops, each member has only one vote Members of Category C, primary co-op, secondary, tertiary, or the national apex, however, have additional voting rights. The existing voting rights contained in Category Cs constitutions of primary, secondary, and tertiary co-operative shall remain in force. All co-operatives must comply with the prescribed principle of good governance. Before registering a co-operative, a formation meeting needs to be held with all persons that are interested in establishing the co-operative The chairperson outlines the aims and objectives of the proposed co-operative The chairperson answers all the arising questions The chairperson invites everyone to join Those interested should be given an application form for Membership to complete The persons that have completed the above-mentioned application form decide how many persons will be required to manage the co-operative The members will then elect the board of directors (the board of directors will be the management or steering committee of the co-operative) Also discuss and agree on the following: The objectives (exactly what the co-operative will do) The equipment, premises and other materials needed by the enterprise Where will the premises (co-operative office) be located How will the co-operative be financed? How will the funds be obtained? Draw-up an initial business plan Choose a name for the co-operative (propose and choose alternative names). Customers can apply for a B-BBEE certificate on the e-services website anytime or at the CIPC Self Service Terminals when registering a business, or when filing annual returns. For a business with a turnover of less than R10 million, a B-BBEE certificate is not required. Customers can complete an Affidavit, signed by an Commissioner of Oaths, and hand it instead of the B-BBEE certificate. Once the Affidavit has been stamped by a Commissioner of Oaths, the Affidavit serves as a B-BBEE certificate as no other verification is required for Exempted Micro Enterprises. The following are open source validators / iXBRL readers that can be used to validate your ".xhtml" iXBRL files prior to uploading onto the CIPC platform. Arelle Open Source XBRL Platform Disclaimer: Please note that the CIPC Package used in conjunction with the open source arelle® software available on the arelle.org website has not been uploaded by the CIPC but rather the community making contribution to that platform.