

Please complete the relevant sections below for your CIPC request. Fields marked with an asterisk (*) are required for all new company registrations.

TYPE OF REQUEST

New Company Registration	Company Amendment
Annual Return Filing	Company Deregistration
Company Re-instatement	Beneficial Ownership Update

COMPANY DETAILS

Proposed Name (Option 1) *	Proposed Name (Option 2)		
Proposed Name (Option 3)	Existing Registration No.		
Company Type:	(Pty) Ltd	NPC	Converting from Sole Prop
	Other		
Nature of Business / Main Activity *			
Financial Year End	CIPC Customer Code (if any)		
Registered Address *			
Postal Address (if different)			

DIRECTORS / MEMBERS

Full Name	ID Number	% Share	Cell Number

BENEFICIAL OWNERS (IF DIFFERENT FROM DIRECTORS ABOVE)

Full Name	ID Number	% Ownership	Cell Number

SUPPORTING DOCUMENTS REQUIRED

- Certified copy of ID (all directors / members)
- Proof of residential address - not older than 3 months (all directors / members)
- Proof of registered business address
- Previous CIPC disclosure certificate / annual return (if amending an existing company)
- Signed shareholders' resolution (if applicable)

HOW TO SUBMIT YOUR DOCUMENTS

Please upload your documents through our Client Portal, or as advised by your consultant.