l'm not a bot



Customers can apply for a B-BBEE certificate on the eservices website, Bizportal anytime or at the CIPC Self Service Terminals when registering a business, or when filing annual returns. For a business, with turnover of no more than R10 million, that is not able to apply for a B-BBEE Certificate via the CIPC self Service Terminals when registering a business, or when filing annual returns. affidavit, signed by a commissioner of oaths. Once an affidavit has been stamped by a commissioner of oaths, the affidavit serves as a B-BBEE certificates are free of charge. CIPC only provides B-BBEE certificates to Exempted Micro Enterprises in terms of the Amended Codes of Good Practice, issued in terms of Section 9 of the Broad-Based Black Economic Empowerment Act 53 of 2003 as amended; turnover of no more than R10 million. A certificate is only valid for 12 months from date of issue and cannot be renewed. Once expired a new application must be filed. intermediaries or third parties. You are not allowed to apply for a B-BBEE certificate on behalf of someone, doing so is a criminal offence, it could lead to legal proceedings. Once an application has been submitted it cannot be amended later. Read instructions carefully. Changes will only be recorded when applying for a new B-BBEE certificate after the current one expires. Entities that have at least one foreign director/members contact details must be up to date as a unique OTP (One-Time PIN) will be sent to each before an application can be concluded. Functionality to update director/member contact details is available on the CIPC B-BBEE certificates. Click here to download the sample B-BBEE affidavit. What is Reinstatement? Reinstatement refers to the process of reviving a company or close corporation that has been deregistered due to Annual Returns non-compliance. Reinstatement is vital for companies that still need to know about when and how to apply for reinstatement, including the eligibility criteria and necessary steps. When to Apply for Reinstatement: Final Deregistration Status: When the company or close corporation has reached a final deregistration process: When the company or close corporation does not file Annual Returns for two years it will be placed under deregistration process status, this means that your company will remain suspended to conduct any form of business until you file Annual Returns, use the following platforms: - BizPortal: Visit www.bizportal.gov.za. - K-Services: Go to annual returns.cipc.co.za. - Mobile App: CIPC mobile application. - Self Service Terminal REINSTATEMENT REQUIREMENTS For a company to be eligible for reinstatement, it must meet the following criteria: The company or close corporation must have been in business or possessed economic value at the time of final deregistration. Maintain evidence of business activity or economic value must be kept, however, do not submit it with your application. Note: If your company or close corporational or lacked economic value at the time of final deregistration, consider registering a new company or close to submit false information to the CIPC. If detected, the CIPC may revoke the transaction and reinstatement status. Who May Apply for Reinstatement Any interested person, including the company or close corporation itself, creditors, or other than the company or their representative, obtaining a court order is advisable for reinstatement. It is advisable that the court order must also contain a directive compelling the company will be referred back for annual return deregistration. Steps for Reinstatement Step 1: Check Status: Verify the status of your company or close corporation on BizPortal. Step 2: Assessment: Determine whether the company was operational or held economic value at the time of final deregistration. Step 3: Source Documents: Prepare necessary documents. Completed CoR40.5 or a letter of similar content. NB: Customer code to be indicated on CoR40.5 or the letter. Certified ID copy of all active directors/members. Click here for certification requirements. Certified ID copy of the applicant (owner of the customer code). being submitted. Step 4: Payment: Ensure enough funds are available in your customer code to cover the R200.00 statutory fee. Click here for CIPC banking details. Step 5: Send application: Email all necessary documents in a SINGLE EMAIL saved as PDF to re-instatements@cipc.co.za. Step 6: File Outstanding Annual Returns: After processing, ensure all outstanding annual returns and/or beneficial ownership declarations are filed. NB: Ensure that CIPC has your correct contact details and updated company or close corporation information. The memorandum of incorporation (MOI) determines the minimum number of directors, which, in the case of a private company may not be less than one directors. A customised MOI will also set out the eligibility requirements for a directors when there is a vacancy or the company wishes to add directors. Vacancies on the board arise if a director: resigns or dies ceases to hold the office, title or designation in the company that entitles the person to be an ex officio director; becomes incapacitated or disqualified or is removed Removal of a director may be removed by: An ordinary resolution adopted at a shareholders' meeting by the persons entitled to exercise voting rights in the election of that director. The director concerned must be afforded a reasonable opportunity to make a presentation in person or through a representative to the meeting before the resolution is put to a vote. The Notice of meeting must have the reasons for removal in case the Resolution is taken by the Board of Directors. Shareholders are not expected to provide reasons for removing a director. A resolution of the board because it has determined that the director in question has become ineligible or disqualified in terms of section 69 of the Act, is unable to perform the functions of a director. Click here to do Director Amendments Click here for step-by-step guides for Director Amendments Supporting documents for back office processes: Resolution) Notice and minutes if the decision was taken in a meeting (50% + 1% of directors to sign the minutes if decision was taken during a meeting.) Deceased Death certificate Resolution Term Expired MOI clause under Term Expired Resolution ID copy of the affected director Removal Notice of the meeting with reasons for removal Resolution Certified company share register or share certificates, if the resolution was taken by the share holders. Director resigned however the changes were not effected and the director concern cannot be located, then the director can be removed. Click here to log an enquiry (only after the indicated service standard has lapsed). Click here for step-by-step guides for Directors must file their Annual Report, fully complete Co-oP7 and Capture Co-oP8 (Statistical record); (whichever is applicable) within 15 days after approval and signature of the Annual General meeting. Steps to file/Pay your Annual Returns File annual returns red as a customer and know your customer for a customer and know your customer and know your customer file annual returns. other form of corporate of unincorporated body in accordance with the applicable legislation; and cancel its registration as a co-operative. An application to convert may only be made if the board of directors has submitted a proposal must be attached to the notice of the general meeting and must be adopted by special resolution. A declaration by the board of directors of the co-operative; and that the interests of creditors will be protected in accordance with section 64. The registrar may require the board of directors to submit such proof as the registrar may require in any matter contained in the declaration by the board of directors. If the registrar is satisfied that there has been compliance with the provisions of this Act, the registrar must: cancel the registration of the cooperative; and remove its name from the register of co-operative station of a co-operative is cancelled: the co-operative is it is by virtue of its constitution capable of owning property separate from its members; and if the co-operative is converted into a company. The conversion can be done manually. Note: Please note that when submitting your conversion application with the Companies Division, you must reserve the name and attach the conversion approval letter. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. F order to change an existing registered co-operative name, a name must first be reserved. Once a name reservation has been approved, the co-operative must also be informed of the change to its Constitution. CIPC must also be informed of the change to its Constitution. following supporting documents must be included: Complete the CO-OP6.1 form Letter of approved name (Cor9.4) The original written resolution or statement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: Co-op6@cipc.co.za A Co-operative must within 30 days after an Annual General Meeting submit to the CIPC the full names, surnames, and addresses of all Directors of the Co-operative, as well as, any Directors that have vacated their positions. This must be done annually, irrespective of changes to the Board or not. The number of Directors be replaced with new Directors, this Office will do a verification process which will take a minimum of 14 working days, before the changes will be made on the CIPC database. Directors are appointed for a term of office in terms of the Constitution financial year, the CIPC must be informed. In order to effect changes to the board of directors, please follow these steps: Lodge a request to change the number of directors on the board of directors, please follow these steps: Lodge a request to change the number of directors on the board of directors mail: A sworn statement by a person who acted as the chairperson of the general meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to consider the resolution; and that the meeting was specially convened to convene to c that proper notice of the meeting was given to the members of the company; A copy of the resolution A copy of the company registration Certified copy of the company registration Certified copy of the company of the company registration Certified copy of the company of the company registration Certified copy of the company registration Certified copy of the company registration Certified copy of the company certified copy o company's latest audited financial statements A schedule containing the full names and addresses of the company A schedule stating the extent of the company's interest in other companies. Written notice of at least three months of the proposal has been given to each known creditor who has a claim exceeding one thousand rands 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: Coopsconversions@cipc.co.za Changes to the constitution may include changes to the objectives and business description, membership, loans to members, financial year-end, and surplus and bonus payments. You may wish to change the length of time that a member may be a Director. The Co-operative Act states that Directors may hold a reasonable term of Office that must be indicated in the Co-operative. To make Other changes to the co-operative as well as, any Directors that have vacated their positions. This must be done annually, irrespective of changes to the Board or not. The number of Directors as specified in the Constitution of the Co-operative. If you would like to change the minimum or maximum number of directors, the constitution must be amended. Follow the steps under Changes to Directors to complete the process. Should 50% or more of directors, CIPC will do a verification process which will take a minimum of 14 working days, before the changes will be made on the CIPC database. Directors are appointed for a term of office in terms of the Co-operative. Should there be changes to the Board of Directors outside the term of office / during a financial year, the CIPC must be informed. To lodge a return relating to directors the following supporting documents must be included: Complete the CO-OP 2 form Certified copy of ID document of old and new directors. The 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 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 Africa. For South Africa. For South Africa residents of South Africa. Co-operatives Act and the principles of a Co-operative, you may change your constitution to suit your own requirements. You may only change your constitution by taking a special resolution, which is a decision, which is a decision taken by at least two-thirds of the members present at a general meeting. The operative can set a higher majority for a special resolution if the members wish to do so. The year-end may only change once annually by a maximum of six months earlier or later. Members need to be informed that they are required to vote on the proposed change, so you need to send them a notice in advance about the meeting and the proposed change that will be voted on. The Co-operative must then submit the special resolution to the Registrar of Co-operatives so that their original constitution, provided accordingly. You do this by paying the required fee, completing Form CO-OP 6.1 and sending it to the CIPC. The Registrar of Co-operatives so that their original constitution, provided accordingly. that it follows the Co-operatives Act and the Co-operatives principles and provided that your Co-operative has followed the correct procedure for making changes. To change the Constitution: Complete and e-mail 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.za NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. Click here to log an enquiry (only after the indicated service standard has lapsed). Change in the Founding Statement of a close corporation may include: change in the financial year-end (Form CK2) The CK2 form is made up of parts A, B and C. Part A relates to changes in respect of the name of the CC or the nature of the business. Part B relates to changes in respect of membership details. Part C relates to a person ceasing to be a member. In case of death, please add the Letter of Executorship and certificate. The executor's identity document and NOT a death certificate. The executor's identity document and NOT a death certificate. membership details of a close corporation electronically, click here To apply for changes manually, the following supporting documents must be included: Complete CK2 form Certified ID copy of applicant Certified ID copies of all members and resigning members and resigning members. the changes - it can be in the form of minutes, agreement, resolution etc, certified as a true copy of the original. As per Notice 51 of 2024, a proof of transfer and must be signed by a witness. The witness' name and surname must be indicated. Certified copies of passports for non-residents of South Africa. In the case of a deceased member, the Letter of Executorship issued by the Master of the High Court. The CK2 document must be signed by the executor of the executor of the estate must also be attached. All members should provide certified ID copies, including the person who will be lodging on behalf of the members. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. For South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: manualck2@cipc.co.za Appointing a trust as a member of a CC A trust may be appointed as a member of a CC provided that no juristic person will directly or indirectly be a beneficiary of that trust and that the number of natural persons entitled to receive any benefit from the trust, when added to the number of the CC or a change occurs in respect to the particulars of the trustees, the representative of the trustees or the beneficiaries. The following documents will be required to be lodged with the CK2: 1. A certified copy of the trustees, an originally signed special power of attorney by each of the trustees appointing one of them as the representative of the trustees for purposes of holding and dealing with the member's interest in the close corporation concerned; 3. A letter by the trustees, the representative trustee referred to in paragraph (2) above, in which he or she furnishes - the name, registration number and address of the trust; the number of beneficiaries named in the trust, current at date of the trust, income or other type of beneficiaries. 4. A certified copy of the section/s in the trust deed defining and/or identifying the beneficiaries of the trust, whether capital, income or other type of beneficiaries. 5. If the trustee is a juristic person, a letter on the letterhead of the juristic person, a letter on the trust is resigning as member of the CC must be submitted. If there is only one trustee, a letter from the beneficiaries will be required. For the representative trustee to be changed, please indicate the name and ID number of the trust and the name and ID number of the trust and the name and ID number of the trustee to be changed. details of the trust and the new representative trustee and applicant A copy of the Letter of Authority issued to the trustee/s of the trust by the Master of the High Court In the case of multiple trustees, a signed special power of attorney by each of the trustees appointing one of them as the representative of the trustees for purposes of holding and dealing with the member's interest in the close corporation concerned; A letter by the representative trustee in which he or she furnishes - the name, registration number and address of the trust; the names of all the trustees of the trust; the number of beneficiaries of the trust, current at date of the letter; and Particulars of all the beneficiaries. Deceased representative and the trust are completed on page 2. The name and ID number of the deceased representative also signs on page 3 for persons who cease to be members and the new representative Asigned special power of attorney by each of the trustees for purposes of holding and dealing with the member's interest in the close corporation concerned; A letter by the representative trustee in which he or she furnishes - the name, registration number and address of the trust; the names of all the trustees of the trust; the number of beneficiaries of the trust, current at date of the letter; and Particulars of all the beneficiaries. Deceased representative, trust resigns a member The name and ID number of the deceased representative and the name and the name and number of the trust must be completed on page 3 and the new representative signs on page 3 for the trust that ceases to be a member. The supporting documents will be: Death certificate of deceased representative of the trust that ceases to be a member. trustees for purposes of holding and dealing with the member's interest in the close corporation concerned; Letter by the trust is required if there is only one trustee. E-mail the completed, signed and certified documents together with supporting documents to manualck2@cipc.co.za for processing. Technical information mostly relevant only to software service providers of client-side software: Filers Guidelines: Technical Aspects Taxonomy 2022 (Incorporates IFRS 2022 and previous versions, GRAP and Co-operatives) Taxonomy 2021 (Incorporates 2017, 2018, 2019, 2020, 2021 IFRS updates and GRAP Standard) Taxonomy 2020 (Incorporates 2017, 2018, 2019, 2020 IFRS updates and GRAP standard) Taxonomy 2019 (Incorporates 2017, 2018, and 2019 IFRS updates) Taxonomy 2019 (Incorporates 2018, and 2019 IFRS updates) Taxono CIPC Website (e-services) Self Service Centres 1st level query Mapule Malinda mmalinda@cipc.co.za 2nd level query Vuyani Nkohla vnkohla@cipc.co.za 2nd level query Vuyani Nkohla vnkohla@cipc.co.za 2nd level query Vuyani Nkohla vnkohla@cipc.co.za 2nd level query Mapule Malinda mmalinda@cipc.co.za 2nd level query Vuyani Nkohla vnkohla@cipc.co.za 2nd level query Mapule Malinda mmalinda@cipc.co.za 2nd level query Ma Business Rescue Practitioner (CoR123.2) New e-services 1st level query Mapule Malinda mmalinda@cipc.co.za 2nd level level query Vuyani Nkohla vnkohla@cipc.co.za 2nd level query Vuyani Nkohla vnkohla@cipc.co.za 2nd level query Vuyani Nkohla vnkohla@cipc.co.za Category Turnaround Time Link Contacts Escalation Application Application for License as Business Rescue Practitioner (CoR126.1) New e-services 1st level query Mapule Malinda mmalinda@cipc.co.za 2nd level query Vuyani Nkohla vnkohla@cipc.co.za 2nd level query Mapule Malinda mmalinda@cipc.co.za 2nd leve https:www.cipc.co.za/index,php/manage-your-closecorporation E-mail: manualck2@cipc.co.za 1st level query Mapule Malinda mmalinda@cipc.co.za 2nd level query Mapule Malinda mmalinda@cipc.co.za 1st level query Mapule Malinda mmalinda Secretaries and Audit Committee Members 3 days from the date of tracking and indexing https://www.cipc.co.za/index,php/manage-your-company E-mail: cor44@cipc.co.za 1st level query Mapule Malinda mmalinda@cipc.co.za 2nd level level query Vuyani Nkohla vnkohla@cipc.co.za All companies (including external companies) and close corporations are required by law to file their annual returns within a certain period of time every year. CIPC will remind companies and close corporations annually to file their annual returns provided that CIPC has the correct electronic contact information of directors and members. An annual return is a statutory return in terms of the Companies and Close Corporations Acts. Failure to file annual returns results in the cIPC assuming that the company and/or close corporation is not doing business or is not intending doing business in the near future. Non-compliance with annual returns, beneficial ownership declaration and AFS/FAS will lead to deregistration, which has the effect that the juristic personality is withdrawn, and the company or close corporation was in business. When filing the annual return, the company or close corporation was in business. When filing the annual return, the company or close corporation was in business. close corporation MUST also file its latest Beneficial Ownership declaration as well as its Audited Financial Statements (AFS) or Financial Accountability Supplement (FAS). Companies Act. Late filing will result in penalties being incurred. Close corporations have, from the first day of its anniversary month up until thereafter, to file annual returns before they are considered non-compliant with the Close Corporations Act. Late filing will result in penalties being incurred. Alternatively, it can be filed via e-Services. Query Resolution Click to log a query, then login using the credentials for the e-services website Category Turnaround time Link Contacts Escalation level Allocate an official application number to new patent applications 3 working days of having received the application/s CIPC website (IP on-line) Drop official applications and the credentials for the e-services website Category Turnaround time Link Contacts Escalation level Allocate an official application number to new patent applications and the credentials for the e-services website (IP on-line) Drop official application number to new patent applications and the credentials for the e-services website (IP on-line) Drop official application number to new patent applications and the credentials for the e-services website (IP on-line) Drop official application number to new patent box Post 1st level query Jacky Hlabangane jhlabangane@cipc.co.za 2nd level query Fleurette Coetzee@cipc.co.za Category Turnaround time Contacts Escalation level Trade mark registration certificates 66 working days (3 months) from the expiry of the statutory opposition period in relation to applications where no formal opposition had been entered N/A 1st level query Monica Mamphiswana MMamphiswana@cipc.co.za 2nd level query Fleurette Coetzee fcoetzee@cipc.co.za A close Corporations may, in terms of item 2 of Schedule 2 of the Company, or a personal liability company. To apply for conversion from a close corporation to company folow the steps below Main Form: Form Cor 18.1 Application to convert a close corporation for the company secondary Form : A Memorandum of Incorporation to a company Secondary Form : A Memorandum of Incorporation to convert a close corporation to a company Secondary Form : A Memorandum of Incorporation to a company Secondary Form : A Memorandum of Incorporation to convert a close corporation to a company Secondary Form : A Memorandum of Incorporation to convert a close corporation to convert a close corporation to a company Secondary Form : A Memorandum of Incorporation to convert a close corporation to convert a close corporation to convert a close corporation to a company Secondary Form : A Memorandum of Incorporation to convert a close corporation to close convert a close convert certified copy of the written resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to convert was taken. Form CoR39 to appoint initial directors, Certified copy of ID/passport copy of ID of applicant. Written statement in the form of a letter that the close corporation is not in liquidation or engaged in business rescue proceedings. Form CoR25 if a change in financial year-end is to be made - R100.00 Form CoR44 if a change in auditor form CoR44 if a change in company secretary or the appointment of a company secretary Form CoR44 if a change in audit committee members or the appointment of an audit committee Form CoR9.4 (reserve a name) if a change of name must take place upon conversion - R75.00 for manual reservation and R50.00 for electronic name reservation. Registration Requirements Application A valid customer code must be used and indicated on CoR18.1 The customer code must be the same as the customer code must be the same as the customer code under which the name reservation was approved (if applicable), otherwise, power of attorney should be filed with application. CoR18.1 must be duly completed and signed. CoR14.1 is not required to be filed with the CoR18.1 since the information on the CoR14.1 does not relate to the conversion. If there are any changes to the statutory information, the necessary change forms (CoR21.1, CoR22, CoR25 and CoR44) need to be completed. The close corporation must file the company's MOI at conversion, that may take the form of CoR15.1A or B. The incorporators section on the CoR15.1A or B may be ignored for purposes of the conversion. The Written Statement of Consent and Member's Interest may take the form of a written resolution or minutes must clearly indicate the decision to convert to a company and that the members who approved the decision holds an aggregate of 75% of the members' interest. Therefore, the resolution and minutes must indicate the interest of each members' interest. minutes. The detail of the initial directors must be filed on a CoR39. It should be noted that the members of the close corporation must be solvent and therefore may not be engaged in liquidation or business rescue proceedings. If the close corporation is engaged in any of these proceedings. Statutory information of such proceedings. Statutory Changes In the instance where the close corporation, the following forms are required to be filed with the CoR18.1, together with the prescribed fee: oChange in registered office - CoR21.1 oChange in financial year end - CoR25 oChange in auditor or the appointment of a company secretary - Co44 oChange in company secretary or the appointment of a company secretary or the appointment of a company secretary - Co name - CoR9.4 (reserved name) or CoR9.1 but it is advisable to file with the name already approved. If CoR21.1, CoR25, CoR44 or CoR9.4) is not filed with the close corporation will be retained for the close corporation will be retained for the close corporation is changing its name with the conversion application, it is advisable to file the CoR9.4 (name reservation) with the CoR9.1 since the conversion applications does not receive preference. All forms filed with the CoR18.1 must be completed using the name that the company will be using after conversion Effect of Conversion Member's interest that such person held at the time of conversion, a juristic person that existed as a close corporation before the conversion continues to exist, but in the form of a company. At conversion, all assets, liabilities, rights and obligations that vested in the close corporation or between the close corporation and its member, creditors or any third party continues to exist as if the conversion did not occur. officer is automatically terminated, and therefore, if the same accounting officer will be used by the company to conduct an independent review (if provided for) in terms of Companies Regulation 29, then the company must reappoint the accounting officer will be used by the company must reappoint the accounting officer will be used by the company to conduct an independent review. called Section 27(b) letter from the accounting officer is no longer required. Annual Returns for the close corporation must be up to date. Registration Process Only filed manually The following supporting documents must be included: The original written resolution or statement of consent Certified identity copy of the applicant Certified copied of the identity documents of all the incorporators and the directors NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: companydocs@cipc.co.za; The members may decide to voluntarily deregister the co-operative at a general meeting. In that case, you need to pass a special resolution and 75% of the members will have to vote in favour of the special resolution to voluntarily wind up the co-operative. There are two reasons why you might have to wind up your Co-operative. The members may decide to do this at a general meeting in terms of section 71A of the amended Act. In that case, you need to pass a special resolution and 75% of the members will have to vote in favour of the resolution. If you do this, then you will need to complete form CO-OP10 to inform the Registrar of Co-operatives that the members have voluntarily decided to deregister their Co-operative. A Court or the Tribunal may order that a co-operative be wound up to wind up its business if it is unable to pay its debts, it appears just and equitable to be vound up to wind up its business if it is unable to pay its debts, it appears just and equitable to be vound up to wind up its business if it is unable to pay its debts, it appears just and equitable to be vound up to wind up its business if it is unable to pay its debts or become a viable co-operative. Liquidation of a co-operative Equivalence of the assets of a co-operative exceed R1000, 00, the cooperative must follow a liquidation process. When a Co-operative is liquidator will distribute its remaining assets and property. The liquidator will sort out claims against the Co-operative, payment of the payment o members according to the proportion of transactions each of them did with the Co-operative. If the assets of a co-operative are less than a R 1000, then the co-operative are less than a R 1000, then the co-operative are less than a R 1000. form CO-OP10. A copy of the notice convening the meeting and setting out the proposed resolution and the reasons therefore Power of attorney - if representative Liquidation or Winding up by Court Order to commence winding up proceedings. De-registration by order of the Minister of Trade and Industry The Registrar will notify the co operative of liquidation or winding up proceedings. NB: Please note that full finalisation of de-registrations is dependent on statutory advertisement process which is in excess of 3 months E-mail: coop10@cipc.co.za Forms needed Compulsory forms for all manually registered companies, except foreign companies Additional forms for Non-Profil Company (NPC) Compulsory forms for foreign company CoR 17.1 CoR14.1 A either standard CoR15.1A or own MOI Additional compulsory forms for public company CoR 17.1 CoR14.1 Annexure D CoR15.1B or draft your own MOI Additional compulsory forms for personal liability company or personal liability company) The conversion from one type of company to another constitutes an amendment of the companies Memorandum of Incorporation (MOI). The MOI of the converted company must comply with the requirements of the Company cannot convert to any other type of profit company (private, public, state-owned or personal liability). A non-profit company cannot convert to any other type of profit company (private, public, state-owned or personal liability). company. If a personal liability company wants to convert to any type of profit company, it must provide notice to its professional body or regulator 10 business days before applying to amend the MOI. After convertsion, the company must amend its suffix for the specific type of company. NB: A non-profit company cannot convert to a profit company must amend its suffix for the specific type of company. Register as a Customer To view information on how to register as a customer, click here. If you are already registered as a customer, and know your customer, and know your customer code and password, proceed to step 2. Deposit funds Deposit R250 into the CIPC bank account. For the bank account details, click here. To convert the following supporting documents must be included: Complete form CoR15.2. Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: moiamendments@cipc.co.za Click here to log an enquiry (only after the indicated service standard has lapsed). Category Turnaround time Description Contacts Escalation level Company and Close corporation re-instatements 5 working days from the date of tracking an application (service is dependent on sufficient funds being available in customer code at time of e-mailing) Company and close corporation re-instatements applications Email: Re-instatements@cipc.co.za 1st level query Joel Mphahlele@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Joel Mphahlele@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Joel Mphahlele@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Located at the context a time of e-mailing if new registration and/or MOI amendment is required as part of process) Mergers or Amalgamation Email: Companydocs@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 1st level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level q Close corporation voluntary Deregistration 5 working days from the date of tracking an application. Due to issuing of legal notices on the deregistration soluntary deregistration as well as objections to voluntary deregistration. 1st level query Joel Mphahlele [Mphahlele@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za Category Turnaround time Description Contacts Escalation level Commencement of Business Rescue Proceedings (CoR125.2) and substantial implementations (CoR125.3) 2 working days from the date of receipt Commencement of business rescue proceedings, termination of business rescue proceedings, substantial implementation of business rescue @cipc.co.za 1st level query Joel Mphahlele JMphahlele@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za Category Turnaround time Description Contacts Escalation level External Company Registration (CoR17.1) 5 working days from date of tracking (service is dependent on sufficient funds being available in customer code at time of e-mailing) External Company Registration Email: Companydocs@cipc.co.za 1st level query Glory Moumakwe GMoumakwe@cipc.co.za 1st level query Christa Klokow CKlokow@cipc.co.za 1st level query Christa Klokow Jane Mulidzwi JMulidzwi@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za Customers can apply for a B-BBEE certificate on the eservices website, Bizportal or at the CIPC Self Service Terminal. For a business with a turnover of less than R10 million, a B-BBEE certificate is not required. Customers can apply for a B-BBEE certificate on the eservices website, Bizportal or at the CIPC Self Service Terminal. For a business with a turnover of less than R10 million, a B-BBEE certificate is not required. ner 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. Click here to download the sample B-BBEE affidavit. A business can be referred for deregistration upon request from the company or close corporation or any other third party, provided that the company or close corporation has ceased to carry on business; and has no assets or, because of the inadequacy of its assets, there is no reasonable probability of the company or close corporation being liquidated. Deregistration will also be triggered when two or more successive annual returns are outstanding, in which case the company or close corporation will be automatically referred by the system and then notified by registered mail or alternative electronic methods of communication. If your contact details are outdated or incorrect, the Commission is not liable if you have not received such notification before deregistration. Companies and close corporations are responsible for informing the Commission of contact details to ensure that they receive relevant notifications and reminders. To de-register your company and/or close corporation, follow these steps: Write a letter to CIPC The letter must include the following statement confirming that: The company or close corporation is not carrying on business or is dormant; and Has no assets, or because of the inadequacy of its assets, that there is no reasonable probability of the close corporation being liquidated (if third party, the statement must be supplemented with sufficient documentary proof confirming the statement); If the company or close corporation, or otherwise by the third party who is requesting the deregistration; and Tax number (if available). The Companies Act (Act 71 of 2008) states that a company must not carry on its business recklessly, with gross negligence, with intent to defraud or trade under insolvent circumstances (Section 22). If a company trades in such circumstances, the Commission may require the company to cease carrying on business. Although "trading under insolvent circumstances" is not defined in the Act, it is accepted to mean that a company does not meet the "solvency and liquidity test" criteria. There are many trading companies which are liquid, meaning they can pay their debts as they become due, but not necessarily solvent as defined in the solvency and liquidity test. In terms of the "solvency and liquidity test", solvency relates to the company, fairly valued, being equal or exceeding the liabilities of the company being able to pay its debt as they become due in the ordinary course of business for a period of 12 months. The solvency and liquidity test applies to the following: financial assistance for the subscription of securities (section 44) loans or other financial assistance to directors (section 45) distributions to shares (section 45) distributions to shares (section 46) capitalization of shares (section 46) capitalization of shares (section 47) company or subsidiary acquiring company's shares (section 46) capitalization of shares (section 46) capitalization of shares (section 47) company or subsidiary acquiring company's shares (section 46) capitalization of shares (section 47) company or subsidiary acquiring company's shares (section 46) capitalization of shares (section 46) capitalization of shares (section 47) company or subsidiary acquiring company's shares (section 46) capitalization of shares (section 47) company or subsidiary acquiring company's shares (section 46) capitalization of shares (section 47) company or subsidiary acquiring compa 113) E-Services: Electronic Application for Appointment and Resignation of Auditors The office of an auditor may not remain vacant for more than 40 business days, while a company secretarial vacancy must be filed within 60 business days. An auditor may serve a maximum of five consecutive financial years. To appoint click here For manual application the following supporting documents must be included in your e-mail; complete form CoR44 Certified identity copy of applicant/person who signed the Co44 form Certified identity copy is a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa registration, a co-operative has to convene an annual general meeting (AGM) within 18 months of registration. At the first AGM of your co-operative you must: Appoint an auditor or independent reviewer Elect the Directors Elect the Supervisory committee, if required by the constitution. At all further Annual General Meetings must be held within 6 months after that, all further Annual General Meetings must be held within 6 months after the constitution. At all the other Annual General Meetings the Co-operative must do the following: The Board of Directors must present a financial statements (AFS) Approve the report and the Annual Financial Statements (AFS) or independent reviewed report. Elect Directors, if required by the constitution Elect the supervisory committee, if necessary Decide on matters relating to the business and activities of the co-operative The Company must at all times have a copy of its Memorandum of Incorporation (MOI) and any amendments or alterations to it, as well as any rules that apply to the company is required to keep a register of its shares and its company is required to keep the following records for a period of seven (7) years: A record of its directors, including the following detailed information about each director:- the full name and any former names; the identity number or date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election or appointment; the nationality and passport; the occupation; the date of their most recent election of the date of their most recent election of the date of th a director of; the address for service for that director; and any professional qualification and experience of the director in the case of a company that is required by the Act; any accounting records required by the Act; Notices and minutes of all shareholders in relation to those meetings, as well as the documents made available to the shareholders; and Minutes of meetings and resolutions; Copies of any written communication sent by the company to shareholders; and Minutes of meetings, including resolutions; Copies of any written communication sent by the company to shareholders; and Minutes of meetings and resolutions; Copies of any written communication sent by the company to shareholders; and Minutes of meetings, as well as the documents made available to the shareholders; and Minutes of meetings, as well as the documents made available to the shareholders; and Minutes of meetings, and Minutes of meetings, as well as the documents made available to the shareholders; and Minutes of meetings, as well as the documents made available to the shareholders; and Minutes of Minu committees. Any person who holds shares or a beneficial interest in the company is entitled to view and obtain copies of a co-operative would like to divide a co-operative into two or more co-operatives, a special resolution at a general meeting convened for approval of the division will be done, including the following: Within 15 days after the Annual General Meeting (AGM), Category B primary co-operative must submit a completed notice of appointment of an auditor form. Secondary co-operative must submit completed notice of appointment of an auditor form. Secondary co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4) National Apex co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4) To appoint or effect changes to the auditors Within 15 days after the Annual General Meeting (AGM), Category B primary co-operative must submit a completed notice of appointment of an auditor form (Form CO-OP4) To appoint or effect changes to the auditors within 15 days after the Annual General Meeting (AGM), Category B primary co-operative must submit a completed notice of appointment of an auditor form (Form CO-OP4) To appoint or effect changes to the auditors within 15 days after the Annual General Meeting (AGM), Category B primary co-operative must submit a completed notice of appointment of an auditor form (Form CO-OP4) To appoint or effect changes to the auditors within 15 days after the Annual General Meeting (AGM), Category B primary co-operative must submit a completed notice of appointment of an auditor form (Form CO-OP4). of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an auditor form (Form CO-OP4) Tertiary co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4). CO-OP4) National Apex co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4) To appoint or effect changes to the auditors, follow these steps: Register a customer code If you are already registered as a customer and know your customer code and password, proceed to the next step. Complete form CO-OP4. Letter of consent of appointment as an auditor or independent reviewer E-mail: Co-op3an4@cipc.co.za In order to effect changes to the board A share is literally like a slice of ownership. If you buy a share in a co-operative, you will then own a part of a capital value of the co-operative and the amount that you own is determined by the size of your share and the capital value of the co-operative. Think of buying a slice of cake: the whole cake may be on sale for R20-00, but if it is cut into 10 slices and you buy one slice for R2-00, you will probably eat it straight away. However, if you contribute R2-00 to buying the ingredients for the cake before it is baked, then you will own a 10% share of that cake in advance. Now your share has the potential to increase in value. For instance, once the cake is baked someone might be willing to pay R30-00 for the whole cake. The value of your share has the potential to increase in value. profit. Of course you also face the risk that your share could lose its value. If the cake doesn't taste good, you might not be able to sell it and then your share will be worth nothing. So, it is in your interest to get involved in baking that cake and making sure that it is delicious. Issuing shares – how does it work? If the capital value of a co-operative is worth R100 000, the members may decide to create 1,000 shares for sale at a value of R100 each in order to raise more money for developing the business. If you will then own 1% of the co-operative. When the capital value of the co-operative increases, the value of your shares will increase as well. You may sell your shares back to the co-operative must give share certificates to all members who hold shares in the co-operative. It must also give certificates to members who have made loans to the Cooperative. To increase or decrease shares the following supporting documents must be included: Complete the CO-OP 6.1 form Deposit R17.50 click here for bank details The original written resolution or statement of consent to change the clause on shares. are of the same class and ranking for all purposes including rights, liabilities and interest payments. 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 Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail:Co-op6@cipc.co.za or Post A co-operative must have a registered office in South Africa and this must be recorded in the constitution. The CIPC must also have a registered office in South Africa and this must be recorded in the constitution. office is based. If the contact details of the registered office of a co-operative must be kept in a safe place at the registered office. The records of a Co-operative are all the important documents that relate to the registration and working of the Co-operative must include its name in all contracts, invoices, cheques, business letters, orders, and other official documents. The name of the Co-operative must also be put up at its place of business. A co-operative must also be put up at its place of business. A co-operative must also be put up at its place of business. registration certificate A register of the Directors interests A list of the members A list of the members A list of the co-operatives the following supporting documents must be included: Form CO-OP 3 - Address & contact particulars of cooperative (no fee payable) Form CO-OP 6.1 if place (township/suburb/city) and/or province where the registered office is based Deposit R17.50 click here for bank details Resolution or minutes of the meeting in terms of which the change has been mandated Certified identity copy of 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 Africa. For South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: Co-op3an4@cipc.co.za or Post Main Form: Form Cor 18.1 Application to convert a close corporation to a company Secondary Form :A Memorandum of Incorporation for the company to be formed (CoR15.1.A or CoR15.1 B or customized MOI) - cost is R175.00 or R475.00 depending on MOI. Original or certified copy of the written resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to convert was taken. of ID/passport copy of directors, Certification must be less than 3 months, Smart-ID copy certified on both sides. Certified copy of ID of applicant. Written statement in the form of a letter that the close corporation is not in liquidation or engaged in business rescue proceedings. Form CoR21.1 if a change in registered office is to be made. Form CoR25 if a change in financial year-end is to be made - R100.00 Form CoR44 if a change in auditor form CoR44 if a change in auditor form CoR44 if a change in audit committee Form CoR44 if a change in auditor form CoR44 if a change in auditor form CoR44 if a change in audit committee Form CoR44 if a change in auditor form CoR44 if a change in auditor form CoR44 if a change in audit committee Form CoR4 name) if a change of name must take place upon conversion - R75.00 for manual reservation and R50.00 for electronic name reservation. Registration Requirements Application & valid customer code must be used and indicated on CoR18.1 The customer code must applicable), otherwise, power of attorney should be filed with application. CoR18.1 must be duly completed and signed. CoR14.1 is not required to be filed with the CoR14.1 is not required to be filed w CoR25 and CoR44) need to be completed. The close corporation must file the company's MOI at conversion, that may take the form of CoR15.1A or B may be ignored for purposes of the conversion. The Written Statement of Consent and Member's Interest may take the form of a written resolution or minutes (accompanied by the agenda/notice of the meeting) of the meeting at which the decision was taken. The resolution or minutes must indicate the decision holds an aggregate of 75% of the members' interest. Therefore, the resolution and minutes must indicate the interest of each member who approved and disapproved the decision. The CIPC must either receive the original or a certified copy of the resolution or minutes. The detail of the initial directors must be filed on a CoR39. It should be noted that the members of the close corporation does not have to accept the appointment of a director at conversion. At the time of conversion, the close corporation must be solvent and therefore may not be engaged in liquidation or business rescue proceedings. If the close corporation is engaged in any of these proceedings. If the close corporation is engaged in any of these proceedings is encoded as a solvent and therefore may not be encoded as a solvent and therefore may not be encoded as a solvent as a s the close corporation intends to amend other statutory information of the close corporation, the following forms are required to be filed with the prescribed fee: o Change in financial year end - CoR25 o Change in auditor or the appointment of an auditor - CoR44 o Change in financial year end - CoR25 o Change in financial year end - CoR25 o Change in registered office - CoR21.1 o Change in financial year end - CoR44 o Change in financial year end - CoR45 o Change in financial year company secretary or the appointment of a company secretary - CoR44 o Change audit committee – CoR44 o CoR9.4 (reserved name) or CoR9.1 but it is advisable to file with the name already approved. If CoR21.1, CoR25, CoR44 or CoR9.4 (or CoR9.4) is not filed with the CoR18.1, the existing statutory information of the close corporation will be retained for the company. Name If the close corporation, it is advisable to file the CoR9.4 (name reservation) with the CoR18.1 since the conversion application will only be processed once the name has either been approved

or rejected. A CoR9.1 received with a conversion applications does not receive preference. All forms filed with the CoR18.1 must be completed using after conversion Effect of Conversion Effect of be in proportion to the member's interest that such person held at the time of conversion, a juristic person that existed as a close corporation before the conversion, all assets, liabilities, rights and obligations that vested in the close corporation or between the close corporation and its member, creditors or any third party continues to exist as if the conversion did not occur. Accounting officer Upon conversion, the appointment of the same accounting officer will be used by the company to conduct an independent review (if provided for) in terms of Companies Regulation 29, then the company must reappoint the accounting officer in that capacity. In this regard, no formal notification of the appointment is required. The so called Section 27(b) letter from the accounting officer is no longer required. date. Registration Process Only filed manually The following supporting documents must be included: The original written resolution or statement of consent Certified identity documents of all the incorporators and the directors 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; CIPC must be informed if there are any changes in the principal business of the close corporation. To change the principal business of the close corporation. included: Certified identity copy of applicant CK2 form Certified ID copies of all members and resigning members and resigning members and resigning members and resigning members 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 executor of the estate 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 Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: manualck2@cipc.co.za In order to change an existing close corporation name, a name must first be reserved. Once a name reservation has been approved, the close corporation must apply for a name change to the Founding statement must be accompanied by a resolution by the members authorising the name change. To apply for a name change to the Founding statement must be accompanied by a resolution by the members authorising the name change. the following supporting documents must be included: Complete the CK2 form Letter of approved name (Cor9.4) Certified identity copy of applicant Certified identity copy of applicant Certified documentation. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: manualck2@cipc.co.za Close corporations that are required to be audited as per the Companies Act, 2008 or regulation 28, must file a copy of the latest approved Audited Financial Statements on the date that they file their annual returns with their annual returns. If such close corporation chooses not to file a full set of financial statements, they must file a financial accountability supplement with their annual return. Steps to file your annual financial statements For filing audited financial statements or reviewed financial statements. To file a financial accountability supplement, click here and complete the required fields. Every close corporation have to appoint an accounting officer. If a vacancy occurs, whether as a result of a removal, resignation or otherwise, a new accounting officer has to be appointed within 28 days. officers (Practice note 1 of 2006) Section 60 (4) of the Close Corporations Act, 1984, in its amended form, provides:- A corporation may appoint as its accounting officer - any person who is a member of a recognised profession listed in a notice referred to in subsection (2); a firm as defined in subsectio 1991 (Act No. 80 of 1991); any other firm, if each partner in the firm is qualified to be so appointed; or any other corporation, if each member of such corporation is qualified to be so appointed. accountants and auditors as defined in the Public Accountants' and Auditors' Act, 1991. A sole proprietor conducting his or her business under a business under clearly drawn and a number of appointments of firms as accounting officers were allowed where the "firm" was in fact a sole proprietor that had to be appointment in a personal capacity. These appointments will be regarded as appointed in the relevant letter of consent and any reference to the firm will be deemed to be a reference to the relevant person. No re-appointment will be required but such accounting officers under the Close Corporations Act, 1984, or any other law must be performed in their personal capacities and not by or on behalf of a "firm". Of particular importance in this regard is the use of the correct letterhead by accounting officers who are deemed to be or are appointed accounting officer and not that of a firm. In order to ensure that a firm or a close corporation qualifies for appointment as accounting officer of a close corporation, the firm or close corporation in its letter of consent to its appointment:- The names of all the partners of the firm or members of the formation in its letter of consent to its appointment:- The names of all the partners of the firm or members of the firm or belongs; the individual membership or practice number of each such partner or member; and the practice number of the firm or close corporation (Note: the membership or practice number of individual partners or members will not be accepted as the firm or close corporation will be appointed as accounting officers must, furthermore, note that the letter of consent to their appointment is made in a personal capacity [section 60 (4) (a) (i)]; on the letterhead of the firm, if a firm is appointed [section 60 (4) (a) (ii)]; or on the official letterhead of the close corporation, if a close corporation is appointed [section 60 (4) (a) (iv)]; and that it must be dated not earlier than three months prior to the date of lodgment. Recognised Professions for Accounting Officers The Companies and Intellectual Property Commission (CIPC) is recognising the following accounting professions for purposes of appointment as accounting professions for purposes of the Auditing Profession Act, 2005(CA) The Southern African Institute of Chartered Secretaries and Administrators (ICSA) The Chartered Institute of Management Accountants (ACCA) The Chartered Institute of Business Management (MCIBM) The South African Institute of Business Accounting Officer To appoint or effect changes to the Accounting Officer To appoint the CK2A form. (signed by ALL active members and the accounting officer) Certified identity copy of applicant Certified ID copies of all members Change in accounting officer - attach a consent letter to the appointment reflecting the practice number of accounting officer Certified copies of asylum seeker - No temporary resident documents will be accepted as valid confirmation of identity. 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 Shares are the units into which the ownership interest in a profit company is divided. The share capital of a company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds contributed by shareholders to the company is made up of the funds Act, 2008 has changed the basis on which companies are capitalised. Shares issued in terms of the 2008 Act have no nominal or par value. The board must determine the price or other adequate considerations at which shares may be issued at the time of issuing the shares. In terms of the 2008 Act have no nominal or par value. companies) were authorised to have no par value shares. Companies that do have no par value shares; and May not increase or subdivide par value shares. Companies with par value shares may convert its par value shares to no par value shares where after such may be increased or subdivided. It should also be noted that only changes to authorised to issue) must be submitted to the CIPC. The Companies Act, 2008 does not require a company to submit information relating to the issuing of shares to the CIPC. CIPC does not hold such information. It is the duty of the company itself to establish and maintain a securities register (or share register). For more information on the legal requirements on the establishment and maintain a securities register (or share register). value shares for all companies, requires the filing of a CoR15.2 since such authorised share information forms part of the company by its nature is allowed to offer its shares/securities to the public for sale. A Public company before it can offer its shares/securities to the public must register a prospectus which complies Act, by getting approval for that prospectus with the relevant exchange (JSE) if it intends listing, or by the filing of that prospectus with the CIPC. The intention of a prospectus is to provide a potential investor with adequate information to empower the investment decision. A prospectus is a document drafted by the company which sets out the details of the investment decision. A prospectus is a document drafted by the company which sets out the details of the investment decision. Property Commission does not indicate any support or qualify the potential investment as a good investment opportunity. Registration merely indicates the compliance of the prospectus contains factual information of the company that a prospective investor or subscriber of shares/securities in the company will need to make an informed investment decision, for example, but not limited to:- 1.Assets and liabilities 2.Financial position 3.Profits and losses 4.Cash flow 5.Prospects of the company in which a right or interest is to be acquired 6.The shares/securities being offered and the rights attached to them. (The securities include but is not limited to depository receipt in public companies, notes, derivative instruments based on an index.) (See section 100 of the Act) The prospectus is deemed to be registered by the Commission after it was vetted by the Prospectus Vetting Committee and a Certificate to that effect was issued. The Certificate will be registered when it complies with 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 prospectued 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. Two or more profit companies (including holding and subsidiary companies) may merge if upon implementation of the merger, each of the companies satisfies the solvency and liquidity test. To be able to merge, two or more profit companies (including holding and subsidiary companies) must enter into a written agreement setting out, in particular, the following : (a)-(h) (a) The proposed MOI of the new company to be formed by the merger. NOTE: Where two or more companies merge one of two things can happen. In the first instance: Where a company merges with another with the aim of retaining company X merges with comp Where two or more companies merge with aim of creating a new company X and Y must deregister and registered manually. To apply the following supporting supporting a new company X and Y must deregister and register company X and Y must deregister and register company X and Y must deregister and register and register company X and Y must deregister and register and register company X and Y must deregister and register and register company X and Y must deregister and register and documents must be included in your e-mail: Complete the following forms relating to incorporation: The following supporting documents must be included: Certified identity copy of applicant and directors Letter authoring deregistration of company Signed Agreements form the Merging companies (confirming that all Assets, securities have been transferred to the remaining company) Special Resolution containing minutes of the meeting held when changes take place Statement declaring that the company is solvent NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: COR89@cipc.co.za Click here for the CIPC 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). Chapter 6 of the Companies Act 2008 (Act 71 of 2008) provides for the efficient rescue and recovery of financially distressed companies, in a manner that balances the rights and interests of all relevant stakeholders. All businesses that are financially distressed and want to take a decision to start rescue proceedings can file a notice to start business rescue proceedings can file a notice to start businesses that are financially distressed and want to take a decision to start rescue proceedings can file a notice to start business rescue proceedings can file a notice to start businesses that are financially distressed and want to take a decision to start rescue proceedings with the CIPC. Business rescue proceedings can file a notice to start business rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start business rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to start rescue proceedings with the care financially distressed and want to take a decision to s court when the business is financially distressed; Various affected persons by application to court (including shareholders, creditors, registered trade unions and employees). The decision by a board to pass a resolution for business rescue practitioner to take control for the purposes of having a business rescue plan approved and thereafter implemented. A business rescue practitioner will be appointed to oversee and supervise on a temporary basis the management, affairs and business rescue plan. The plan will be implemented if approved by creditors and shareholders to the extent that the rights of the shareholders will be affected. A director or a member would have a duty to consider passing a resolution for a company's business rescue or alternatively resolve to wind up or liquidate as soon as he or she becomes knowingly aware that the company is either: financially distressed or is trading in insolvent circumstances (both factually in that its liabilities exceed its assets, and commercially in that it cannot pay its debts to creditors as and when they fall due During the company's business rescue proceedings, each director of the practitioner duly appointed must assist the practitioner that is expected to operate the company and to continue to run its business may delegate any power or function for its board and pre-existing management. Important: No liquidation proceedings must have commenced against the company when a decision is taken to start business rescue proceedings. Only applications that must be filed by CIPC in terms of Chapter 6 of the Companies Act, 71 of 2008 must be filed via the authorised platforms. CIPC does not read, file or store, other matters of business rescue e.g. minutes of creditor meetings, correspondence between affected parties or attorneys. Submitting such documents negatively impacts the ability of CIPC to effectively and efficiently process matters that must be submitted to it. If further documents or information is required regarding the administration of business rescue, CIPC will request such directly from the practitioner or company or close corporation. File for business rescue Proceedings: Application may only be submitted via New E-Services by capturing the required form information and uploading the relevant supporting documents. Once submitted, the service will provide a reference number (or previously called a tracking number) and refer the information and documents. It should be noted that the submission of the information via the authorised platform, does not constitute filing. Filing only occurs once back office has confirmed the information and supporting documents meets the relevant legal, process and submission requirements. Click here for step by step guide for business rescue proceedings via New E-Services. Click here for the CIPC service standard is dependent on payment for the transaction being made. Click here to log an enquiry (only after the indicated service standard is dependent on payment for the transaction being made. of board resolution and submitting the CoR123.1 with supporting documents to CIPC via the authorised platform (and receiving a confirmation letter from CIPC that the company or close corporation has been placed into business rescue), the company or close corporation has been placed into business rescue practitioner, in good standing of the professional accredited by the Commission and has been licensed by the Commissioner as a business rescue practitioner. Click here for the step by step guide for licensing as a customer via New E-Services. Click here for the step by step guide for notice of appointment of a business rescue practitioner via New E-Services. Click here to log an enquiry (only after the indicated service standards. Service standards is dependent on payment for the transactioner via New E-Services. must file a status report (CoR125.1) with CIPC after three months by e-mailing it to business rescue proceedings are not concluded within 3 months, or within the time extension granted by court, the business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by ordered business rescue process, until the proceedings are concluded. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. For South Africa residents of south Africa residents of south Africa. the following: Changing the type of the company; Changing article in the MOI; Removing, amending or inserting ring fencing conditions; A special resolution is required to amend the company's MOI if the amendment is proposed by the board of directors or shareholders entitles to exercise at least 10% of the voting rights that may be exercised on such resolution and it is adopted at a shareholder's meeting. If a court order requires the amendment of the company's MOI, it must be effected by a resolution of the company's filed within 10 business days after the amendment has been affected by the company. To apply for any of the following supporting documents must be included in your e-mail: Submit notice of amendment of Memorandum of Incorporation (MOI) (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 name change 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: moiamendments@cipc.co.za Change of name of company including removal of shortened or translated name (it is advisable to file the CoR9.4 - name reservation) with the CoR15.2, since the amendment application will only be processed once the name has either be approved or rejected.) All forms filed with the CoR15.2 must be completed using after the amendment. Note: If the amendment to a company will be using after the amendment with Amendment - complete CoR15.1A, B, C, D, E or own MOI. If a company wishes to amend any of its existing ring fencing provisions, a CoR15.2 with the CoR15.2 Annexure A must be filed. All forms filed with the CoR15.2 must be completed using the current name of the the Notice of company. Click here for the CIPC service delivery standards Co-operative registration only accepts Card payment method NB: Funds deposited into customer code will not be accepted. Electronic application for each international class of goods or services for which you would like to use your Trade Mark. For example, if you manufacturing of motor vehicles; and One in class 35 for selling of motor vehicle. To identify the correct class for goods or services, view the International Classification of Goods and Services. Alternatively, contact the CIPC Office for assistance. Our staff will be able to assist you to identify the correct classes on one Trade Mark application form. If you do so, your application will not be processed and will be returned to you requesting you to indicate the goods/services of interest for one class only, and also advising you to lodge further applications for the address for service" on form TM2 in case this address changes. The address for service MUST at all times be an address within the Republic of South Africa. Should your application will be allocated an application date and an official application number. All communications with the Office should at all times include the application number as reference Apply now Manual application Complete form TM1. The original form TM1 must be submitted to CIPC via post, or courier services, or placed in the drop box outside the CIPC office at the DTIC Campus, 77 Meintjies Street, Sunnyside, Pretoria. When applying for a Trade Mark, please note that you have to file a separate Trade Mark application for each international class of goods or services for which you manufacture and also sell cars, you have to lodge two Trade Mark applications: One in class 12 for manufacturing of motor vehicles; and selling of motor vehicle. To identify the correct class for goods or services, view the International Classification of Goods and Services. Alternatively, contact the class in Field Indicate all the goods and/or services for which you would like to use the Trade Mark in Field 57 of form TM1. Take care not to put goods or services belonging in different classes on one Trade Mark in Field 57 of form TM1. Take care not to put goods or services belonging in different classes on one Trade Mark in Field 57 of form TM1. Take care not to put goods or services belonging in different classes on one for one class only, and also advising you to lodge further applications for the additional class/es. Field 74 of form TM1 "address for service" is the address for service" is the address for service" on form TM2 in case this address changes changes at which you will be receiving all the communications from the Office. Please be sure to inform the Office by requesting "a change of address for service" on form TM2 in case this address changes changes at which you will be receiving all the communications from the Office. The address for service MUST at all times be an address within the Republic of South Africa. For further assistance, view SAMPLE TM1. Should your application will be allocated an application date and an official application number All communications with the Office should at all times include the application number as reference. Click here for forms Trade Mark application: R590 for complete patent application or PCT national entry application Design application: Copyright application: For bank account details, click here. Use your 6-character long customer code as a reference when making a deposit. The following supporting documents must be included in your e-mail: If members of a co-operative would like to amalgamate two or more co-operatives, a special resolution is needed. Pass a special resolution at a general meeting convened for approval of agreement to amalgamate two or more co-operatives. Within 15 days after the Annual General Meeting (AGM), Category B primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of an independent reviewer form (Form CO-OP4), Category C primary co-operative must submit a completed notice of appointment of appointment of appointment of appointment of appointment of appointment of appointme of an auditor form. Secondary co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4) Tertiary co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4) To appoint or effect changes to the auditors, follow these steps: Register a customer code If you are already registered as a customer and know your customer code and password, proceed to the next step. Complete form CO-OP4. Letter of consent of appointment as an auditor or independent reviewer E-mail: Co-op3an4@cipc.co.za The following supporting documents must be included: Complete the CO-OP 6.1 form Deposit R17.50 click here for bank details The original written resolution or statement of consent to change the clause on shares, signed by all members of the co-operative A declaration that all members of the co-operative A declaration that all members of the same class and ranking for all purposes including rights liabilities and interest payments. 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 Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail:Co-op6@cipc.co.za or Post The following supporting documents must be included: Form CO-OP 3 - Address & contact particulars of co-operative (no fee payable) Form CO-OP 6.1 if place (township/suburb/city) and/or province where the registered office is based Deposit R17.50 click here for bank details Resolution or minutes of the meeting in terms of which the change has been mandated Certified identity copy of 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: Co-op3an4@cipc.co.za or Post The following supporting documents must be included: Complete the CO-OP6.1 form Letter of approved name (Cor9.4) The original written resolution or statement of consent to the name change signed by the chairperson of the board Certified identity 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-op6@cipc.co.za or Post Public companies are required to hold annual general meetings (AGMs). The first such meeting must take place within 18 months of the incorporation of the company and thereafter the meetings must be held no more than 15 months after the previous meeting (or another period as determined upon application by the Companies Tribunal). Annual General meetings must be held to provide at minimum for the following: The presentation of the audited financial statements for the immediately preceding financial year; The election of directors, as required by law and the MOI; The appointment of the audit committee; Any matters raised by shareholders, regardless of whether advance notice of the topic was given The company must deliver a notice of the meeting to each shareholder at least 15 business days prior to the meeting. All shareholders may be held in South Africa or in another country, but must be accessible for electronic participation by all shareholders, irrespective must appoint an auditor and complete form CO-OP4 An audit is a financial evaluation that is done by a qualified and registered accountant to check that the financial affairs of the Co-operative are being correctly and honestly managed. The person or company that carries out the audit is called an auditor. The duties of an auditor include the following: Make sure that the Co-operative keeps accurate Annual Financial Statements (AFS). Make sure that the financial records of the Co-operative Act. Make sure that the assets and property of the Co-operative keeps accurate Annual Financial Statements (AFS). matters are discussed. Collect any information needed for the audit. Report on whether the Co-operative principles. Report on any other financial matters. Submit an annual auditor's report and Annual Financial Statements (AFS) to the Co-operative. Follow the steps below on how to update the auditors of the cooperative Within 15 days after the Annual General Meeting (AGM), Category B primary co-operative must submit a completed notice of appointment of an auditor form. Category B co-operative has to submit notice of appointment of an independent reviewer. (Form CO-OP4). Secondary co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4) National Apex co-operative must submit completed notice of appointment of an auditor form (Form CO-OP4). auditor form (Form CO-OP4) To appoint or effect changes to the auditors, follow these steps: Register a customer code If you are already registered as a customer code and password, proceed to the next step. Complete form CO-OP4. Letter of consent of appointment as an auditor or independent reviewer E-mail: Coop3an4@cipc.co.za 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 Africa. For South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: moiamendments@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). A person may be appointed as a business rescue practitioner will only be issued to a person who has been nominated by a company that is financially distressed. The following supporting documents must be included in your e-mail: Register as a customer and know your customer code and password, proceed to step 2. Deposit funds Deposit R500 into the CIPC bank account. For the bank account details, click here. Use your customer code as a reference when depositing money into the CIPC bank account. For the bank account details, click here. information to CoR126.1@cipc.co.za To apply for a license as a business rescue practitioner, the following supporting documents must be included in your e-mail: complete form CoR126.1 Form (duly completed dated and signed). Proof of filing fee of R500; Customer Code (clearly indicated on the top right-hand corner of the form) Certified copies of suitable educational qualifications. Registration number/s that reflects the membership of relevant professional body or bodies. Supporting documentation to substantiate the factual information in respect of the history and relevant professional body or bodies. declaration/ Sworn statement in terms of Section 138 stating that the applicant: A comprehensive résumé (CV) containing full and detailed particulars of the applicant's history and relevant practical experience working in a distressed business environment and demonstrating relevant turnaround experience. a. Is not subject to an order of probation in terms of section 162 (7); b. Would not be disqualified from acting as a director of the company in terms of section 69 (8); c. Does not have any relationship with the company requesting Business Rescue; d. Is not related to a person who has a relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company requesting Business Rescue; d. Is not related to a person who has a relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company requesting Business Rescue; d. Is not related to a person who has a relationship with the company in terms of section 69 (8); c. Does not have any relation of the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relationship with the company in terms of section 69 (8); c. Does not have any relation 69 (8); Section 5(6) of the Companies Act 71 of 2008 as amended, in case of listed entities. The applicant must state if he/she has ever been refused a license before, or membership of a professional body, (if so provide reasons). Certified ID or passport copy of the applicant. Contact details containing e-mail address and cell phone number. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: businessrescue@cipc.co.za To register a Primary, and Tertiary Co-operative click here. An application to register a co-operative must be made by- For a Primary, a minimum of five natural persons; or two juristic persons; or a combination of any five persons. For a Secondary, a minimum of two operatives For a National Apex, a minimum of three operatives For a tertiary co-operatives for a national level and five operational multi-sectoral tertiary co-operatives that operate on a provincial, district or local level. Operational means a Co-operative that has held its annual general meeting and has submitted its annual general meeting. Secondary, and Tertiary Co-operative registration accept card payment method only. E-Services: Electronic Application for Appointment and Resignation of Auditors The office of an auditor may not remain vacant for more than 40 business days. An auditor may serve a maximum of five consecutive financial years. Steps to effect changes to auditors: Manual Application: Appointment, Resignation, and Removal of Auditors or Company Secretary The position of an auditor or an audit committee member may not remain vacant for more than 40 business days, while a company secretarial vacancy must be filed within 60 business days. An auditor may serve a maximum of five consecutive financial years Steps to effect changes to auditors, audit committee members or company secretaries: A company can be converted to a co-operative Act (Act 14 of 2005). To convert Submit documents the following supporting documents must be included in your e-mail: CO-OP 1 CO-OP 6.4 Confirmation notice of name reservation - CoR9.4 (if applicable) Certified identity copy of members Power of attorney (if applicable) Proof of payment A sworn statement by a person who acted as the chairperson of the general meeting: that the meeting has passed a resolution authorising the conversion of the general meeting into a co-operative of the required kind and form; that the meeting was specially convened to consider the resolution; and that the chairperson has satisfied himself or herself that proper notice of the company's memorandum and articles of association/Memorandum of Incorporation One copy of the proposed new co-operative constitution Certified copy of the company's latest audited financial statements A schedule containing the full names and addresses of the members A schedule containing the full names and addresses of the company's interest in other co 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 Liquidation implies that the business is not able to pay its debts. Liquidation further implies that the business will cease to operate (generally as a result of financial problems). The liquidation may come about: as a result of a legal court process, or by a request of the creditors, or the company or close corporation may be wounded up voluntary Winding up of a company or close corporation of a Special resolution by the company or close corporation. The resolution must be filed with the CIPC by filing the CoR40.1 with supporting documents. Before the resolution is adopted by the company or close corporation, the company or close corporation. within no more than 12 months after the start of the winding-up of the company or close corporation or obtain consent to dispense with security. For consent to dispense with security the following information must be provided to the Master: A sworn statement by a director (if a company) or member (if a close corporation) authorised by the board of the company stating that the company or close corporation has no debts; and A certificate by the company's or close corporation's auditor, or a person who meets the requirements for the appointment of an auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor, or a person who meets the requirements for the auditor (if company does not have a auditor) stating that to the best of the auditor, or a person who meets the requirements for the auditor. financial records of the company or close corporation, the company or close corporation appears to have no debts. Note: It should be noted that the above may not be correct. Therefore, the above equirements are determined by the Master may require. A company or close corporation remains a juristic person and retains all of its powers as such while it is being winded up voluntarily. From the beginning of the company's directors or close corporation's members cease, except to the extent specifically authorised, by the liquidator or shareholders in a general meeting in the case of winding-up by creditors. A company or close corporation is dissolved as of the date its name is removed from the companies' or close corporation register. The removal of a company or close corporation's name does not affect the liability of any former director or shareholder (for close corporation was removed from the register. At any time after a company or close corporation has been dissolved, the liquidator or other person with an interest may apply to a court for an order declaring the dissolution to have been void, any proceedings may be taken against the company or close corporation as might have been taken if the company close corporation had not been dissolved. Legal personality is only terminated once the entity is "dissolved". To voluntarily liquidate, wind up your solvent company, or wind up a company close corporation by court order The following supporting documents must be included in your e-mail: Voluntarily liquidate Register as a Customer click here complete form CoR40.1. Security - JM12 or consent to dispense with security - if winding up is by company or close corporation itself; Certified copy of the written special resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to wind-up was taken; Certified ID copy of signatory (active director (company) or member (close corporation)/company secretary/representative) Power of attorney - if representative Fee - R80.00 (plus a penalty of R150.00 if not lodged within a month after the meeting). For the bank account details, click here. Voluntarily wind up complete form CoR40.1. CM25a or CM25 plus notice of the meeting; Certified copy of the written special resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to wind-up was taken; CM100 - Statement of Company Affairs Certified ID copy of signatory on the CM 26 (active director/company secretary/representative) Power of attorney - if representative Wind up the company or close corporation by court order complete form CoR40.1. Letterhead of person submitting it and customer code (preferable); and Copy of court order. 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: liquidations@cipc.co.za Click here for the transaction being made. Click here to log an enquiry (only after the indicated service standard has lapsed). (a) Primary Co-operative an application to register a primary co-operative must be formed by two or more operational primary co-operatives. (c) A tertiary co-operative must be formed by two or more operational secondary co-operatives. (d) National Apex co-operative must be formed by - three operational means a co-operative that operated on a provincial, district, or local level. N.B Operational means a co-operative that has held its annual general meeting and has submitted its annual report, audited report, or independent reviewed report to the registrar in its financial year. The following supporting documents must be included: Complete form CO-OP10. A copy of the notice convening the meeting and setting out the proposed resolution and the reasons therefore Power of attorney - if representative Liquidation or Winding up by Court Order Court order to commence winding up proceedings. NB: Please note that full finalisation of de-registrations is dependent on statutory advertisement process which is in excess of 3 months Email: cooperativesonline@cipc.co.za The following supporting documents must be included in your e-mail: Complete the CK2A form. (signed by ALL active members and the accounting officer) Certified identity copy of applicant Certified ID copies of all members and the accounting officer). appointment reflecting the practice number of accounting officer Certified copies of passports of asylum seeker - No temporary resident documents will be accepted as valid confirmation of identity. 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 Afri register as a customer for conversion and maintenance of a co-operative click here Category Turnaround time Description Link Escalation level Company address (CoR21.1) Changes will be effective within a minimum of 5 working days due to the requirement that the effective date must be at least 5 days from date of filing with CIPC. Company address changes. CIPC Website (e-services) Self Service Centres 1st level query Jane Mulidzwi @cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Jane Mulidzwi @cipc.co.za 2nd level query Level query Christa Klokow CKlokow@cipc.co.za 2nd level query Jane Mulidzwi @cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Level query Level query Christa Klokow CKlokow@cipc.co.za 2nd level query Level query Christa Klokow CKlokow@cipc.co.za 2nd level query Level query Level query Christa Klokow CKlokow@cipc.co.za 2nd level query Level quer provide OTP Changes to share capital CIPC Website (e-services) 1st level query Jane Mulidzwi@cipc.co.za 2nd level query Christa Klokow@cipc.co.za Category Turnaround time Link Contacts Escalation level Finalisation of the matter N/A Joey Mathekga JMathekga@cipc.co.za Category Turnaround Time Link Contacts Escalation level Acknowledgment of receipt of complaints 5 working days of receipt of a complaints 5 working days of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround time Description Link Escalation level Acknowledgment of receipt of a complaints 5 working days of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround time Description Link Escalation level Acknowledgment of receipt of a complaints 5 working days of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround time Description Link Escalation level Acknowledgment of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround time Description Link Escalation level Acknowledgment of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround time Description Link Escalation level Acknowledgment of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround time Description Link Escalation level Acknowledgment of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround Time Description Link Escalation level Acknowledgment of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround Time Description Link Escalation level Acknowledgment of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround Time Description Link Escalation level Acknowledgment of receipt of a complaint N/A N/A Joey Mathekga@cipc.co.za Category Turnaround Time Description Link Escalation level Acknowledgment N/A N/A Joey Mathekga@cipc.co.za Category Turnaround Time Description Link Escalation level Acknowledgment N/A N/A Joey Mathekga@cipc.co.za Category Turnaround Time Description Link Escalation level Acknowledgment N/A N/A Descript based on the availability of director/s to provide OTP/s Financial year-end changes. CIPC Website (e-services) 1st level query Jane Mulidzwi@cipc.co.za 2nd level query Jane Mulidzwi@cipc.co.za 2nd level query Christa Klokow@cipc.co.za 2nd level query Christa Klokow@cipc.co.za Category Turnaround time Description Contact Escalation level query Christa Klokow@cipc.co.za 2nd level query Jane Mulidzwi@cipc.co.za 2nd level query Linaround time Description Contact Escalation level query Christa Klokow@cipc.co.za 2nd level query Jane Mulidzwi@cipc.co.za 2nd level query Linaround time Description Contact Escalation level query Christa Klokow@cipc.co.za 2nd level query Linaround time Description Contact Escalation level query E date of tracking an application Changes to location of company records. Email: companychanges@cipc.co.za 1st level query Jane Mulidzwi@cipc.co.za 2nd level query Jane Mulidzwi@cipc.co.za 1st level query Link Escalation level MOI amendments on company name change (CoR15.2) Effective immediately based on the availability of director/s to provide OTP Changes to company name. CIPC website (e-services) 1st level query Jane Mulidzwi@cipc.co.za Category Turnaround time Description Contacts Escalation level MOI amendments for JSE applications (CoR15.2) 3 working days from the date of tracking Changes to share capital, main business, conversion from one type of company to another, adoption of new MOI, ring fencing, articles etc for JSE listed companies and their subsidiaries only Email: JSEapplications@cipc.co.za 1st level query Christa Klokova CKlokow@cipc.co.za Category Turnaround time Description Contact Escalation level Close Corporation to Company Emails (coR18.1) 5 working days from date of tracking (service is dependent on sufficient funds being available in customer code at time of e-mailing) Conversion from Close Corporation to a Company Emails Companydocs@cipc.co.za 1st level query Glory Moumakwe GMoumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query Glory Moumakwe@cipc.co.za 2nd level query Christa Klokow CKlokow@cipc.co.za 2nd level query and E) 5 days from date of tracking(service is dependent on sufficient funds being available in customer code at time of e-mailing) New Company Registration Email: Companydocs@cipc.co.za 2nd level query Glory Moumakwe@Cipc.co.za 2nd level query Christa KlokowCKlokow@cipc.co.za Category Turnaround time Description Links Escalation level Short Standard Private and Non Profit without members (CoR15.1A and CoR15.1C) E-services: 2 working days Mobile App, Self Service Centre, Bank, BizPortal immediately(service is dependent on payment being made immediately) New Company Registration E-Services: then e-mailing to Eservicescoreg@cipc.co.zaSelf Service CentreMobile AppBanks (Nedbank, ABSA and FNB): relevant banking websitesBizPortal: 1st level queryGlory MoumakweGMoumakwe Mathekga JMathekga@cipc.co.za In order to change an existing company name, or to add a name to a company must apply for a change to its memorandum of incorporation (MOI). Name Reservation For more information on name reservation click here Note: Name reservation that is to be used for a company name change MUST be done through New e-service and not on any of the platforms mentioned hereunder. (DO NOT RESERVE NAME VIA NEW E-SERVICES FOR COMPANY NAME CHANGE) Electronic patent application Apply now Provisional Patent Application (manual) Complete the following forms: P1: "Application for a Patent and Acknowledgement of Receipt" submitted in duplicate for manual filing. Please make sure that you write your CIPC customer code on this form. P2: "Register of Patents", submitted in duplicate P3: "Declaration of Power of Attorney", single copy P6: "Provisional Specification", single copy A Complete Patent Application by the application by the application by the application by the application of Power of Attorney", single copy P6: "Provisional Specification", single copy A Complete Patent Application to the Registrar for extension of time filed before the expiration for a Patent Application for a Patent Application (manual) Complete the following forms: P1: "Application for a Patent and Acknowledgement of Receipt" submitted in duplicate for manual filing. Please make sure that you write your CIPC customer code on this form. P2: "Register of Patents", submitted in duplicate P3: "Declaration of Power of Attorney", single copy P7: Full detailed descriptions, claims, and drawings (if applicable) on A4 pages should be included. P8: Publication particulars and abstract; abstract could contain one drawing or chemical formulae if applicable. P26: (Power of Attorney) must be completed. Patent Cooperation Treaty (PCT) Applications National Phase are regarded as complete applications, but instead of the P1 form, form P25. Click here for forms Patent Cooperation Treaty International Applications If an applicant has come up with an invention that he or she wishes to patent in a number of countries, the applicant is advised to utilise the Patent Cooperation Treaty (PCT) prior to actually lodging patent applicant or patent attorney will complete a "Patent Cooperation Treaty Request Form" (in triplicate), together with the respective specifications, drawings etc. The PCT Receiving Office at CIPC processes this application and calculates the costs involved. NOTE: Any national or resident of South Africa can file an international application at the Receiving Office in South Africa. The PCT system provides for: An international phase comprising: Filing of the international application International preliminary examination (optional) A national/regional offices and/or Elected offices. The decision on granting patents is taken exclusively by national or regional offices in the national phase. Only inventions may be protected via the PCT by applying for patents, utility models and similar titles. Design and trade mark protection (The Hague Agreement and the Madrid Agreement, respectively). SA is not yet a member of these agreements. Find more information here Name Reservation In terms of the Company must have a name. When a company must have a name. When a company is registered without a reserved name, its registration number automatically becomes the company name with (South Africa) as the suffix. This is the quickest way to registered without a company. In terms of the Company name while a not for profit company must have a name. When a company is registered without a reserved name, its registration number automatically becomes the company name with (South Africa) as the suffix. This is the quickest way to register a company may transact with a trading (business) name, or may apply to add a reserved name at a later stage. In this case, the company will need to first reserve a name and then apply for a name change, which constitutes a change to its Memorandum of Incorporation (MOI) (refer to Maintain a Business). If your initial name reservation application is not approved, you will need to apply for new names. You may apply for between 1 and 4 names during each application process. Each name reservation application costs R50 and since it is regarded as a filing fee and not an administrative fee, it is not refundable. It is advised that a free Trade Mark search and browser Google or Chrome etc) to confirm the use of your proposed name before submitting such as part of your name reservation. application is only registered or reserved upon written confirmation from CIPC in the form of a CoR9.4. The name reservation is valid for 6 months during which period you must have used it on a company or co-operative registration or a change to a company or close corporation name. Available Platforms for name reservations: Click here for step by step guide for name reservation via New E-Services. Click here for the Frequently Asked Questions. Click here for the CIPC service standards. Service standards. Service standard has lapsed). Extension of Reserved Name A reserved name will continue to be valid for a period of 6 months from the date of approval but it can be extended on application together with the prescribed fee of R30, by the person who submitted the name reservation for a period of 60 business days at a time. The approved or reserved name can only be extended within the month prior to its expiry date and once the reserved name has expired, the same cannot be extended. Available platform: e-Services - www.cipc.co.za / Online Transfer the reserved can transfer the reserved name to the other person by filing a signed notice of the transfer together with the prescribed fee. Thus a transfer of the reserved name can only be transferred from Customer Code under while still within the stated validity period and once the name has expired, the name can only be transferred from Customer Code under while still within the stated validity period and once the name has expired. NB: Transferred from Customer Code under while still within the stated validity period and once the name has expired. result in the reserved name validity period being extended (the original validity period applies just assigned to another customer code) or a company name change. Company Register a private company. If you wish to register a church, you would register a non-profit company. A private school could be registered as a private company or non-profit company, depending on its objectives. An association of professionals such as lawyers, doctors, civil engineers etc, may be registered as a personal liability company. consult the relevant regulatory or registration authority of such profession to confirm the type of company registration required to be audited by the Companies Act, 2008 or regulation 28, must file a copy of the latest approved Audited Financial Statements on the date that they file their annual financial statements audited: Any private companies are required to have their annual financial statements and ited in the ordinary course of its primary activities, it holds assets in a fiduciary capacity for persons who are not related to the company, and the aggregate value of such assets held at any time during the financial statements internally (for example, by its financial director or one of the owners) and that has a Public Interest Score (PIS) of 100 or more; Any private or personal liability company that has its financial statements audited or is required by its Memorandum of Incorporation (MOI) to do so, a private or personal liability company that is not managed by its owners may be subject to independently at its Public Interest Score is between 100 and 349; Private or personal liability companies that are not required to have their financial statements audited, may elect to voluntarily file their annual returns. If such companies choose not to file a full set of financial statements with their annual returns. If such companies choose not to file a full set of financial statements or reviewed financial statements, please click here. To file a financial accountability supplement/together with Annual Returns (ARs), click here and complete the required fields. Once you own IP, you are responsible for monitoring the market to ensure you are not being infringed. If you are the victim of infringement it is then up to you to take the appropriate steps - an IP lawyer or attorney can assist you to determine if you are being infringement - this is your responsibility. You need to monitor and safeguard your IP. This means letting others know you have a legal right to your IP and, if necessary, defending your rights through legal action. This is to ensure that only you can turn your ideas into a commercial reality. This is the owner letting everyone know that they have a registered trade mark. Copyright owners do a similar thing by using the © symbol with their work, while many new products will have patent pending or the patent number displayed. Infringement Don't wait for someone else without your IP. Putting a strategy in place to deal with infringement before it happens should be part of your overall protection and commercialisation strategy. If you find your IP is being copied or used by someone else without your permission, there are a number of actions you can take. Possibilities available to you can range from a letter of warning from you or your attorney - to court action. It is always best to seek professional advice. Whatever action you do take, pursue it vigorously and make sure any person infringing on your rights knows you are serious about protecting your IP. Any delay could jeopardise your legal rights to take action. Proof of ownership Owning IP is like owning physical property. It indicates to others that you have a claim on it, it deters others from infringing upon it and enables you to take legal action against those who do. To help prove your ownership of IP, keep a record of: what kind of right you have, and in what form the right was created what, if any, material from a third party was used in the creation process, and whether permission for such as an application for a patent, trade mark or design contracts with all parties involved in the creation of the IP that clearly identify who owns the IP log books showing how the creation process was undertaken (particularly important for IP created by employees) files of early drafts and prototypes that embody IP copies of agreements with those on whose behalf you are distributing goods or services. These should include agreements giving distributors the right to use trade marks and marketing material. This evidence should be stored in an IP Register with a back-up copy in a separate location Infringement of trade marks on the internet. Registration of a trade mark in South Africa does not give you any rights in relation to that trade mark overseas. If you offer goods or services for sale on the internet, you could be sued for infringement in a country where someone else owns the trade mark. South Africa is a member of the World Intellectual Property Organization (WIPO) which establishes guidelines to protect trade mark owners who trade over the internet. Be aware of the potential risks you face when trading over the internet. You should seek legal advice if you receive notice from an overseas trade mark owner alleging that you are infringing their trade mark via the internet. Trade mark owners contemplating trading over the internet should consider applying for international trade marks. The following supporting documents must be included in your e-mail: CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / person who signed the CoR44 form Certified identity copy of applicant / changes in audit committee members - if applicable Proof of address by way of an Annexure or letterhead of firm NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail address: cor44@cipc.co.za Secondary, tertiary co-operative registration, or/and conversion of co-operative The following supporting documents must be included in your e-mail: Constitution date not to be older than 3 months) Name reservation confirmation CoR9.4 Send all documents to: Cooperativesonline@cipc.co.za Name reservation It is compulsory for a co-operative to have an approved name before registration. For name must have a word like Catering as part of the name. If the co-operative has multiple objectives, the main objective must still appear as part of the name but words like "Multi-Purpose" or " Other Projects" could also form part of it. The fee for name reservation is R50. Note: Name reservation for primary co-operative registration must be reserved on new e-services The following supporting documents must be included in your e-mail: Certified identity copy of applicant Certified identity copy or passport of all incorporators, directors and representative Power of attorney (if applicable) All forms required 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 to log an enquiry (only after the indicated service standard has lapsed). The following supporting documents must be included in your e-mail: Submit notice of amendment of Memorandum of Incorporation (MOI) (CoR15.2) Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of of ID of applicant Approved and valid CoR9.4 - if name change NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. For South Africa residents of south Africa residents of south Africa. mail: Certified identity copy of applicant Resolution pertaining to the changes (Important - all directors are required to sign the resolution) Refer to Practice note 1 of 2019 Notice and minutes if the decision was taken in a meeting.) Certified ID copies of affected directors Mandate by the company for the third party to submit on behalf of the company Signed Letter of consent to accept the appointment as a director in that company, when a director in that company has a sole director and the board decides to effect the resignation simultaneous with the appointment of a new director, the resolution must be co-signed by both directors. Refer to practice note 2 of 2021 NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. Email: Manualcor39@cipc.co.za The following supporting documents must be included in your e-mail: complete form CoR44 Certified identity copies of all audit committee members only with appointment Proof of address by way of an Annexure or letterhead of firm 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 included in your e-mail: complete form CoR40.5 Certified ID copy of the applicant (director/member); Certified

ID copy of the customer filing the application; Multiple Deed search (reflecting ownership of immovable property or not) (as from 1 January 2022 no longer required); Letter from the Department of Public Works, indicating that such department has no objection to the re-instatement, if it has immovable property (as from 1 January 2022 no longer required); Mandate from the applicant on whose behalf the application is being submitted; and Sufficient documentary proof indicating that the company was conducting business related activities at the time of deregistration, namely bank statements for a 12 month period that runs over the date of deregistration) or that it had any outstanding assets or liabilities (e.g. property, intellectual property rights) at the time of deregistration. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: re-instatements@cipc.co.za File Notice of Commencement of Business Rescue Proceedings: Application may only be submitted, the service will provide a reference number (or previously called a tracking number) and refer the information and documents, for back office review and approved the submitted information and supporting documents. It should be noted that the submission of the information via the authorised platform, does not constitute filing. Filing only occurs once back office has confirmed the information and supporting documents meets the relevant legal, process and submission requirements. Click here for step by step guide for business rescue proceedings via New E-Services. Click here for the CIPC service standard is dependent on payment for the transaction being made. Click here to log an enquiry (only after the indicated service standard is dependent on payment for the transaction being made. resolution and submitting the CoR123.1 with supporting documents to CIPC via the authorised platform (and receiving a confirmation letter from CIPC that the company or close corporation must appoint a person who qualifies to be a business rescue practitioner, in good standing of the professional accredited by the Commissioner as a business rescue practitioner via New E-Services. Click here for the step by step guide for licensing as business rescue practitioner via New E-Services. step guide for notice of appointment of a business rescue practitioner via New E-Service standards. Service standards. Service standards. Service standards. status report (CoR125.1) with CIPC after three months by e-mailing it to business rescue proceedings are not concluded within 3 months, or within the court, in the case of a court-ordered business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing it to business rescue proceedings are not concluded within 3 months by e-mailing i rescue process, until the proceedings are concluded. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: businessrescue@cipc.co.za The following supporting documents must be included in your e-mail: businessrescue@cipc.co.za The following support copy is only accepted as proof of identity for non-residents of South Africa. complete form CoR126.1 COR126.1 Form (duly completed dated and signed). Proof of filing fee of R500; Customer Code (clearly indicated on the top right-hand corner of the form). Certified copies of suitable educational qualifications. Registration number/s that reflects the membership of relevant professional body or bodies. Supporting documentation to substantiate the factual information in respect of the history and relevant practical experience, (provide references). Certified valid TAX clearance certificate (individual). A declaration/ Sworn statement in terms of the history and relevant practical experience, (provide references). applicant's history and relevant practical experience working in a distressed business environment and demonstrating relevant turnaround experience. a. Is not subject to an order of probation in terms of section 162 (7); b. Would not be disqualified from acting as a director of the company in terms of section 69 (8); c. Does not have any relationship with the company requesting Business Rescue; d. Is not related to a person who has a relationship with any of the companies. The applicant must adhere to the concurrent applicant must adhere to the companies. membership of a professional body, (if so provide reasons). Certified ID or passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: businessrescue@cipc.co.za The following supporting documents must be included in your e-mail: Complete the following forms relating to incorporation: The following supporting documents must be included: Merging companies (confirming that all Assets, securities have been transferred to the remaining company) Special Resolution containing minutes of the meeting held when changes take place Statement declaring that the company is solvent 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: COR89@cipc.co.za Click here 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 the following forms: CO-OP1 Confirmation notice of name reservation - CoR9.4 (if applicable) Certified identity copy of members Power of attorney (if applicable) Proof of payment A sworn statement by a person who acted as the chairperson of the general meeting: that the meeting has passed a resolution authorising the conversion of the company into a co-operative of the resolution; and that the meeting was specially convened to consider the resolution; and that the chairperson has satisfied himself or herself that proper notice of the meeting was given to the meeting was given to the meeting was specially convened to consider the resolution; and that the chairperson has satisfied himself or herself that proper notice of the meeting was given to the meeting was given to the meeting was given to the meeting was specially convened to consider the resolution; and that the chairperson has satisfied himself or herself that proper notice of the meeting was given to the meeting was given to the meeting was specially convened to consider the resolution; and that the chairperson has satisfied himself or herself that proper notice of the meeting was given to the meeting was given to the meeting was specially convened to consider the resolution; and that the chairperson has satisfied himself or herself that proper notice of the meeting was given to the mee company registration Certified copies of the company's memorandum and articles of association/Memorandum of Incorporation Two copies of the company's latest audited financial statements A schedule containing the full names and addresses of the company, the number and class of shares held by each one of them in the company and the occupations of the members A schedule containing the full names and addresses of the directors of the company's interest in other company's interest in oth exceeding one thousand rand It is compulsory to appoint an auditor upon registration of a co-operative unless an exemption from the audit requirements for an initial period of three years, download and complete form CO-OP6. A constitution must be submitted as part of the constitution from our website. Download the constitution must be signed by all the founder members of the constitution. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: Cooperativesonline@cipc.co.za The position of an auditor or an audit committee member may not remain vacant for more than 40 business days, while a company secretarial vacancy must be filed within 60 business days. -. An auditor may serve a maximum of five consecutive financial years. Steps to effect changes to auditors, audit committee members, or company secretaries: The following supporting documents must be included in your e-mail: CO-OP 1 CO-OP 6.4 Confirmation notice of name reservation - CoR9.4 (if applicable) Certified identity copy of members Power of attorney (if applicable) Proof of payment A sworn statement by a person who acted as the chairperson of the general meeting: that the meeting was specially convened to consider the resolution; and that the chairperson has satisfied himself or herself that proper notice of the company; A copy of the company registration Certified copies of the company; A copy of the resolution and reasons for the company; A copy of the resolution and reasons for the company registration Certified copies of the company registration Certified copies of the company of the company registration Certified copies of the company of the company registration Certified copies of the copies of Incorporation One copy of the proposed new co-operative constitution Certified copy of the company's latest audited financial statements A schedule containing the full names and addresses of the company is latest audited financial statements. names and addresses of the directors of the company's interest in other company's interest in other companies. Written notice of at least three months of the proposal has been given to each known creditor who has a claim exceeding one thousand rands NB: Lodgement of a passport copy is only accepted as proof of identity for nonresidents of South Africa. For South African residents a green bar-coded/ smart ID copy must be lodged. E-mail: cooperativesonline@cipc.co.za The following supporting documents must be included: Complete the CR1 - Application for exemption from full compliance with auditing requirements. CR5 - Application for name reservation Deposit R245.00 click here for bank details Confirmation notice of name reservation - CoR9.4 Certified identity copy of members Power of attorney (if applicable) Proof of payment of R245 Copy/Summary of the proposed amalgamation agreement must accompany the notice of meeting Notice of registered office, directors of the amalgamated co-operative beclaration by the directors of each amalgamated co-operative stating that the proposed agreement to amalgamate to a general meeting of each amalgamating co-operative A copy or summary of the proposed amalgamation agreement must be approved by special resolutions of each amalgamating co-operative A copy or summary of the proposed amalgamation agreement, the constitution of the amalgamated co-operative must be submitted to the registrar for approval, together with a notice of its registered office, a notice of the directors of each amalgamated co-operative must be attached to the constitution submitted as mentioned above, establishing that the relevant provisions of their constitutions have been complied with in approving the amalgamated co-operative will be able to pay its liabilities as they become due; the realisable value of the amalgamated co-operative's assets will not be less than the total of its liabilities, share capital and reserves; and the interests of creditors will be protected in compliance with section 64. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa. For South Africa 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: CR1 - Application to register a co-operative CR4 - Notice of appointment of auditor OR CR8 - Application for exemption for exemptio attorney (if applicable) Proof of payment of R215 per co-operatives to be constituted by the division must be submitted to CIPC for approval together with a notice of their registered offices and a notice of the directors of the co-operatives in question. A declaration by the directors of the co-operative being divided, establishing that the relevant provisions of its constituted by the division, establishing that there are reasonable grounds to believe that- the cooperatives to be constituted will be able to pay their liabilities, share capital and reserves; and the interests of creditors will be protected in compliance with section 64. NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: cooperativesonline@cipc.co.za or Post To convert a close corporation and to convert a close corporation to a company with a customized Memorandum of Incorporation, or using CoR15.1B, deposit R50.00 for the name reservation and R425.00 for the name reservation and R425.00 for the name reservation for the company to be formed (CoR15.1.A or CoR15.1 B or customized MOI). Click here for information on email addresses and requirements for submission. Form CoR39 to identify the initial directors of the company. Click here for information on email addresses and requirements for submission. information on email addresses and requirements for submission. Form CoR44 if an auditor for the company has been appointed. Click here for information on email addresses and requirements for submission. Form CoR44 if an audit committee has been appointed. Click here for information on email addresses and requirements for submission. Form CoR9.4 (reserve a name) if a change of name must take place upon conversion. The original written resolution or statement of consent Certified identity copy of the applicant Certified copied of the identity documents of all the incorporators and the directors NB: Lodgement of a passport copy is only accepted as proof of identity for non-residents of South Africa. For South Africa residents of South Africa. be registered as a customer on our system in order to obtain the information forms and information forms and information are needed when a government department wants to be registered as a customer. Basic rule The Companies Act, 1973 and Close Corporations Act, 1984 do not currently allow CIPC to grant free access to its databases whether or not it is to the benefit of the government. However, in terms of CIPC protocol (common law principle that government. However, in terms of CIPC databases is given for a fixed period to a national or provincial government department including an enforcement / judicial institution such as SAPS and the National Prosecuting Authority. Requirements by CIPC to government departments that require access to the CIPC databases: Government departments that require access to the CIPC databases are a list of requirements for access to the CIPC database are a list of requirements by CIPC to government departments that require access to the CIPC databases. letter bearing its letterhead, indicating: its function (mandate) in government; reason for requesting access to the database; and contact details should include: full names and surname; name of a division in which each official is working; ID number; telephone number and email address; persal / salary related number; and job title Signing of an agreement to be provided by CIPC and negotiated - part of such agreement is a declaration of secrecy. Requirements following the signing of an agreement to be provided by CIPC and negotiated - part of such agreement is Once the agreement is signed by CIPC and a government department, a training session for the assigned officials on how to access the CIPC database; CIPC will allocate a code and password to the officials concerned; and Government departments to complete and submit a Customer Registration Form for each official. Implementation and compliance of the provision of a signed agreement between CIPC and government department are the responsibilities of both parties and non-compliance may lead to termination of the agreement. As per CIPC's internal policy, the term of an agreement is 18 months following revision for purposes of a new term. For more information about name reservations click here. Any for-profit company may be registered with its enterprise number. A name may be added at a later stage through a company name change through a company name is not included in the initial application, the company will be registered with its enterprise number. (amendment of MOI). A company name change requires an approved name reservation and a special resolution to effect a change to the Memorandum of Incorporation (MOI). Available Platforms for name reservations: Click here to log an enquiry (only after the indicated service standard has lapsed). Name transfer An approved name may be transferred to another customer code that it has not yet been assigned to an existing entity and it is still valid. Only the owner of the customer code that was used to initially reserve the name can transfer such name to another customer. Click here to apply for name reservation and/or to transfer the ownership of the reserved name. Defensive name To apply for a defensive name To apply for a defensive name click here Basic Search (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. GO TO TRADE MARKS E-SEARCHING Special Search You may apply on a form TM2 for a special (preliminary) search in the Trade Marks Register to determine if there are no existing prior rights in an identical or confusingly similar trade mark to your intended mark, which could prevent the registration of yours. The form TM2 must be completed as shown on the SAMPLE TM2. The cost for a special search is R190.00 and the proof of payment must reach us on or before the date that you apply for the special search is R190.00 and the proof of payment must reach us on or before the date that you apply for the special search. search is not mandatory but will help you to determine if the mark you may wish to use is indeed available to you. 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. IP Online Should you require more detailed information you can also conduct a trade marks search via IP Online. This search facility is not free of charge and fees are payable in line with the prescribed fees in terms of the Trade Mark Regulations. GO TO IP ONLINE Customs authorities are a key player in the fight against piracy and counterfeiting. The majority of infringing goods flooding the markets today are not manufactured in the country where the products are sold, and therefore must at some point make their way across borders. National provisions in line with international treaties, notably the Trade Related Aspects of Intellectual Property Rights (TRIPS) Agreement, provide the basic requirements for border measures, and equip customs authorities with the power to suspend release of infringing goods into the stream of commerce. Right holders who have valid grounds for suspecting that they are faced with immediate or future importation of counterfeit or pirated goods are entitled to lodge an application for action with the competent customs authority. Legal provisions, which may be included in the national customs legislation concern details about transparency and due process with which such border measures must conform. Establishing international standards for customs control is not an easy task. piracy and counterfeit trafficking certainly is essential for effective action. In addition, cooperate in various ways, on regional levels or through bilateral agreements. In addition, cooperate in various ways, on regional level has become vital in this respect. general, has been identified as being tremendously important for further improving the efficiency of the customs authorities. Finally, in carrying out their tasks in examining and identifying infringing goods, and monitoring respective results, customs authorities. of pirated and counterfeit goods. Civil remedies are not the only way of enforcing intellectual property rights. Most countries provide for criminal proceedings in cases of deliberate infringements or infringements of provide for criminal proceedings in cases of deliberate infringements of the trade Related Aspects of Intellectual Property Rights (TRIPS) Agreement requires Member States to provide for criminal procedures and penalties in cases of willful trade mark counterfeiting and copyright piracy on a commercial scale. Such penalties in cases of willful trade mark counterfeiting and copyright piracy on a commercial scale. infringement and, in appropriate cases, seizure, forfeiture and destruction of the infringing goods and related materials. Members are free to add criminal procedures for other infringements of IP rights, in particular if they are committed willfully and on a commercial scale. If a right holder finds out that their rights have been infringed upon in a manner that is criminal according to the applicable national law, he may contact the police or other competent authority. The right holder should be prepared to provide the authorities with all available information on the infringement. The authorities will then decide whether to initiate action such as prosecution. An important first step for a right holder is the careful assessment of the alleged infringement. This examination should address a range of issues, such as whom the infringement, or the question of repeated infringement. Generally, it is advisable to seek advice and to try to settle the dispute at an early stage, if possible. It is encouraged to try settling the situation in a 'friendly way' by informing the infringer of the activities in question and pointing out the existence of the right of the illegality of his behavior. The adequacy of a first notice, however, will depend on the circumstances of a particular case. If the right holder does not have sufficient reason for assuming and subsequent action. If an infringement, he could become liable for damages resulting from an unjustified warning and subsequent action. negotiation may become an important element of enforcing one's rights. Again, the success of such a proceeding will strongly depend on the circumstances of the case. In addition, alternative dispute resolution (ADR) procedures are increasingly recognised as offering an effective means for settling disputes concerning intellectual property. Often, it may be useful for the right holder to seek professional assistance from an IP attorney or agent before deciding on an appropriate course of action. It may also be useful for a right holder to consider contacting a respective right owner's association. In areas seriously affected by counterfeiting (increasingly, mass-produced goods such as fashion, sportswear or pharmaceutical products) and piracy (such as music and software business) right owners have formed such organisations may also be a contact point. In a number of cases, the right holder will decide to take legal action against the infringer. In most jurisdictions, remedies that may be available to right owners such as injunctions, damages, or provisional measures, will be handled in civil courts. Because of the costs involved in civil litigation, it may be worth considering legal insurance policies in advance, where applicable. 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 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, 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. The most important document governing a company is the Memorandum of Incorporation (MOI). The MOI sets out the rules governing the conduct of the company, as specified by its owners. The Companies Act imposes certain specific requirements on the context of shareholders in the company, and provides for a number of default company rules / alterable provisions, which companies Act, 2008: A company has all the legal powers and capacity of an individual, except to the extent that A juristic person is incapable of exercising any such powers, or having any such capacity; or The company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company's MOI may state that no director may contract on behalf of the company's MOI may state that no director may contract on behalf of the company's MOI may state that no director may contract on be the Act (Sect 34(2)); Shares within the same class has the same rights, limitations and terms, unless the MOI provides otherwise (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to render financial assistance to parties (Sect 37(1)); MOI may forbid the board to parties (Sect 37(1)); MOI may forbid the board to parties (Sect 37(1)); MOI may forbid the bo wanting to acquire shares in the company (Sect 45(2); MOI may provide for longer minimum notice periods for meetings; Electronic notice and electronic participation in meetings; Electronic participation in meetings; Electronic notice and electronic participation in meetings; Electronic participa provisions are provisions of the Act which the company may not change, such as directors' duties and responsibilities and enhanced accountability requirements for public and state owned companies. In instances where the MOI is in conflict with the Act, the Companies Act will prevail. In addition, the Act allows for companies to add provisions to address matters applicable to that company, not addressed in the Act itself, but all provisions of the MOI must be consistent with the Act. The Memorandum of Incorporation contains the following information: Detail of Incorporators Number of directors and alternate directors Share capital (maximum issued) Content of MOI COMPANY REGISTRATION private and non-profit company registration DIRECTOR AMENDMENTS ANNUAL RETURNS NAME RESERVATIONS MEMBER AMENDMENTS AUDITOR CHANGES FINANCIAL YEAR-END CHANGES FINANCIAL YEAR-END CHANGES FINANCIAL YEAR-END CHANGES ADDRESS CHANGES NAME EXTENSION TRANSACTION STATUS BALANCE ENQUIRY NAME TRANSFER CERTIFICATES B-BBEE certificates DOMAIN REGISTRATION UPDATE CONTACT DETAILS Name reservation Company registration Co-Operatives Documents The most important document governing a company is the Memorandum of Incorporation (MOI). The MOI sets out the rules governing the conduct of the company, as specified by its owners. The Companies Act imposes certain specific requirements on the content of a Memorandum of Incorporation, as necessary to protect the interests of shareholders in the company, and provides for a number of default company rules / alterable provisions, which companies may accept or alter as they wish as long as it is in line with the Companies Act. Alterable provisions within the Companies Act, 2008: A company has all the legal powers and capacity of an individual, except to the extent that A juristic person is incapable of exercising any such powers, or having any such capacity; or The company's MOI provides otherwise (e.g. the MOI may state that no director may contract on behalf of the company in his/her own capacity). Private, non-profit and incorporated companies may elect to comply with the extended accountability requirements of Chapter 3 of the Act (Sect 37(1)); MOI may exclude the right of first refusal of current shareholders of a private company in respect of shares issued by the company (Sect 45(2); MOI may provide for longer minimum notice periods for meetings; Electronic notice and electronic participation in meetings are allowed unless MOI prohibits it (Sect 63(2); Companies may determine a higher number of minimum directors than what the Act prescribes (Sect 66(2). Unalterable provisions of the Act which the company may not change, such as directors' duties and responsibilities and enhanced accountability requirements for public and state owned companies. In instances where the MOI is in conflict with the Act, the Companies Act will prevail. In addition, the Act allows for companies to add provisions of the MOI must be consistent with the Act. The Memorandum of Incorporation contains the following information: Detail of Incorporators Number of directors and alternate directors Share capital (maximum issued) Content of MOI NB: Liquidation are not the same thing. Liquidation Liquidation implies that the business is not able to pay its debts. operate (generally as a result of financial problems). The liquidation may come about: as a result of a legal court process, or by a request of the creditors, or the company or close corporation may be wounded up voluntarily by members or by a creditor by the adoption of a Special resolution by the company or close corporation. The resolution is adopted by the company or close corporation, the company or close corporation must set security with the Master of the High Court for the payment of the company's debts within no more than 12 months after the start of the winding-up of the company or close corporation or obtain consent to dispense with security the following information must be provided to the Master: A sworn statement by a director (if a company) or member (if a close corporation) authorised by the board of the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company or close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the company of close corporation has no debts; and A certificate by the the auditor's knowledge and belief and according to the financial records of the company or close corporation, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Master itself and therefore, the above requirements are determined by the Above requirements are d as to what the Master may require. A company or close corporation remains a juristic person and retains all of its powers as such while it is being winded up voluntarily. From the beginning of the company close corporation's winding up, it must stop carrying on its business except for those activities required for the benefit of the winding up process. Also all the powers of the company's directors or close corporation's members cease, except to the extent specifically authorised, by the liquidator or shareholders in a general meeting in the case of winding-up by company, or by the liquidator or shareholders in a general meeting in the case of winding-up by company. of the date its name is removed from the companies' or close corporation register. The removal of a company or close corporation its members) or any other person in respect of any act or omission that took place before the close corporation was removed from the register. At any time after a company or close corporation has been dissolved, the liquidator or other person with an interest may apply to a court for an order declaring the dissolution to have been void, or any other order that is just and equitable in the circumstances and if the court declares the dissolution to have been void, any proceedings may be taken against the company or close corporation as might have been taken if the company close corporation had not been dissolved". Regulation 29 of the Companies Act , No. 71 of 2008 deals with the `Independent Review of Annual Financial Statements'. For the purpose of this Regulation- `independent review under this regulation; and `reportable irregularity', means any act or omission committed by any person responsible for the management of a company, which- Unlawfully has caused or is likely to cause material, financial loss to the company or to any member, shareholder, creditor or investor of the company to trade under insolvent circumstances. When an independent review of a company's financial statements must be carried out Regulation 29 (4) states that `An independent review of a company's annual financial year was at least 100, by a registered auditor, or a member in good standing of a professional body that has been accredited in terms of section 33 of the Auditing Professions Act; or In the case of a company whose Public Interest Score for the particular financial year was less than 100, by- A registered auditor, or a member in good standing of a professions Act; or A person who is qualified to be appointed as an accounting officer of a close corporation in terms of section 60(1), (2) and (4) of the Close Corporations Act, 1984 (Act 69 of 1984). Steps to alert CIPC about an "Reportable Irregularity" An independent reviewer of a company that is satisfied or has reason to believe that a reportable Irregularity has taken place or is taking place in respect of that company must, without delay, send a written report to the Commission. This is known as the `first report'. The report must give particulars as the independent reviewer considers appropriate. The independent reviewer must within three (3) business days of sending of the report to the Commission notify the members of the sending of the report to the Commission softhis regulation. The First report of the report to the company in writing of the sending of the sending of the sending of the sending the report to the Commission notify the members of the sending the report to the Commission notify the members of the sending the report to the Commission notify the members of the sending the report to the Commission notify the members of the sending of the sending the report to the company in writing of the sending the report to the company in writing of the sending the report to the company in writing of the sending the report to the company in writing the company must include the letter which was sent to the board of directors notifying them of the report as soon as reasonably possible but not later than 20 business days from the date on which the report referred in regularity. The independent reviewer must as soon as reasonably possible but not later than 20 business days from the date on which the report referred in regularity. discuss the first report with the members of the company; Afford the members of the board of the company; Afford the members of the sent by the Independent Reviewer to the Commission within twenty (20) business days from the date of the First report. The second report must include the independent reviewer's opinion as to whether: no reportable irregularity has taken place or is taking place; or the suspected reportable irregularity is no longer taking place; or the suspected reportable irregularity is no longer taking place. continuing; and the detailed particulars and information supporting his conclusions. If the second report from the independent reviewer states that the reportable irregularity is continuing, the Commission may investigate any alleged contravention of the Act. Director amendment The memorandum of incorporation (MOI) determines the minimum number of directors, which, in the case of a private company may not be less than one director. A customised MOI will also set out the eligibility requirements for a director as well as the director's term of office. In the case of a standard MOI, the term of office is indefinite and there is a vacancy or the company wishes to add directors. New directors may be elected by the board of directors when there is a vacancy or the company wishes to add directors. New directors may be elected by the board of directors may be elected by the board of directors. New directors may be elected by the board of directors when there is a vacancy or the company wishes to add directors. the company that entitles the person to be an ex officio director; becomes incapacitated or disqualified; or is removed. A director may be removed by: an ordinary resolution adopted at the shareholders' meeting by the persons entitled to exercise voting rights. The director concerned must be given notice of the meeting and the resolution, at least equivalent to that which a shareholder is entitled to receive, regardless of whether the director is a shareholder. The director must be afforded a reasonable opportunity to make a presentation in person or through a representative to the meeting before the resolution is put to a vote. director in question has become ineligible or disqualified in terms of section 69 of the Act, is unable to perform the functions of a director and is unlikely to regain that capacity within a reasonable time or has neglected or been derelict in the performance of the functions of a director. removing the director from office if the court is satisfied that the director is ineligible or disqualified, incapacitated, or has been negligent or derelict. A director may be appointed by a board of directors, unless the memorandum of incorporation requires a shareholder approval. A company may only change its financial year-end once during a particular financial year. A company may not choose a financial year end that will result in the total financial year end must be later than the date on which the notice is filed. The current financial year end must not have been ended. Apply for Financial Year End Change electronically: Deposit R100 into the CIPC bank account To apply for a change to the financial Year End Changes Login using your Customer Code and Password and follow the prompts Go to Co & CC Financial Year End Change Type in the registration number (year/sequence/type) at the Enterprise detail being displayed. If not, reconfirm registration number by typing it in at the Enterprise Number field and click Validate. If correct, click Continue Confirm that the detail of the correct entity is displaying and click on Continue. The next screen will confirm that the financial year end change has been lodged You can generate a new disclosure certificate by clicking on Home and then on Disclosures. Click here to lodge an enquiry. The registered address of a company is very important, as it is the address at which any legal documents will be served on the company. Companies are required by law to ensure that this information is up to date, and maybe liable for a fine or prosecution if it is found that the information is not up to date. The Companies Act requires all companies to keep records of their minutes, resolutions, as well as the financial statements and share register at a location that has been declared. A notice of the location of the company records must be filed with the CIPC only if the company records are not kept at its registered office or address. To apply for a change to the registered address of the 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. If not, reconfirm 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 address change has been lodged, and provide you with a tracking number To apply for a change to the registered address of the company click here The office of a company is very important, as it is the address at which any legal documents will be served on the company is very important, as it is the address at which any legal documents will be served on the company is very important, as it is the address at which any legal documents will be served on the company is very important. not up to date. The Companies Act requires all companies to keep records of their minutes, resolutions and decisions, as well as the financial statements and share register at a location that has been declared. A notice of the location of the company records must be filed with the CIPC only if the company records are not kept at its registered office or address. To apply for a change to the location of company records, follow these steps: It is mandatory for a public and a state-owned company secretary upon incorporation or within 40 business days of incorporation. The company secretary may be appointed by the incorporators upon incorporators of the company secretary must be a permanent resident in South Africa. The company secretary does not have to be a natural person, but could also be a juristic person or a partnership, provided that the entities meet the requirements of the Companies Act, 2008. Only registered auditors may be appointed. In addition, the appointed auditors may be appointed as company secretary; person who habitually or regularly performs the duties of accountant or bookkeeper of the company; person appointed in the immediately preceding 5 years as the auditors of the company within stipulated timeframes. The first auditors of a company hold office until the first Annual General Meeting (AGM), and are re-appointed on an annual basis at every AGM. In terms of section 92 of the Companies Act, 2008, the same individual may not 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, the company must manage the rotation in such a manner that all of the joint auditors do not relinquish office in the same year. Rotation of 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 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. All public and state-owned companies must file a copy of the latest approved Audited Financial Statements on the date that the annual returns are filed with the CIPC. Financial statements must comply with the published Financial Reporting Standards. Steps to file your annual financial statements For filing audited financial statements for filing audited financial statements and instruction. A public or state-owned company must have an audit committee consisting of at least three members, unless it is a subsidiary of another company with an audit committee that will perform the functions of the audit committee members must be appointed upon incorporation by the board of directors. Thereafter, the audit committee members must be elected at each annual general meeting Audit committee members must be directors of the company, meeting the requirements set out in regulations published by the Minister. The audit committee vacancies must be filled within 40 business days. The audit committee of a company is responsible for the following Nominating independent auditors for the company; Determining the fees to be paid to the auditors; Determining the nature and extent of non-audit services that the auditors; Determining the relevant legislation in the appointment of auditors; Determining the nature and extent of non-audit services that the auditors and their terms of engagement; Ensuring compliance with the Company; Preparing a report for inclusion in the financial statements describing how the audit committee carried out its functions, commenting on the financial statements, accounting practices and internal financial statements, accounting practices and internal financial statements describing how the audit committee carried out its functions, commenting on the financial statements, accounting practices and internal financial statements describing how the audit committee is satisfied by the independence of the audit committee carried out its functions, commenting on the financial statements describing how the audit committee carried out its functions, commenting on the financial statements described by the independence of the audit committee is satisfied by the independence of the audit committee carried out its functions, commenting on the financial statements described by the independence of the audit committee carried out its functions, commenting on the financial statements described by the independence of the audit committee carried out its functions, commenting on the financial statements described by the independence of the audit committee carried out its functions, commenting on the financial statements described by the independence of the audit committee carried out its functions. complaints relating to Accounting practices and internal audit of the company; The content and auditing of the company's financial control, records and reporting. Performing other functions determined by the board, including the development and implementation of a policy and plan for a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes within the company. Each patent document has a unique identifying number and includes a detailed description of an invention, usually with drawings, and information about the inventor and applicant. Before applying for patent protection. A Patent search is conducted to ensure that no existing patents are being infringed and that the invention is new/novel (S25 of Patent Act). Although this initial search is not compulsory it is advisable. The search for the South African Granted Patents can be conducted in the CIPC Office or online by using the following link: patentsearch.cipc.co.za Please note that the requirement for novelty means that the invention must be new at the priority date of the invention anywhere in the world - not known through written or oral public disclosure or through use. Therefore a search for novelty must include the patents granted or any other related publications abroad on national and international level (such as European Patent Office, Patent Co-operation Treaty (PCT) published applications). In order to perform patent search in the worldwide patent databases, go to www.wipo.int to browse the PCT applications and the National Patent Office, Japanese Patent Office, Australian Patent Office, Canadian Patent Office, Korean Patent Office etc. The above mentioned countries Intellectual Property offices websites are available on the WIPO website. A Patent search prior to applying is vital as it helps you to: determine whether you can protect your IP i.e. does your invention meet the various requirements for successful grant of a patent? determine who owns an item of IP check that your IP is not being infringed obtain product information on your competitors At present our patent data base is available on WIPO website on Patent Scope under National Patent Collections and on the CIPC website under "Public Patent Disclosure Office in 202 Enter the missing information, use the Paper Based Patent Disclosure Office in 202 Enter the missing information and on the CIPC website under "Public Patent Disclosure Office in 202 Enter the missing information, use the Paper Based Patent Disclosure Office in 202 Enter the missing information and on the CIPC website under "Public Patent Disclosure Office in 202 Enter the missing information, use the Paper Based Patent Disclosure Office in 202 Enter the missing information and on the CIPC website under "Public Patent Disclosure Office in 202 Enter the missing information, use the Paper Based Patent Disclosure Office in 202 Enter the missing information and on the CIPC website under "Public Patent Disclosure Office in 202 Enter the missing information, use the Paper Based Patent Disclosure Office in 202 Enter the missing information and on the CIPC website under "Public Patent Disclosure Office in 202 Enter the missing information, use the Paper Based Patent Disclosure Office in 202 Enter the missing information and on the CIPC website under "Public Patent Disclosure Office in 202 Enter the missing information, use the Paper Based Patent Disclosure Office in 202 Enter the missing information and enter the missing i Esselen str, Second Floor. This is a journal published by CIPC on a monthly basis, and it contains information on patents, trade marks, designs and copyright in cinematographic films that exist in South Africa. This Patent Journal is accessible upon registration through a link on the home page of the CIPC website or directly at www.zaip.org/e-journal The Patents Office migrated from a paper publication of the Patent Journal produced by the Government Printing Works (GPW) to an electronic Patent Journal CIPC customers are invited to subscribe free of charge for the Electronic Patent Journal. contact details to Patentjournalqueries@cipc.co.za.The subscribers will be provided with a website link where they will be able to access the Electronic Patent Journal must be emailed to Patentjournalwithdrawals@cipc.co.za. Submissions for gueries relating to advertisements in the Electronic Patent Journal is the last Wednesday of every month. All notices of acceptance and other documents for advertisement in the Patent Journal must be submitted to CIPC, and not to the Government Printing Works (GPW) any more. Cut-off date for submission of notices of acceptance will be the last Wednesday of the month in which the advertisement will be published. For example, the notices of acceptance for advertisement in the June 2011 Patent Journal must be submitted to CIPC from 30 April 2011, both dates inclusive. The notices of acceptance for advertisement in the Patent Journal must be submitted to CIPC in one of the following manners: XML Schema uploaded to FTP site - this format is suitable for large companies which make use of an Intellectual Property Management System; for details please contact: MrJaysenNaidoo at jnaidoo@sword-sa.com. Electronic Format and not pdf): submit at the Lodgment Counter at the CIPC Office. Specify clearly that the documents are submitted for publications in the E-Patent Journal. Email to patentjournal@cipc.co.za (Note that the text part of the attachment should be in MS Word Format and not pdf). Fax to: 086 750 3295. Only in exceptional cases, where customers do not have access to electronic facilities, documents may be submitted in paper form at the CIPC Office. All enquiries should be directed to: Mr Bernard Ngoepe at Tel: (012) 394 5056 or Ms Bontle Phoko at Tel: (012) 394 5053 or email to patentjournal@cipc.co.za. Essentially a "Design" is about the shape, form, pattern, ornamentation and configuration of a product or article for e.g. the design of a ring (Jewellery) is generally dictated by aesthetic features. There are 2 types of designs which can be registered: An aesthetic design Has to be new and original Beauty is in its shape, configuration or ornamentation Must be able to be produced by an industrial process A functional design Has to be new and not commonplace Where the shape or configuration is necessitated by the function Must be able to be produced by an industrial process for applying for registration of your design involves a number of steps. You need to make sure you understand and complete each step so that your application can be processed quickly and easily. The Lifespan of a Design For one period of 15 years, and to functional designs for one period of 15 years, and to functional designs for one period of 15 years, and to functional designs for one period of 15 years. check the originality of the design or that the same or similar design is not registered - it is advisable to do so, before filing for registration. A search can be conducted at the Design Register and Cardex Catalogue are available currently only on paper form at our Paper Disclosure Unit situated in 202 Essellen, Sunnyside, Pretoria, 2nd Floor. Any natural or legal person (s) entitled to be the owner(s) of the design can be: the creator of the design (the person who conceived the design) the employer of the creator in the course of their employment the person who contracted the creator has assigned the design in writing. Where two or more people own interests in a design, they must apply jointly. The owner may be an individual, a company, a trust, an association or a partnership. There are three reasons why you might have to wind up your Co-operative. The members may decide to do this at a general meeting. In that case, you need to pass a special resolution and 75% of the members will have to vote in favour of the resolution. If you do this, then you will need to complete form CR9 to inform the Registrar of Co-operatives that the members have voluntarily decided to deregister their Co-operative. A Co-operative may be ordered by a Court to wind up its business if it is unable to pay its debts, it appears just and equitable to do so and there is no reasonable probability that it will be able to pay its debts or become a viable co-operative. The Minister of Trade and Industry may order a Co-operative finds that the Co-operative finds that the Co-operative for which it was formed) or has not followed the rules of its constitution or the Co-operatives Act. The Minister must listen to the Co-operative's side of the story before deciding. If the assets of a co-operative exceed R1000,00, the co-operative exceed R1000,00, the co-operative is liquidator. Co-operative, payments of its debts, collection of money still owed to it, payment of share capital to shareholders, and the proportion of transactions each of them did with the Co-operative. If the assets of a co-operative are less than a R 1000, then the co-operative can follow a normal deregistration process. Voluntary Winding up (deregistration) of a co-operative The members may decide to voluntarily deregister the co-operative. To voluntarily deregister your co-operative, follow these steps: Liquidation or Winding up by Court Order To wind up a co-operative by court order, follow these steps: As long as any changes to your constitution follow the Co-operatives Act and the principles of a Co-operative, you may change your constitution to suit your own requirements. Changes to the objectives and business description, membership, loans to me length of time that a member may be a Director. The Co-operative Act states that Directors may not hold office for more than four years, so you would not be allowed to increase the term of office to five years, but you may reduce it to three years. You may only change your constitution by taking a special resolution (decision), which is a decision taken by at least two thirds of the members present at a general meeting. The constitution of a Co-operative can set a higher majority for a special resolution if the members wish to do so. Members need to be informed that they are required to vote on the proposed change, so you need to send them a notice in advance about the meeting and the proposed change that will be voted on. The Co-operative must then submit the special resolution to the Registrar of Co-operatives, so that their original constitution, so that their original constitution, so that their original constitution can be changed accordingly. provided that it follows the Co-operatives Act and the Co-operatives principles and provided that your Co-operatives registered under the Co-operatives Act, 1981, have registration number with the following format "K6/3/.../......" However, since the implementation of the new Co-operatives Act, 2005, all registration number, which has a similar format to the registration number, can obtain a new registration number, by submitting a number of forms. This is required to obtain the most recent information of the co-operative will appear on the CIPC website. It will therefore be available to anyone, e.g. banks that need to confirm the registration of the co-operative. To change the old co-operative registrar may not register any amalgamation, division, conversion or transfer of a co-operative unless the Registrar may not register any amalgamation, division, conversion or transfer of a co-operative unless the Registrar is satisfied that: written notice of at least three months of the proposal has been given to each known creditor who has a claim exceeding one thousand rand or such amount as the Minister may from time to time prescribe; any creditor who demanded payment of any amount due to them have been paid in full or will be prejudiced by the amalgamation, division, conversion or transfer. Independent review Regulation 29 of the Companies Act (Act 71 of 2008) deals with the `independent review of annual financial statements. For the purpose of this Regulation:- 'Independent review under this regulation; and 'reportable irregularity' means any act or omission committed by any person responsible for the management of a company, which:- unlawfully has caused or is likely to cause material, financial loss to the company or to any member, shareholder, creditor or investor of the company or to any member, shareholder, creditor or investor of the company in respect of his, her or its dealings with that entity; or is fraudulent or amounts to theft; or causes or has caused the company to trade under insolvent circumstances. Independent review of the financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company whose public interest score for the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- In the case of a company is an under the particular financial statements must be carried out:- I auditor, or a member in good standing of a professional body that has been accredited in terms of section 33 of the Auditing Professions Act; or In the case of a company whose public interest score for the particular financial year was less than 100, by:- a registered auditor, or a member in good standing of a professional body that has been accredited in terms of section 33 of the Auditing Professions Act; or a person who is qualified to be appointed as an accounting officer of a close corporation in terms of section 60(1), (2) and (4) of the Close Corporations Act, 1984 (Act 69 of 1984). Steps to alert CIPC about a reportable irregularity An independent reviewer of a company who is satisfied or has reason to believe that a reportable irregularity has taken place or is taking place in respect of that company must, without delay, send a written report to the Commission. This is known as the `first report'. The report must give particulars of the reportable irregularity referred to above and must include such other information and particulars as the independent reviewer considers appropriate. The independent reviewer must within three (3) business days of sending the report to the Commission notify the members of the provisions of this regulation. The first report of the report to the company in writing on the report referred to in regulation 29(6) and the provisions of this regulation. independent reviewer to CIPC must include the letter which was sent to the board of directors notifying them of the reportable irregularity. The independent reviewer must as soon as reasonably possible, but not later than 20 business days from the date on which the report referred in regulation 29(6) (the first report), was sent to the Commission:-Take all reasonable measures to discuss the first report with the members of the company; Afford the members of the company and opportunity to make representations in respect of the company; Afford the members of the company and opport must be sent by the independent reviewer to the Commission within twenty (20) business days from the date of the First report. The second report must include the independent reviewer's opinion as to whether: no reportable irregularity is no longer taking place and that adequate steps have been taken for the prevention or recovery of any loss as a result thereof, if relevant; or the reportable irregularity is continuing, and the detailed particulars and information supporting his conclusions. If the second report from the independent reviewer states that the reportable irregularity to them. The Commission may investigate any alleged contravention of the Act. The independent review report must be e-mailed to: independent review @cipc.co.za In terms of Section 4 of the Companies Act, 2008, there is a solvency relates to the assets of the company, fairly valued, being equal or exceeding the liabilities of the company. Liquidity relates to the company being able to pay its debt as they become due in the ordinary course of business for a period of 12 months. 1. A company satisfies the solvency and liquidity test at a particular time if, considering all reasonably foreseeable financial circumstances of the company at that time (a) the assets of the company, as fairly valued, equal or exceed the liabilities of the company, as fairly valued; and (b) it appears that the company will be able to pay its debts as they become due in the ordinary course of business for a period of - (i) 12 months after the date on which the test is considered; or (ii) in the case of a distribution contemplated in paragraph (a) of the definition of 'distribution' in section 1, 12 months following that distribution. 2. For the purposes contemplated in subsection (1) (a) any financial information to be considered concerning the requirements of section 29; (b) subject to paragraph (c), the board or any other person applying the solvency and liabilities, including any reasonably foreseeable contingent assets and liabilities, including any reasonable contingent assets and liabilities, and (ii) may consider any other valuation of the company's assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company's assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company's assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company's assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company's assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company provides otherwise, when applying the test in respect of a distribution of the company is assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company provides otherwise, when applying the test in respect of a distribution of the company is assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company provides otherwise, when applying the test in respect of a distribution of the company is assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company is assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company is assets and liabilities that is reasonable in the circumstances; and (c) unless the Memorandum of Incorporation of the company is assets and liabilities that is reasonable in the circumstances; and (c) unless the memorandum of Incorporation of the company is assets and liabilities that is reasonable in the circumstances; and (c) unless the memorandum of Incorporation of the company is assets and (c) unless the memorandum of Incorporation of the company is assets and (c) unless the memorandum of Incorporation of the company is assets and (c) unless the memorandum o include as a liability any amount that would be required, if the company were to be liquidation of shareholders whose preferential rights upon liquidation are superior to the preferential rights upon liquidation. Non-profit companies that are required to be audited in terms of the Companies Act (Act 71 of 2008) or regulation 28 must file a copy of the latest approved Audited Financial Statements on the date that they file their annual return with CIPC. The following non-profit company if, in the ordinary course of its primary activities, it holds assets in a fiduciary capacity for persons who are not related to the company, and the aggregate value of such assets held at any time during the financial year exceeds R5 million; Any non-profit company, and the aggregate value of such assets held at any time during the financial year exceeds R5 million; Any non-profit company that was directly or indirectly incorporated by the state, an organ of state, a state-owned company, an international organisation, foreign state entity or a foreign company; Any non-profit company incorporated to fulfill a statutory or regulatory function at the initiation or direction of an organ of state, a state-owned company, an international organisation or a foreign state entity. company has opted to have its annual financial statements audited or is required by its Memorandum of Incorporation (MOI) to do so, a non-profit companies that are not required to have their financial statements audited, may elect to voluntarily file their audited or reviewed statements with their annual returns. If such companies choose not to file a full set of financial statements, they must file a financial accountability supplements (FASs) or Annual Financial Statements, they must file a financial statements, they must file a financial statements export annual financial statements (FASs) or Annual Financial stat \$\vec{v}_{together with Annual Returns (ARs). Electronic application Apply here Complete form D1 - Application and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification index (class number) in terms of the Design Classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification index (class number) in terms of the Design Classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification index (class number) in terms of the Design Classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only) Enter the classification (Locarno Classification and Acknowledgment It should be lodged (in duplicate for manual filing only).

difficulties in defining the classification index, you may apply to the Registrar of Design to do so upon payment of the prescribed fee (R240.00). Please note that you have to write your CIPC customer code on form D1. Form D2: 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 is compulsory) Lodge in duplicate (applicable only for manual filing). The definitive statement is compulsory) Lodge in duplicate (applicable only for manual filing). shape, pattern, ornamentation, configuration, as applicable). Form D8: Publication Particulars Lodge in duplicate (applicable only for manual filing) The "brief statement of features" shall be a single paragraph of not more than 100 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 representations, or photographs need to be included. These could be 7 identical representations (only 1 representations), either drawings or photographs. Each drawing should be on an 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 and provide 2 copies are not applicable to e-filing. Submit the design application and supporting documents by either posting the application sor dropping off the application 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 signed documents together with supporting information The following supporting documents together with supporting information 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 to log an enquiry (only after the indicated 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: CoR135.1 complaints@cipc.co.za As an alternative to applying 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 resolution in the form of an order, submit it to a court to be confirmed as a consent order. The application for a consent order 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 CLOSE 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 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 data extracts and reports of standard information no 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 constitutes a single 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 constitutes a single r 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 noticeseds 500 records will be divided, with every 500 records will be divided. as provided for in section 171 of the Act; enter into consent orders as provided for in section 173 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; enter and search under warrant in terms of section 177 of the Act. 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: any) and the new representative of the company, in the event of resignation and appointment Certified identity copy of applicant 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, at the financial year; and one point for every R1 million (or portion thereof) in turnover during the financial year; and one point for every R1 million (or 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, to be a member of the company. registration Company director amendments Close corporation member amendments Annual returns Name reservation Auditor 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) Advanced search (click here) Electronic applicate RF3, submitted in duplicate RF4, su Case" Power of Attorney letter if services of an attorney are used. A close corporation may only change its financial year-end that will result in the total financial year-end that will result in the total financial year-end that will result in the total 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 Changes"; Type in the registration number (year/sequence/type) at the Enterprise Number field and click "Validate". Confirm whether the provided 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 address change has been lodged, and provide you with a tracking number. The confirmation will be emailed 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 Africa residents of South Africa 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 signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney - if representative 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. be lodged. E-mail: moiamendments@cipc.co.za The registered at a cost of R2000.00. In phase one a draft 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 prospectued 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 and resigning members 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 Africa 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 are 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 executor of the executor of the executor of the executor of the executor. A certified ID copy of the executor of the executor. 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 Africa residents a green bar-coded/ smart ID copy must be lodged. E-mail: manualck2@cipc.co.za The following supporting documents must be included: Certified identity copy of applicant CK2 form Certified ID copies of all members and resigning members and resigni and in the case of refugees or asylum seekers - a certified copy of the executor. A certified ID copy of the executor's letter issued by the Master of the High Court - the CK2 form must be signed by the executor. A certified ID copy of the executor's letter issued by the executor. member, all members should provide certified ID copies, including the person who will be lodged. E-mail: manualck2@cipc.co.za The following 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 Afric supporting documents must be included: Complete the CO-OP 2 form Certified copy of ID document of old and new directors. The Minutes of the meeting where the decision was taken to remove or add directors. The Minutes 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 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 Africa. For South Africa 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 accounting officer NB: Lodgement of a passport copy is only accepted as proof of identity for non-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 must be within with the minimum and maximum number of directors provided for in the constitution of the Co-operative Form CR3 - Contact details of Co-operative Form CR3 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 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 or Cooperative R125 Private company with customised MOI or Non-profit company; State owned company; Non-profit company without member and with customised MOI or Non-profit company; State owned company; State owned company; State owned company; State owned company without member and with customised MOI or Non-profit company; State owned company ABSA Account Type: Transmission Account 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 search from CIPC. 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 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 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 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 may be added at a later stage through a name amendment. 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"; Click on "Proposed Name"; Click on "Proposed Name"; 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"; Click on "Proposed Name"; Click on "Proposed Name"; Click on "Name Reservations"; Click on "Proposed Name"; Click on "Proposed Name"; Click on "Name Reservations"; Click on "Name Reservations"; Click on "Name Reservations"; Click on "Name Reservations"; Click on "Proposed Name"; Click on "Proposed Name"; Click on "Name Reservations"; Click on "Name Reservations" 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 reservation number. Click on either Back to Name Reservation sor 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. It is therefore the primary responsibility of the right holder to seek remedies in order to protect those 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, 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 elects to appoint an auditor, or is required to do so, and they are not appointed at incorporation, they must be 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 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 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, the individual may not be appointed again as the auditor or designated auditor, the individual has served as the auditor or designated auditor, the individual may not be appointed again as the auditor or designated audit 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 will elect the board of directors. The board of directors will elect the board of directors will elect the company's registered office. 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 contained in Category C. 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. operatives must comply with the prescribed principle of good governance. Before registering a 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 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 will do) The equipment, premises and other materials needed by the enterprise Where will the premises (co-operative will do) and agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objectives (exactly what the co-operative will do) agree on the following: The objective (exactly what the co-operative will do) agree on the following: The objective (exactly what the co-operative (exactly wha 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 eservices 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 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 Package used in conjunction with the open source arelle.org website has not been uploaded by the

CIPC but rather the community making contribution to that platform.