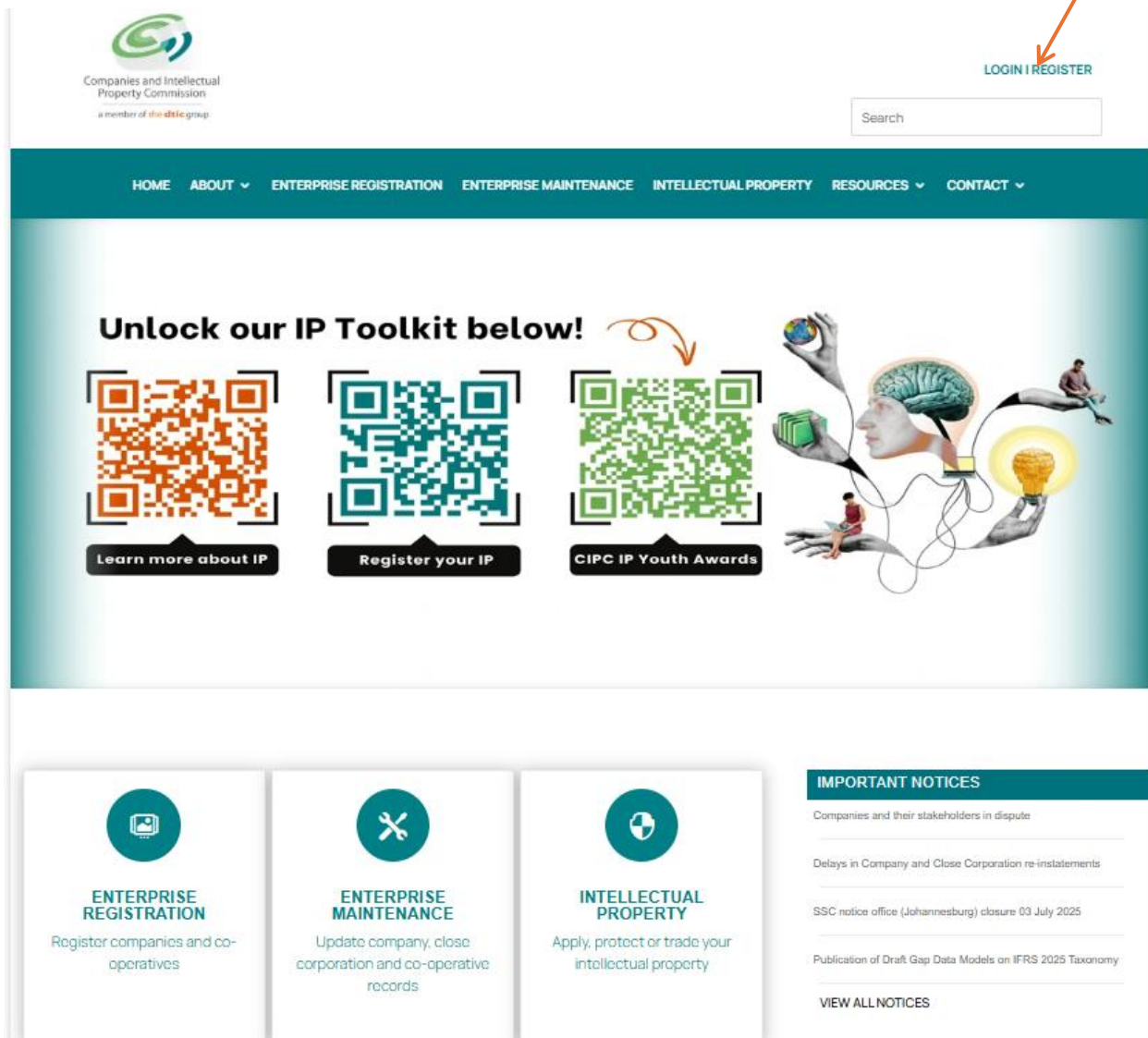


Step-by-Step Guide: Close Corporation membership changes (CK2)

To use this step-by-step guide, you should have registered a customer code.

- Consult the step-by-step guide for Customer Registration for assistance in registering a customer code.

1. Visit the CIPC website www.cipc.co.za and click on **LOGIN|REGISTER**.



The screenshot shows the CIPC website homepage. At the top left is the CIPC logo with the text "Companies and Intellectual Property Commission" and "a member of the sdtc group". At the top right is a "LOGIN | REGISTER" link, which is highlighted by an orange arrow. Below the logo is a search bar. A teal navigation bar contains links: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. The main content area features a banner titled "Unlock our IP Toolkit below!" with three QR codes: "Learn more about IP" (orange), "Register your IP" (teal), and "CIPC IP Youth Awards" (green). To the right of the QR codes is an illustration of a human head with various icons (globe, brain, lightbulb, etc.) connected to it. Below the banner are three white boxes with teal icons and text: "ENTERPRISE REGISTRATION" (Register companies and co-operatives), "ENTERPRISE MAINTENANCE" (Update company, close corporation and co-operative records), and "INTELLECTUAL PROPERTY" (Apply, protect or trade your intellectual property). On the right side, there is a "IMPORTANT NOTICES" section with a list of notices and a "VIEW ALL NOTICES" link.

Companies and Intellectual Property Commission
a member of the sdtc group

LOGIN | REGISTER

Search

HOME ABOUT ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES CONTACT

Unlock our IP Toolkit below!

Learn more about IP

Register your IP

CIPC IP Youth Awards

ENTERPRISE REGISTRATION
Register companies and co-operatives

ENTERPRISE MAINTENANCE
Update company, close corporation and co-operative records

INTELLECTUAL PROPERTY
Apply, protect or trade your intellectual property

IMPORTANT NOTICES

Companies and their stakeholders in dispute

Delays in Company and Close Corporation re-instatements

SSC notice office (Johannesburg) closure 03 July 2025

Publication of Draft Gap Data Models on IFRS 2025 Taxonomy

[VIEW ALL NOTICES](#)

2. Select the option for **E-services**.



Companies and Intellectual
Property Commission
a member of the **dtic** group

LOGIN | REGISTER

Search

HOME ABOUT ▾ ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES ▾ CONTACT ▾

PORTALS LOGINS





BIZPORTAL
[view services](#)
CONTINUE...



IP E-SERVICES
[view services](#)
CONTINUE...



E-SERVICES
[view services](#)
CONTINUE...



NEW E-SERVICES
[view services](#)
CONTINUE...



ENQUIRIES
[view services](#)
CONTINUE...



LEARN-I-BIZ
[view services](#)
CONTINUE...

Related links

[Register as a customer](#)

[Banking details](#)

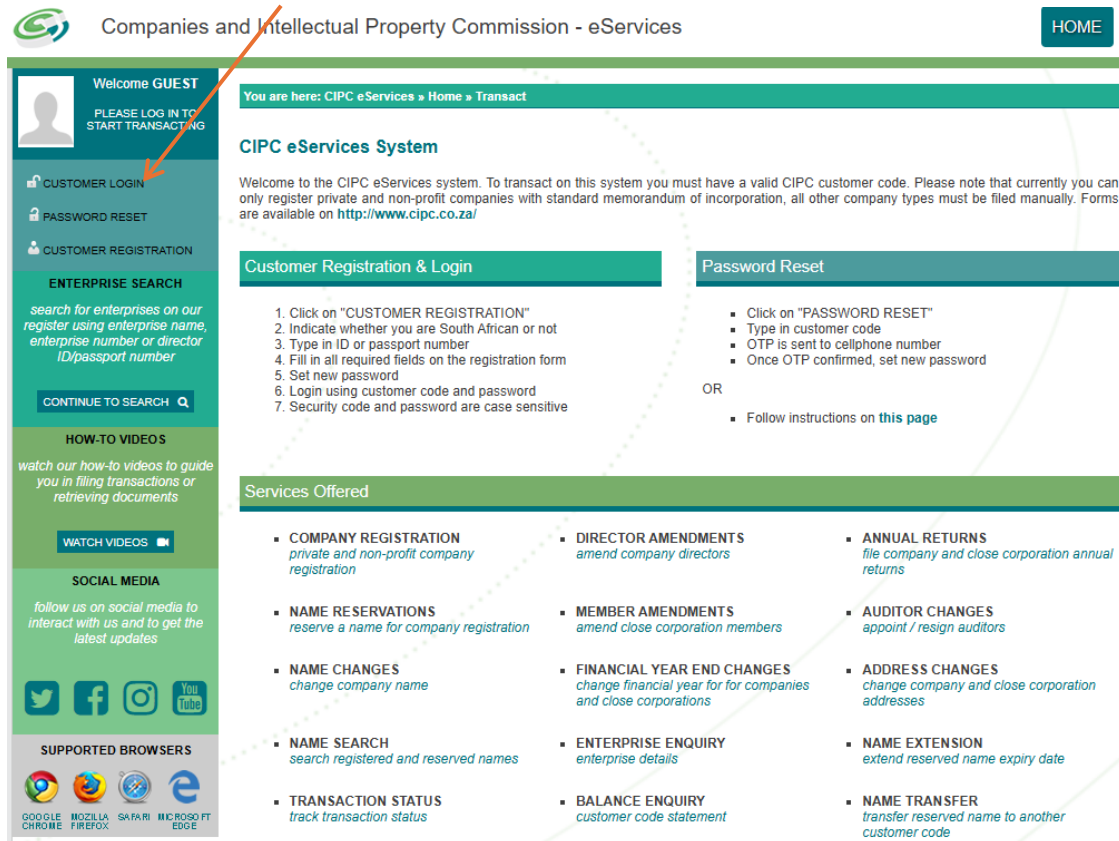
[Password Reset](#)

[Register company online](#)

[Log a query](#)

[Register trade mark, design or patent online](#)

3. Click on **Customer Login**.



Companies and Intellectual Property Commission - eServices [HOME](#)

Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

CUSTOMER LOGIN

PASSWORD RESET

CUSTOMER REGISTRATION

ENTERPRISE SEARCH
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number
[CONTINUE TO SEARCH](#)

HOW-TO VIDEOS
watch our how-to videos to guide you in filing transactions or retrieving documents
[WATCH VIDEOS](#)

SOCIAL MEDIA
follow us on social media to interact with us and to get the latest updates
[Twitter](#) [Facebook](#) [Instagram](#) [YouTube](#)

SUPPORTED BROWSERS
[GOOGLE CHROME](#) [MOZILLA FIREFOX](#) [SAFARI](#) [MICROSOFT EDGE](#)

You are here: CIPC eServices » Home » Transact

CIPC eServices System

Welcome to the CIPC eServices system. To transact on this system you must have a valid CIPC customer code. Please note that currently you can only register private and non-profit companies with standard memorandum of incorporation, all other company types must be filed manually. Forms are available on <http://www.cipc.co.za/>

Customer Registration & Login

1. Click on "CUSTOMER REGISTRATION"
2. Indicate whether you are South African or not
3. Type in ID or passport number
4. Fill in all required fields on the registration form
5. Set new password
6. Login using customer code and password
7. Security code and password are case sensitive

Password Reset

- Click on "PASSWORD RESET"
- Type in customer code
- OTP is sent to cellphone number
- Once OTP confirmed, set new password

OR

- Follow instructions on [this page](#)

Services Offered

- COMPANY REGISTRATION**
private and non-profit company registration
- NAME RESERVATIONS**
reserve a name for company registration
- NAME CHANGES**
change company name
- NAME SEARCH**
search registered and reserved names
- TRANSACTION STATUS**
track transaction status
- DIRECTOR AMENDMENTS**
amend company directors
- MEMBER AMENDMENTS**
amend close corporation members
- FINANCIAL YEAR END CHANGES**
change financial year for companies and close corporations
- ENTERPRISE ENQUIRY**
enterprise details
- BALANCE ENQUIRY**
customer code statement
- ANNUAL RETURNS**
file company and close corporation annual returns
- AUDITOR CHANGES**
appoint / resign auditors
- ADDRESS CHANGES**
change company and close corporation addresses
- NAME EXTENSION**
extend reserved name expiry date
- NAME TRANSFER**
transfer reserved name to another customer code

2. Login as a customer

Complete the required fields and click on Login.

- Customer Code
- Customer Password (case sensitive)
- Security code (case sensitive)
- Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions
- Click on Login

Select **Forgot Password** if you require your customer password to be resend to you.

The screenshot shows the CIPC eServices Login page. On the left is a sidebar with links for Customer Login, Password Reset, and Customer Registration, along with Enterprise Search, How-to Videos, Social Media, and Supported Browsers. The main content area is titled 'Login to CIPC eServices'. It contains three input fields: 'Customer Code', 'Customer Password (case sensitive)', and 'Enter security code displayed above. (case sensitive)'. A security code 'CPFSjE' is shown in a blue box. Below the password field is a checkbox for 'Tick to accept the CIPC Terms & Conditions'. At the bottom are 'LOGIN' and 'FORGOT PASSWORD' buttons. Annotations include orange arrows pointing to each input field, the 'LOGIN' button, and the terms and conditions checkbox, and a green circle around the checkbox. A green dotted line traces a path from the top right to the bottom left. Text on the right explains the login process and provides a password reset procedure.

Companies and Intellectual Property Commission - eServices

HOME

Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code *

Customer Password (case sensitive) *

CPFSjE

Enter security code displayed above. (case sensitive) *

☐ Tick to accept the CIPC Terms & Conditions

LOGIN FORGOT PASSWORD

Before you login make sure you have a valid email address, you will not be able to transact if you don't have one. You can register for a free email address at GMail.

RESET PASSWORD

- To reset your password, visit the website <https://www.bizportal.gov.za>
- Click on Login on top of the page, and then on Reset Password.
- Type your ID number and click on Continue.
- An OTP will be sent to your email and cell number. Provide the OTP and reset your password.

Kindly note that the same password is used to log into E-services, New E-services and BizPortal.

If you experience challenges with login in to the CIPC system or your cell phone number is incorrect, follow the following manual process:

- Please click here or use the link <https://enquiries.cipc.co.za>
- Click on Password reset.
- Complete the required fields, and attach certified ID copy (not older than three months).

Foreign nationals must follow the manual password reset process above, but provide a certified passport copy instead of ID copy.

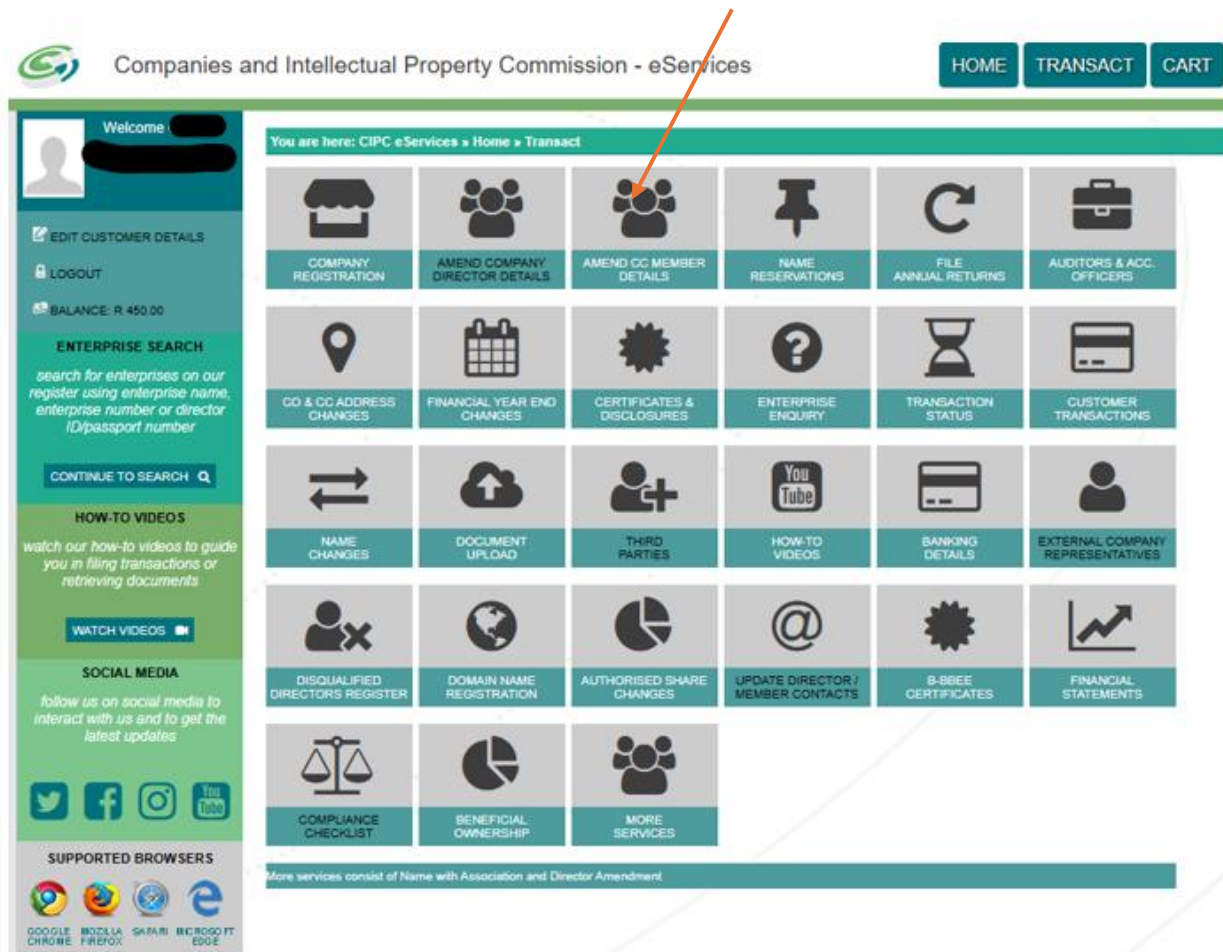
3. Click on **Transact**.

The screenshot displays the CIPC eServices homepage. At the top, the header includes the CIPC logo, the text "Companies and Intellectual Property Commission - eServices", and navigation buttons for "HOME", "TRANSACTION", and "CART". An orange arrow points to the "TRANSACTION" button.

The main content area is divided into several sections:

- Left Sidebar:**
 - Welcome [User Name]**: Includes a user profile icon and a "Logout" button.
 - EDIT CUSTOMER DETAILS**: A button to update user information.
 - BALANCE: R 450.00**: Displays the user's account balance.
 - ENTERPRISE SEARCH**: A section for searching enterprises, with a "CONTINUE TO SEARCH" button.
 - HOW-TO VIDEOS**: A section for watching instructional videos, with a "WATCH VIDEOS" button.
 - SOCIAL MEDIA**: A section for following CIPC on social media, with icons for Twitter, Facebook, Instagram, and YouTube.
 - SUPPORTED BROWSERS**: A section showing logos for Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge.
- Main Content Area:**
 - You are here: CIPC eServices » Home**: A breadcrumb trail.
 - CIPC ENTITY SEARCH**: A search bar with a dropdown menu for "Search by" and a search button.
 - ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION**: A warning message.
 - CURRENT PROCESSING DATES**: A section for processing dates.
 - LATEST eSERVICES UPDATES**: A section for service updates.
 - CONTACT DETAILS**: A section for contact information, including "Cellphone Number" and "Email Address", with an "UPDATE" button.
 - PERSONAL DETAILS [SA CITIZENS ONLY]**: A section for personal details, including "Surname", "Name(s)", "ID Number", and "Disqualification Status". A warning message states: "*** DISQUALIFIED ID NUMBERS CANNOT BE APPOINTED AS DIRECTORS IN ANY COMPANY".

4. Choose the option for **Amend CC Member Details**.



5. Enter the relevant CC number and click on **Validate**.



6. The Enterprise Details and Current Member's details will be displayed. Enter the First Listed Member's ID Number and tick the circle to confirm that the details as listed belong to the Close Corporation that you want to change the members for and click on **Continue**. Tick to confirm that the details above belong to the close corporation you want to change members for.

Enterprise Details

Enterprise Number	1989 / 007328 / 23
Enterprise Name	DALROSSO ONDERNEMINGS
Enterprise Type	Close Corporation
Enterprise Status	In Business
Compliance Notice Status	NONE
Registration Date	1989-02-28

Current Members

ID / Passport Number	Name(s)	Surname	Type	Status
710127 XXXX 08 X	LEBRUN LOUIS	ROSSOUW	Member	Active

First Listed Member's ID Number

☐ Tick to confirm that the details above belong to the close corporation you want to change members for

CONTINUE →

7. The next screen will indicate the current members. Indicate if you want to **Add New Member**, or if there are no new members.

You are here: CIPC eServices » CC Member Amendments » New Members

CC Member Amendments: Current Members

ID / Passport Number	Name(s)	Surname	Type	Status
[REDACTED]	LEBRUN LOUIS	ROSSOUW	Member	Active

Are you adding any new members to the close corporation? If yes, click on "Add New Member", otherwise click on "No New Members"

Member Amendments: New CC Members

ID / Passport Number	Name(s)	Surname
You haven't added any new directors		

ADD NEW MEMBER + **NO NEW MEMBERS** -

8. Complete the required fields relating to the new Member and click on **Save**. If the date of appointment or date of birth of the member is omitted, please log an enquiry on <https://enquiries.cipc.co.za/> for the date of appointment and/or date of birth to be added.

New Member Details

Director Type

Member

Surname

Name(s)

Country of Origin

Select Country

ID Number

Member Status

Active

Appointment Date

Date of Birth

Cellphone Number

Email Address

Physical Address

Select province

Tick to copy your
Physical Address to the
Postal Address fields

Postal Address

Select province

SAVE

CANCEL

9. The ID Number, Name and Surname of the member that you added will be displayed. If you would like to add another member, click on **Add Another New Member**. Once all the new members have been added, click on **Continue**.

You are here: CIPC eServices » CC Member Amendments » New Members

CC Member Amendments: Current Members

ID / Passport Number	Name(s)	Surname	Type	Status
[REDACTED]	LEBRUN LOUIS	ROSSOUW	Member	Active

Are you adding any new members to the close corporation? If yes, click on "Add New Member", otherwise click on "No New Members"

Member Amendments: New CC Members

ID / Passport Number	Name(s)	Surname
[REDACTED]	THINAMAANO	NEMAULUMA

[ADD ANOTHER NEW MEMBER](#)  [CONTINUE](#) 

10. Click on **Edit** to confirm the details of the members. Please note that the members cannot share email addresses and cell phone numbers.

You are here: CIPC eServices » CC Director Amendments » Changes to Current Members

CC Member Amendments: Changes to Current Members

Please edit and save all current members to confirm that CIPC has the latest contact details. Please note that members cannot share email addresses and cellphone numbers.

ID / Passport Number	Name(s)	Surname	Type	Status	Not Disqualified	Edited	Edit
[REDACTED]	LEBRUN LOUIS	ROSSOUW	Member	Active			

[CONTINUE](#) 

11. Confirm the current member's details and edit if necessary. Click on **Save**.

Member details

Director Type

Member

Surname

ROSSOUW

Name(s)

LEBRUN LOUIS

Country of Origin

South Africa

ID Number

Director Status

Active

Appointment Date

2021-09-20

Date of Birth

1961-09-22

Cellphone Number

Email Address

HDELPOR

Physical Address

2 HOWICK ROAD

PAULSHOF

SANDTON

GAUTENG

2056

Tick to copy your Physical Address to the Postal Address fields

Postal Address

2 HOWICK ROAD

PAULSHOF

SANDTON

GAUTENG

2056

SAVE

12. The following screen will be displayed. The details of all the members must be edited. If there is no change to be made, please scroll the bottom of the page and save. When the details of all members have been edited, a green tick mark will reflect next to the name of each member, in the column for “Edited”. Click on **Continue**.

CC Member Amendments: Changes to Current Members

Please edit and save all current members to confirm that CIPC has the latest contact details. Please note that members cannot share email addresses and cellphone numbers.

ID / Passport Number	Name(s)	Surname	Type	Status	Not Disqualified	Edited	Edit
[REDACTED]	LEBRUN LOUIS	ROSSOUW	Member	Active	✓	✓	

CONTINUE 

13. The members’ interest and contribution of each member must be completed. The members’ interest must add up to 100%. Once completed, click on **Lodge**.

You are here: CIPC » Services » CC Member Amendments » Confirmation of Changes

Confirmation of Changes

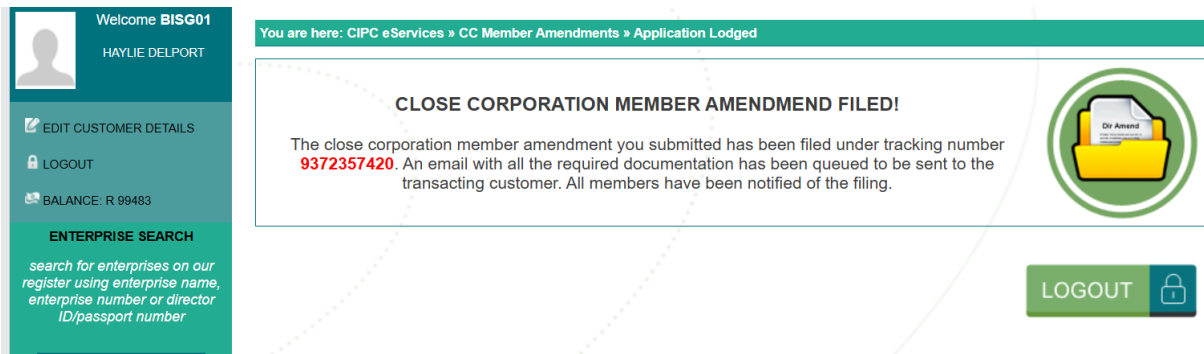
ID / Passport Number	Surname	Name(s)	Type	Status	Email	Cellphone	View / Edit	Percentage & Contribution
[REDACTED]	NEMAULUMA	THINAMAANO	M	A	THINAMAAN	[REDACTED]		50 50
[REDACTED]	ROSSOUW	LEBRUN LOUIS	M	A	HDELPO	[REDACTED]		50 50

Member Status: A - Active | B - Deceased | C - Resigned | D - Disqualified | F - Remove | G - Retired
Member Type: M - Member

LODGE

Contribution in Rands. Use comma for decimals

14. The tracking number of the transaction will be displayed. An email and SMS notification will be sent to the logged in customer.



15. A separate email will be sent to the logged in customer, indicating the requirements for submitting supporting documents.
16. If you did not receive the document which must be signed by all members, it can be requested again on the CIPC website. On E-services, sign in with your customer code and password and click on **Disclosures/certificates** and then on **Re-print CC amendment documents**.

Important note: Ensure that the email address on your customer code profile is correct, as the documents are sent to the email address on the customer code.

17. All members are required to sign the CK2 document that was emailed to the customer. Send an email with the signed document, as well as all supporting documents to eServicesCK2@cipc.co.za.
18. The supporting documents required for member changes are:
- Certified ID copies of all members on the CK2 or certified copies of passports of members that are not SA citizens. Kindly ensure that all certified ID copies comply with our [Practice note 2 of 2022](#).
 - As per [Notice 51 of 2024](#) please submit 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 CC there are members that hold member's interest and not directors or shareholders. The members of the CC are not appointed and do not resign as in the case of a company's directors. Kindly use the correct wording.

19. In the case of a deceased member, the Letter of Executorship issued by the Master of the High Court must be attached. The CK2 document must be signed by the executor and a certified ID copy of the executor of the estate must also be attached. The executor must also sign the proof of transfer. If there are multiple executors, please also submit a power of attorney to give one of the executors the power of attorney to sign the CK2 on their behalf.
20. It is required that all members sign the CK2. Should one of the members not be available to sign the CK2 or refuses to sign the CK2, the CC will have to get a court order to make changes.
21. "Remove" can only be used as the status of a member if a court order is available for the removal of the member.
22. When the CK2 and supporting documents are submitted via email, it is compulsory that the tracking number of the application is listed first in the subject heading of the email as tracking number is necessary for the automated processing of the email. Emails with an incorrect or no tracking number in the subject will be automatically rejected.
23. The documents can also be uploaded on E-services using the option for "Document Upload".
24. Once the CK2 and supporting documents have been received, the document will be processed. For guidance on the service delivery standards for close corporation amendments consult the CIPC website under About / Service Turnaround Time.
25. Once processed, a certificate will be emailed to the owner of the customer code.
26. If the document is queried, a query letter will be dispatched indicating the reasons for rejection. The system cannot accept the same tracking number. The changes will have to be captured again on our website to get a new tracking number for submission.
27. If you did not receive feedback via email, and the Service Turnaround Times have lapsed, please send submit an enquiry on <https://enquiries.cipc.co.za/>.