

CONTACT DETAILS, FORMS & SUPPORTING DOCUMENTS REQUIRED WHEN TRANSACTING WITH CIPC

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
GENERAL				
<i>To submit a request for corrections relating to company and close corporation documents in respect of data capture errors, duplications on certificates etc.</i>		Attach applicable document containing the error	corrections@cipc.co.za	
<i>Finance related queries (allocation of fees paid)</i>		Proof of payment – please include your customer code as reference	revenue@cipc.co.za	
<i>Disclosure of information</i>	MOO2		disclosure@cipc.co.za	

NAME RESERVATIONS				
Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Name reservations</i>	CoR9.1	- Certified identity copy of applicant - Letter from owner of company / close corporation / co-operative / trade mark (if associated name is used and if ticked yes at any of the options under item 1(2) or 2) - Certificate of Translation if name is in any other language than one of the official languages of South Africa	namereservationsandregistrations@ipc.co.za	Name Reservation R75 - manual R50 - electronic Extension of Name Reservation R50 – manual R30 - electronic
<i>Defensive name</i>	CoR10.1	Proof that applicant has a material interest in name	namereservationsandregistrations@ipc.co.za	Defensive Reservation R250 – manual R200 – electronic Extension of Defensive Name R50 – manual R30 - electronic
<i>Application to transfer a reserved or registered name</i>	CoR11.1	- Details of the transferor - Reserved name and reservation number as it appear on the CoR9.4 - Name and address of the transferee - Certified copies of identity documents standard for both transferor and transferee	namereservationsandregistrations@ipc.co.za	R75 electronically R100 manually

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
CLOSE CORPORATION AMENDMENTS				

Close corporation amendments	CK2 • CK2 - Change in principle business • Change in name • Change in membership detail and change in financial. CK2A • Change in address • Change in accounting officer	• Certified identity copy of applicant • Certified ID copies of all members and resigning members or certified passport copy for non-citizens of South Africa. • As per Notice 51 of 2024 please submit a proof of transfer of the member's interest in the CC, indicating the place and date of the transfer and must be signed by a witness. Please include the name and surname of the witness. 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. A certified ID copy of the executor of the estate must also be attached. If the document is not submitted by one of the members, attach a mandate or power of attorney from the members to submit on behalf of the CC. • Change in accounting officer - attach letter of consent from the accounting officer. • Certified ID copies of all members and resigning members or certified passport copy for non-citizens of South Africa.	E-mail the manual CK2 or CK2A forms and supporting documents to manualck2@cipc.co.za Eservices CK2 documents and supporting documents to eservicesck2@cipc.co.za.	CK2 – R30 for change in name, principal business or financial year end. CK2 for member amendment – free of change CK2A – free of charge
--	---	--	--	---

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
DEREGISTRATION AND RE-INSTATEMENTS FOR COMPANIES AND CLOSE CORPORATIONS				

<i>e-instatement</i>	Main form CoR40.5	(1) Certified ID copy of the applicant (director/member); (2) Certified ID copy of the customer filing the application; (3) Deed search (reflecting ownership of immovable property or not); (4) Letters from National Treasury and the Department of Public Works, indicating that such departments have no objection to the re-instatement, if it has immovable property; (5) Advertisement in a local newspaper giving 21 days notice of proposed application for re-instatement; (6) Affidavit indicating the reasons for the non filing of annual returns, if deregistration was due to non compliance in relation to annual returns; (7) Affidavit indicating the reason for the original request for deregistration, if the company or close corporation itself applied for deregistration; and (8) Sufficient documentary proof indicating that the company or close corporation was in business ? or that it had any outstanding assets or liabilities (e.g. property, intellectual property rights) at the time of deregistration.	Re-instatements@cipc.co.za	R200
----------------------	----------------------	--	--	------

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Deregistration</i>	An original letter head of either the company or close corporation or any other person applying for deregistration. The letter must contain the following information, • statement and sufficient documentary proof confirming that: (i) the company or close corporation is not carrying on business or is dormant, and (ii) has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated; • tax number (if available); • if the company or close corporation submits the request, the letter must be signed by each active director, member or the company or close corporation's duly authorised representative or otherwise by the person who is requesting the deregistration; and •	• sufficient documentary proof confirming that: (i) the company or close corporation is not carrying on business or is dormant, and (ii) has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated; • tax clearance certificate or any other written confirmation from the South African Revenue Services (SARS) that no tax liability is outstanding; and • a certified ID copy of any of the persons' signing the letter wherein deregistration is requested.	deregistrations@cipc.co.za	

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
REGISTRATION OF COMPANIES				
<i>Private company short form</i>	Main forms: (can also be done electronically) - CoR14.1 – Notice of incorporation - CoR15.1A – Memorandum of incorporation Secondary forms: - CoR14.1 Annexure A – Initial directors of company - CoR14.1 Annexure B – Alternative names for the company (if name to be reserved at incorporation) - CoR14.1 Annexure D – notice of company appointments (if auditor and/or company secretary is appointed)	- CoR9.4 (if applicable) - Confirmation notice of name reservation - Certified identity copy of applicant - Certified identity copy of all incorporators and directors - Power of attorney (if applicable) - If there is a trust or company/juristic person as an incorporator, the resolution, as well as the certified ID copy of the duly authorised representative must be attached	Electronically – email supporting documents for electronic registration to Eservicescoreg@cipc.co.za	R175 minus name reservation fee if name was reserved i.e. R125 if name was reserved electronically
<i>Profit company long form</i>	Main forms: - CoR14.1 and CoR15.1B Secondary forms - CoR14.1 Annexure A - CoR14.1 Annexure B (if name to be reserved at incorporation) - CoR14.1 Annexure C (if ring fencing) - CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed)	- CoR9.4 (if applicable) - Confirmation notice of name reservation - Certified identity copy of applicant - Certified identity copy of all incorporators and directors - Power of attorney (if applicable)	Email application form and supporting documents to companydocs@cipc.co.za	R475 minus name reservation fee if name was reserved i.e. R425 if name was reserved electronically R400 if name was reserved manually

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Non profit company without members short form</i>	Main forms - CoR14.1 and CoR15.1C Secondary forms - CoR14.1 Annexure A - CoR14.1 Annexure B (if name to be reserved at incorporation) - CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed)	- CoR9.4 (if applicable) - Confirmation notice of name reservation - Certified identity copy of applicant - Certified identity copy of all incorporators and directors - Power of attorney (if applicable)	Email application form and supporting documents to Eservicescoreg@cipc.co.za	R175 minus name reservation fee if name was reserved i.e. R125 if name was reserved electronically
<i>Non profit company without members long form</i>	Main forms - CoR14.1 and CoR15.1D Secondary forms - CoR14.1 Annexure A - CoR14.1 Annexure B (if name to be reserved at incorporation) - CoR14.1 Annexure C (if ring fencing) - CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed)	- CoR9.4 (if applicable) - Confirmation notice of name reservation - Certified identity copy of applicant - Certified identity copy of all incorporators and directors - Power of attorney (if applicable)	Email application form and supporting documents to Eservicescoreg@cipc.co.za	R475 minus name reservation fee if name was reserved i.e. R425 if name was reserved electronically

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Non profit company with members long form</i>	Main forms - CoR14.1 and CoR15.1E Secondary forms - CoR14.1 Annexure A - CoR14.1 Annexure B (if name to be reserved at incorporation) - CoR14.1 Annexure C (if ring fencing) - CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed)	- CoR9.4 (if applicable) - Certified identity copy of applicant - Certified identity copy of all incorporators and directors - Power of attorney (if applicable)	Email application form and supporting documents to companydocs@cipc.co.za	R475 minus name reservation fee if name was reserved i.e. R425 if name was reserved electronically R400 if name was reserved manually

Transfer of Foreign Company to the Republic	1. CoR 17.1	• A letter of law of the jurisdiction in which the company is registered permits such transfer • Memorandum Of Incorporation; Complete and signed (CoR 15.1 A or B or unique MOI) • Copy of the certificate of its current • registration issued by the jurisdiction in which it is registered at the time of the application, • Copy of recent annual financial statements, • Copy of the shareholder resolution approving the transfer of the registration to the Republic and • Affidavit	Email application form and supporting documents to companydocs@cipc.co.za	R400
--	-------------	---	---	-------------

Conversion of Close Corporation to a Company	1. CoR 18.1 (tracking number) (CM1,2,2A,2B,2C,2D,CK2.CK 2A) 2. Cor 39 for initial directors 3. CoR21.1 change in registered address 4. CoR 25 Change in financial year 5. CoR 44 Auditors appointment 6. CoR 44 Company secretary 7. CoR 44 Audit Committee member 8. Cor 9.4 Reserve name (if applicable)	• The Original written resolution or statement of consent, • Certified identity copy of applicant, • Certified identity copy of all incorporators and directors •	Email application form and supporting documents to companydocs@cipc.co.za	No fee payable until the 30 April 2014.
COMPANY CHANGES (CoR39 etc)				
Notice of Change in Registered Office	Main forms • CoR21.1	• Certified copy of ID of applicant	companychanges@cipc.co.za	R0
Notice of Location of Company Records	Main forms • CoR22	• Certified copy of ID of applicant	companychanges@cipc.co.za	R0
Notice of Person Authorised to Accept Service	Main forms CoR21.2	• Certified copy of ID of applicant	Cor21.2@cipc.co.za	R0
Notice of Change in Financial Year End	Main forms CoR25	• Certified copy of ID of applicant	companychanges@cipc.co.za	R100
Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees

Notice of Change of Directors	Main forms CoR39	<i>Customer must forward the supporting documents for the transaction to cm29admin4@cipc.co.za. CIPC will then verify the correctness of the supporting documents and release the transaction by forwarding a password.</i> • Certified copy of ID of applicant • Certified copies of ID of resigning, appointed and active directors • If electronic filing, a copy of CoR39 to must be filed with the other supporting documents for the electronic transaction to be unlocked. • Depending on the nature of change: ➢ Proof of disqualification or delinquency (Court order / sequestration) ➢ Proof of death (Appointment as Executor Letter / death certificate) ➢ Proof of incapacitation (Court order appointing a curator / sequestration) ➢ Proof of resignation (Letter of resignation) ➢ Proof of appointment (Letter of acceptance of appointment / minutes appointing director) ➢ Mandate for applicant to lodge notice on behalf of the company • Resolution or minutes of the meeting in terms of which director has resigned/appointed/removed/not re-appointed	ELECTRONICALLY (VIA WEBSITE) • Email supporting documents to CM29admin4@cipc.co.za • Email affidavits because of change of contact details to cor39emails@cipc.co.za MANUAL – Where COR39 Form is completed by hand/typed. Email to manualcor39@cipc.co.za Note: customers are advised and encouraged to file Cor39 director changes electronically, as the turnaround time for electronic applications is 5 days from the date of receipt of the supporting documents, and that of manual applications is 30 days from tracking the document	R0
Notice of Change to Company Secretary and Auditor	Main forms CoR44	• Certified copy of ID of applicant • Certified copies of ID audit committee members and committee members – if applicable	Cor44@cipc.co.za	R0

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
SPECIAL RESOLUTIONS AND COMPANY AMENDMENTS				
<i>Notice of Amendment of Memorandum of Incorporation (MOI)</i>	Main forms - CoR15.2 Secondary forms - CoR15.1 B, C, D, E or own MOI (if aligning MOI) - CoR15.2 Annexure A - if ring fencing	- 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 - Approved and valid CoR9.4 - if name change	moiamendments@cipc.co.za	R250 Name reservation R75/R50
<i>Notice of alteration of MOI and company rules</i>	Main forms CoR15.3	- Copy of proof of publication - Originally certified ID copy of signatory (active director/company secretary/representative) - Power of attorney – if representative - Originally certified ID copy of applicant - Copy of MOI or extract of MOI indicating corrections	moiamendments@cipc.co.za	R250
<i>Notice of Translation of MOI</i>	Main forms CoR15.4	- Copy of Translation - Translation Certificate - Originally certified ID copy of signatory (active director/company secretary/representative) - Power of attorney – if representative - Originally certified ID copy of applicant	moiamendments@cipc.co.za	R250
<i>Notice of Consolidation of MOI (CoR15.5)</i>	Main forms CoR15.5	- Sworn statement by director/attorney or notary republic - Originally certified ID copy of signatory (active director/company secretary/representative) - Power of attorney – if representative - Originally certified ID copy of applicant	moiamendments@cipc.co.za	R250

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
Voluntary Winding up for insolvent companies and cc's (Chapter 14 of the Companies Act, 1973)	Main form CM26	(Chapter 14 of the Companies Act, 1973) - CM25a or CM25 plus notice of the meeting - Original or 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 - Security - JM12 or consent to dispense with security – if winding up is by company - CM100 – Statement of Company Affairs - Originally certified ID copy of signatory on the CM 26 (active director/company secretary/representative) - Power of attorney – if representative	liquidations@cipc.co.za	R80+ R150 penalty if not lodged within a month after the meeting
Winding up by court order		Winding up by court order: - Letter head of person submitting court order indicating contact details of person submitting it and customer code - Copy of court order to commence winding up proceedings	liquidations@cipc.co.za	R0
Conversion of Par Value Shares to No Par Value Shares	Main forms - COR 15.2 - CoR31	- Original or certified copy of the written board resolution or minutes of the meeting at which the decision to convert was taken - Originally certified ID copy of signatory - Power of attorney – if representative - Originally certified ID copy of applicant - Board report in terms of Reg 31(7)	moiamendments@cipc.co.za	R250

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
BUSINESS RESCUE				
<i>Notice of beginning of Business Rescue proceedings</i>	Main forms CoR 123.1	- CoR123.1 (duly completed including customer code and signature) - Certified ID copy of the owner of the customer code - Sworn statement with reasons for resolution set out in detail - PI Score break down and total - Indication of primary business activities - Resolution by company / close corporation to start business rescue - Practitioner Nomination letter by company /close corporation - Acceptance letter from Practitioner	businessrescue@cipc.co.za	R0
<i>Notice of Termination of Business Rescue proceedings</i>	Main form CoR125.2	- CoR125.2 (duly completed including customer code and signature of practitioner) - Certified ID copy of the owner of the customer code	businessrescue@cipc.co.za	R0
<i>Notice of Substantial Implementation of Business Rescue Plan</i>	Main form CoR125.3	- CoR125.3 (duly completed including customer code and signature of practitioner) - Certified ID copy of the owner of the customer code	businessrescue@cipc.co.za	R0
<i>Notice of appointment of Business Rescue</i>	Main forms CoR123.2		businessrescue@cipc.co.za	R0

<i>Application for license as a Business Rescue Practitioner</i>	Main forms CoR126.1	- Resume of history and experience engaging business turnaround practice, if any. - A resume of relevant education, experience and professional affiliations.	businessrescue@cipc.co.za	R500
CONVERSIONS				
<i>Conversion from close corporation to private company</i>	Main forms - CoR18.1 Secondary Form: - CoR15.1A, B or own Memorandum of Incorporation (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 - CoR39 to appoint initial directors - Certified copy of ID of directors - 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 - CoR21.1 – if a change in registered office - CoR25 - if a change in financial year end - CoR44 - if a change in auditor or the appointment of an auditor - CoR44 - if a change in company secretary or the appointment of a company secretary - CoR44 - if a change in audit committee members or the appointment of an audit committee - CoR9.4 (reserved name) or CoR9.1 - if a change in name		R0.00 for the first 3 years - thereafter R175.00 or R475 depending on MOI CoR25 - if a change in financial year end – R100 CoR9.4 – name reservation R75.00 for manual reservation/R50.00 electronic name reservation
Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees

<i>Conversion from one type of company to another</i>	Main forms • CoR15.2 Secondary forms • CoR15.2 Annexure A if the MOI of the company is to contain any ring fencing provisions • CoR15.1, B, C, D, E or own MOI	Certified ID copy of directors • Certified ID copy of applicant • Original or certified copy of the written resolution or minutes of the meeting at which the decision to convert was taken • Relevant MOI for newly adopted company type	moiamendments@cipc.co.za	• R250
---	---	---	---------------------------------	---

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Conversion from company to co-operative</i>	Main forms - CR1 Secondary forms - CR4 or CR8 - Constitute in duplicate - CR5 or CoR9.4 if change of name with conversion	- Certified copy of applicant's identity document - Certified copy of members' identity document(s) Proof of (1 Written notice of at least 3 months that the proposal has been given to each creditor who has a claim exceeding R1000.00; - Any creditors who have demanded payment of any amount due to them have been paid in full; and (3) No creditor will be prejudiced by the conversion. - Copy of the resolution and explanation of the reasons for the conversion - Proof of the company registration - Two certified copies of the company memorandum and articles of association - A certified copy of the latest audited financial statements of the company - A schedule of the full names and addresses of the members, number of shares and class of shares held by each one in the company and the occupation of the members - A schedule of full names and addresses of the directors of the company - A schedule of particulars and extent of the interest of the company in any other company.	Coopsconversions@cipc.co.za	R125

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
Conversion from co-operative to company	Main form Same as for new incorporation	- Cover letter, requesting conversion to a company and cancellation of the registration of the co-operative. - A copy of the proposal by the board of directors at a general meeting of members to convert to a company and the detailed reasons for the proposed conversion. This proposal must have been approved by special resolution of members. - A copy of the notice of the general meeting. A declaration by the board of directors stating - that the application to convert complies with the provisions of the Co-operatives Act, 2005 and - that the interests of creditors will be protected in accordance with section 64 of the Co-operatives Act, 2005. Proof of - Written notice of at least 3 months that the proposal has been given to each creditor who has a claim exceeding R1000.00; and - Any creditors who have demanded payment of any amount due to them, have been paid in full; and - No creditor will be prejudiced by the conversion. - Approval letter from the Registrar of Co-Operatives	Coopsconversions@cipc.co.za	R125.00 Name reservation –R50 Electronically (new eservices)

List of forms and purpose of company and close corporation forms

FORM	PURPOSE OF FORM
CoR 9.1	Application to reserve a company name
CoR 9.2	Application for extension of name reservation
CoR 10.1	Application for Defensive Name Registration
CoR 10.2	Application for Renewal of Defensive Name Registration
CoR 11.1	Application to Transfer Reserved or Registered Name
CoR 14.1	Notice of Incorporation (Must have Memorandum of Incorporation attached)
Cor14.1 App A	Notice of Incorporation – initial directors of the company
Cor14.1 App B	Notice of Incorporation – alternative names for the company
Cor14.1 App C	Notice of Incorporation – notice of ring fencing provisions
Cor14.1 App D	Notice of Incorporation – notice of company appointments
Cor14.1 App E	Notice of Incorporation
CoR 15.1	Standard Form of Memorandum of Incorporation (May be in any form A, B, C, D or E)
Cor15.1A	Short standard form for private companies
CoR15.1B	Long standard form for profit companies
CoR15.1C	Short standard form non profit companies without members
CoR15.1D	Long standard form non profit companies without members
CoR15.1E	Long standard form non profit companies with members
CoR 15.2	Notice of Amendment to the Memorandum of Incorporation (Draft of proposed amendment may be lodged for vetting purposes)
CoR 15.3	Notice of Alteration of Memorandum of Incorporation (purpose of correcting mistakes such as errors, etc)
CoR 15.4	Notice of Translation of Memorandum of Incorporation (into another SA official language)
CoR 15.5	Notice of Consolidated revision of Memorandum of Incorporation (3 or more amendments have been made)
CoR 16.1	Notice of adoption, alteration or repeal of Company Rules
CoR 16.2	Notice of result of rule ratification vote
CoR 17.1	Application by foreign company to transfer registration to the Republic of South Africa
FORM	PURPOSE OF FORM
CoR 18.1	Notice of Conversion of a Close Corporation to a Company (relevant Memorandum of Incorporation to be attached)

CoR 20.1	Notice of Registration of External Company
CoR 21	Notice of Change of registered office
CoR 25	Notice of Change of financial year end
CoR 39	Notice of Change concerning a director
CoR 40.1	Notice of Resolution to Wind up solvent company
CoR 40.2	Notice of Transfer of company jurisdiction to a foreign country
CoR 40.5	Application for re-instatement of de-registered company
CoR 46.3	Application to Commission to exclude categories of persons from rights offers
CoR 46.4	Application to Commission to register prospectus (draft can be filed prior to CoR 46.4)
CoR 46.6	Application to permit information to be excluded from prospectus
CoR 89	Notice of Amalgamation or Merger
CoR 123.1	Notice of Business Rescue Proceedings to start
CoR 123.2	Notice of appointment of Business Rescue Practitioner
CoR 126.1	Application for license as a Business Rescue Practitioner
CoR 134.1	Application to Commission to be accredited ADR provider
CK2	Registration of an amended founding statement
CK2A	Amendment regarding Accounting Officer and addresses
CK2/CK2A Control Sheet	Use this Control sheet to verify that ALL information is correctly submitted with your CK2(A) forms.
CK5	Court order for alteration of founding statement
CoR 9.1	Application for name/translated/shortened (only for existing CC's)
CoR 40.1	Notice of resolution to wind up solvent CC
CoR 40.5	Application for re-instatement of deregistered CC