

E-mail addresses for submitting documents to CIPC

Important Note: Ensure that the correct email address for submitting applications are used. Documents submitted to incorrect email addresses will not be processed.

Court documents and court orders

• Court documents and court orders	corporatelegalservices@cipc.co.za
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Name reservation

• Associated Name reservations and defensive name reservations	namereservationsandregistrations@cipc.co.za
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Company registration

• Manual new company applications – Completing the long standard form for profit and not for profit companies and external companies	companydocs@cipc.co.za
• Notice of Merger and Amalgamation	CoR89@cipc.co.za

Changes/amendments to your company

• Notice of Amendment to the Memorandum of Incorporation / Special Resolutions	moiamendments@cipc.co.za
• Company changes - notice of location of company record	companychanges@cipc.co.za
• Notice of person authorised to accept service	CoR21.2@cipc.co.za



• Company changes - notice of change of auditor and company secretary (appointments, resignations)	CoR44@cipc.co.za
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Changing the status of your company or close corporation

• Company and close corporation deregistrations	deregistrations@cipc.co.za
• Company and close corporation reinstatements	re-instatements@cipc.co.za
• Company and close corporation liquidations	liquidations@cipc.co.za
• Application to transfer registration of foreign company	companydocs@cipc.co.za

Conversions

• Close corporation to company conversions	companydocs@cipc.co.za
• Conversion from co-operative to company	companydocs@cipc.co.za
• Conversion from one type of company to another	moiamendments@cipc.co.za

Business Rescue

• Notice to start Business Rescue Proceedings	businessrescue@cipc.co.za
• Appointment of a Business Rescue Practitioner	businessrescue@cipc.co.za
• Response to filing of Business Rescue Status Report; Business Rescue Terminations and Business Rescue Substantial Implementation	businessrescue@cipc.co.za



Corporate Compliance and Enforcements

• CoR135.1 complaints – acknowledge receipts of complaints	CoR135.1complaints@cipc.co.za
• Request for investigation	CoR135.1complaints@cipc.co.za
• Reportable Irregularities arising from Independent Review of financial statements.	independentreview@cipc.co.za
• Filing financial or reviewed financial statements	financialstatements@cipc.co.za
• Prospectus	prospectus@cipc.co.za
• Advisory opinions	education@cipc.co.za
• Confidentiality Applications in terms of section 202 of the Companies Act	212applications@cipc.co.za

Close corporation (CC)

• Changes in CC membership - eServices	eservicesck2@cipc.co.za
• Changes in CC membership - form completed manually	manualck2@cipc.co.za
• Letters for Accounting Officer (consent, resignation)	manualck2@cipc.co.za
• CC change in address	manualck2@cipc.co.za
• CC manual financial year end changes	manualck2@cipc.co.za
• CC change in principal business	manualck2@cipc.co.za

Co-operatives

• Co-operative Disclosure/Copies	disclosure@cipc.co.za
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Companies and Intellectual
Property Commission

a member of the **dtic** group

• Amendment to constitution of a co-operative	Co-op6@cipc.co.za
• Changes business addresses & appointments / resignation of auditor	Co-op3an4@cipc.co.za
• Conversions	Coopsconversions@cipc.co.za
• Amalgamations/Divisions	Coopsconversions@cipc.co.za
• Financial Statements	Coopsfinancials@cipc.co.za
• Updating Contacts	Coopscontact@cipc.co.za
• Compliance Annual Returns	ARCoops@cipc.co.za
• Enquiries	CEMS-Customer enquiries management system