

# STEP BY STEP GUIDE: HOW TO CHANGE THE NAME OF A COMPANY VIA E-SERVICES

Kindly ensure that you use one of the following browsers when transacting via CIPC e-Services, namely:

- Google Chrome
- Mozilla Firefox 20+
- Safari 6+
- Microsoft Edge

\*Please note that Internet Explorer is not supported.

In order to use this step by step guide, you should have registered a customer code and adequate credit in your customer code (if name change is from one company name to another. Name change from company registration number to a name is free of charge.)

- To be able to change the name, the first step will be to reserve the new name for your company.
- Consult the step by step guide on Name Reservation for assistance in reserving a name.
- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

## PROCESS FOR AUTOMATED NAME CHANGE

Step 1: Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za), and click on **On-line transacting and then on E-Services.**

The screenshot shows the CIPC website homepage. At the top, there is a dark green navigation bar with links for Home, About, Legislation, Publications, Contact Us, Search CIPC, On-line transacting (highlighted with a red arrow), and Business Hub. Below the navigation bar is the CIPC logo and the text 'Companies and Intellectual Property Commission'. The main content area is divided into four columns, each with a representative image and a list of services:

- Register your Business** (Image: A person using a hand saw to cut wood):
  - Register as a Customer
  - Register a Company
  - Register a Co-operative
  - Other useful info
  - Help for your business
- Maintain your Business** (Image: A woman talking on a mobile phone):
  - File Annual Returns
  - Information on Annual Returns
  - Change Directors of companies
  - Change members of CC
  - Name changes
  - Business Rescue
  - Re-instatements
  - Close Corporations
  - Co-operatives
  - Other
- Protect your IP** (Image: A colorful beaded sculpture):
  - Trade Marks
  - Patents
  - Designs
  - Copyright
  - Intellectual Property Enforcement
- Business & IP Search** (Image: A woman looking at a tablet):
  - Name / Enterprise Search
  - Copies of business documents
  - Download certificates
  - Request perusal of files
  - Electronic Data Sales
  - Perusal of company and CC files
  - IP E-Services

Step 2: Click on **Login**.

Companies and Intellectual Property Commission - eServices

Welcome GUEST  
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Home » Transact

### CIPC eServices System

Welcome to the CIPC eServices System. To transact on this portal you must have a valid CIPC customer code. Please note that currently you can only register a private company with a standard memorandum of incorporation, all other company types must be filed manually. Forms are available on [www.cipc.co.za](http://www.cipc.co.za)

#### CUSTOMER REGISTRATION & LOGIN

- Click on "Customer Registration"
- Indicate whether you are South African or not
- Type in ID or passport number
- South Africans are verified with Home Affairs
  - Fill in required details
- Choose password and answer security question
- Login using customer code and password
- Security code and password are case sensitive

#### PASSWORD RESET

**OPTION 1**

- Click on "Password Reset"
- Answer security question
- New password will be sent via email

**OPTION 2**

- Email [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za), with
- Certified ID or passport copy
- Customer code
- Current email address
- Current cellphone number

#### SERVICES OFFERED

- Private company registration
- Company director amendments
- CC member amendments
- Annual returns
- Name reservations
- Auditor changes
- B-BBEE certificates

Address changes -  
Financial year end changes -  
Enterprise enquiries -  
Transaction status enquiries -  
Customer transactions -  
Balance enquiries -  
Enterprise certificates -

Use Google Chrome or Mozilla Firefox -  
DHA data is updated once a month -  
Make sure your contact details are updated -  
Queries must be logged on QRS, do not email -

**PLEASE NOTE**

**LOGIN**

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Step 2: Click on **Login**.

Companies and Intellectual Property Commission - eServices

Welcome GUEST  
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

### Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

**gqy!ws**  
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.

If you're experiencing problems resetting your password then send an e-mail to [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za), with the following:

- Certified identity copy not older than 3 months
- Letter (signed by customer) requesting the password reset
- Updated e-mail address and cellphone number

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Step 3: Click on **Transact** on the CIPC E-Services home page.

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Home

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
B1997029424	EDEN SECURITY SERVICES	IN BUSINESS	CLOSE CORPORATION	NO	
B1999006894	FULLIMPOT 1182	IN BUSINESS	CLOSE CORPORATION	NO	
B1999054519	CAPE GATE THERAPY CENTRE	IN BUSINESS	CLOSE CORPORATION	NO	
B2007124189	MOHLOLO PROPERTY INVESTMENTS	IN BUSINESS	CLOSE CORPORATION	NO	
B2009094276	NKANYAMBA QM LOGISTICS	DEREGISTRATION PROCESS	CLOSE CORPORATION	NO	
K2013053636	N'WAGEZANI LUBRICANTS	IN BUSINESS	PRIVATE COMPANY	YES	
K2013202507	INTRAC TRADING	IN BUSINESS	PRIVATE COMPANY	NO	
K2018082766	PIETIESTEST	IN BUSINESS	PRIVATE COMPANY	YES	
K2018082767	TESTIES	IN BUSINESS	PRIVATE COMPANY	YES	
K2018082769	MYCOMPANY	IN BUSINESS	PRIVATE COMPANY	YES	

CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	2018-05-15	2018-05-15 10:00:00 AM
NEW COMPANY REGISTRATION [MANUAL]	2018-05-15	2018-05-15 10:00:00 AM
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	2018-05-15	2018-05-15 10:00:00 AM
DIRECTOR AMENDMENTS [eSERVICES]	2018-05-15	2018-05-15 10:00:00 AM
DIRECTOR AMENDMENTS [MANUAL]	2018-05-15	2018-05-15 10:00:00 AM
MEMBER AMENDMENTS [eSERVICES]	2018-05-15	2018-05-15 10:00:00 AM
MEMBER AMENDMENTS [MANUAL]	2018-05-15	2018-05-15 10:00:00 AM
NAME CHANGES [MANUAL]	2018-06-24	2018-07-14 12:28:42 PM

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Step 4: Click on **Name Change**.

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HOME TRANSACTION

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Home » Transact

COMPANY REGISTRATION	AMEND COMPANY DIRECTOR DETAILS	AMEND CC MEMBER DETAILS	NAME RESERVATIONS	FILE ANNUAL RETURNS	AUDITORS & ACC. OFFICERS
OO & CC ADDRESS CHANGES	FINANCIAL YEAR END CHANGES	CLOSURES & RE-CLOSURES	ENTERPRISE ENQUIRY	TRANSACTION STATUS	CUSTOMER TRANSACTIONS
NAME CHANGES	DOCUMENT UPLOAD	THIRD PARTIES	HOW-TO VIDEOS	BANKING DETAILS	

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**Step 4:** Click on **New Application**.

If you are not able to finalise the process, you can click on finalise application at a later stage to complete the process.

Welcome CIPC03  
CIPC USER

EDIT CUSTOMER DETAILS  
LOGOUT  
BALANCE: R 992760.00

ENTERPRISE NAME SEARCH

SEARCH

ENTERPRISE NUMBER ENQUIRY

ENQUIRE

SUPPORTED BROWSERS  
GOOGLE CHROME MOZILLA SAFARI MICROSOFT

You are here: CIPC eServices > Company and Close Corporation Name Changes

Company Name Changes

NEW APPLICATION FINALISE APPLICATION

PLEASE NOTE

- The new name must already be reserved and approved before you can start with this process.
- Name change costs R250.00 but the fee is waived if the current company name is a registration number.
- A unique One-Time PIN (OTP) is sent to each director before the change is effected; it's up to the directors to make sure their contact details are always up to date by filing a director amendment.
- The "finalise application" option will re-send OTP to all directors.

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**Step 5:** Enter the company registration number for which a name change is required. Click on **Validate**.

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HOME TRANSACT

Welcome CIPC03  
CIPC USER

EDIT CUSTOMER DETAILS  
LOGOUT  
BALANCE: R 992760.00

ENTERPRISE NAME SEARCH

SEARCH

ENTERPRISE NUMBER ENQUIRY

ENQUIRE

You are here: CIPC eServices > Company and Close Corporation Name Changes > Enterprise Details

Name Changes - Enterprise Enquiry

Enterprise Number

2016 082769 07

VALIDATE

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**Step 6:** Company status will reflect. Only active companies' names can be amended. Type the **ID number** of the first listed director, **tick** the circle to confirm that the details belongs to the Enterprise that you want a name change for, and click on **Continue**.

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Company and Close Corporation Name Changes » Enterprise Details

### Name Changes - Enterprise Enquiry

Enterprise Number  
2016 / 082769 / 07

**VALIDATE** ✓

### Enterprise Details

Enterprise Number	2016 / 082769 / 07
Enterprise Name	MYCOMPANY
Enterprise Type	Private Company
Enterprise Status	In Business
Registration Date	2016-07-21

### Current Directors

ID / Passport Number	Name(s)	Surname	Type	Status
000101 XXXX 08 X	CIPC	USER	Director	Active
XXXX 08 X	CIPC	USERB	Director	Active

First Listed Director's ID Number

Tick to confirm that the details above belong to the enterprise you want to a name change for

**CONTINUE** →

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**Step 7:** The cost for the name change, as well as total funds available in customer account and Amount Due will be reflected. Click on **Continue**.

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HOME TRANSACT

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Company and Close Corporation Name Changes » Billing

Name Changes - Billing

Cost for Name Change	R 250.00
Your Balance	992760,00. You will not be able to proceed if your balance is less than the amount due.
Amount Due	R 250.00

CONTINUE →

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**Step 8:** Enter the reference number of approved and valid name reservation (COR9.4). If the reservation number does not exist, does not relate to an approved name reservation, has been reserved or used with a different customer code, an Error message will display. Type a valid name reservation number and click on **Verify**.

Companies and Intellectual Property Commission - eServices

HOME TRANSACT

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Company and Close Corporation Name Changes » Reserved Name

Name Changes - Reserved Name

Please enter reservation number for your approved name

Reservation Number

VERIFY ✓

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**Step 9:** Verification of name reservation is done and a message will appear, confirming the name change from one company to another. If correct, click on **Continue**.

Companies and Intellectual Property Commission - eServices

HOME TRANSACT

Welcome CIPC03  
CIPC USER

EDIT CUSTOMER DETAILS  
LOGOUT  
BALANCE: R 992760.00

ENTERPRISE NAME SEARCH  
SEARCH

ENTERPRISE NUMBER ENQUIRY  
ENQUIRE

SUPPORTED BROWSERS

You are here: CIPC eServices » Company and Close Corporation Name Changes » Reserved Name

Name Changes - Reserved Name

Please enter reservation number for your approved name

Reservation Number

VERIFY

You are about to change the name of the company with enterprise number K2016082769 from MYCOMPANY to TEST07112016. Click the continue button below to proceed with the change.

CONTINUE → CANCEL ✕

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**Step 10:** Click on the icon of a calendar and select the date on which the special resolution by shareholders to change the company name was passed. Click on **Continue**.

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HOME TRANSACT

Welcome CIPC03  
CIPC USER

EDIT CUSTOMER DETAILS  
LOGOUT  
BALANCE: R 992760.00

ENTERPRISE NAME SEARCH  
SEARCH

ENTERPRISE NUMBER ENQUIRY  
ENQUIRE

SUPPORTED BROWSERS

You are here: CIPC eServices » Company and Close Corporation Name Changes » Special Resolution

Name Changes - Special Resolution

Resolution Date  Resolution date required

CONTINUE →

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**Please note:** The Companies Act requirements with regards to special resolutions, as well as the necessity for companies to **retain their own records of resolutions** should it be requested.

**Step 11:** A text message will display, confirming that a Special resolution has been passed as per section 65(11)(a) of the Companies Act 71 of 2008.

Please note the **Disclaimer:** By clicking on agree the company confirms that all requirements i.t.o. the Companies Act, 2008 were met and CIPC is indemnified from any responsibility. Companies must retain records of resolutions for submission if requested. Tick to confirm and click on **Agree**.

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Company and Close Corporation Name Changes » Special Resolution

Name Changes - Special Resolution

Resolution Date: 2016/11/01

CONTINUE

Special resolution passed by shareholders of the company on 2016/11/01, confirming the name change in terms of Section 65(11)(a) of the Companies Act 71 of 2008.

Disclaimer: By clicking on agree the company confirms that all requirements i.t.o the Companies Act, 2008 were met and CIPC is indemnified from any responsibility. Companies must retain records of resolutions for submission if requested.

Tick to confirm that you agree to the special resolution above

Agree

**Step 12:** An One Time Pin (OTP) is sent to ALL active directors for confirmation. Each director will receive a unique OTP.

Company Name Change Application - One Time PIN (OTP) - Message (HTML)

McAfee E-mail Scan

Mon 07/11/2016 14:50

noreply@cipc.co.za

Company Name Change Application - One Time PIN (OTP)

To: Chris Van Wyk

Dear customer,

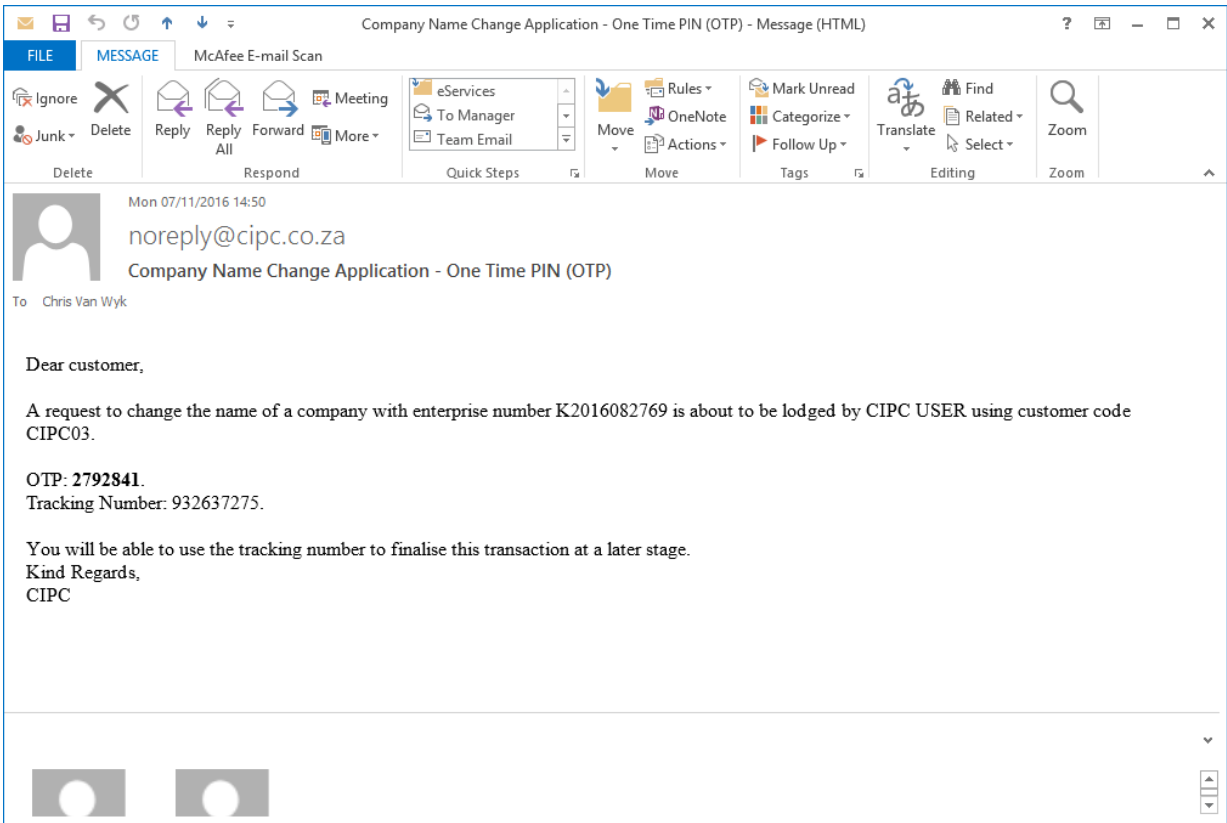
A request to change the name of a company with enterprise number K2016082769 is about to be lodged by CIPC USER using customer code CIPC03.

OTP: 9982314.  
Tracking Number: 932637275.

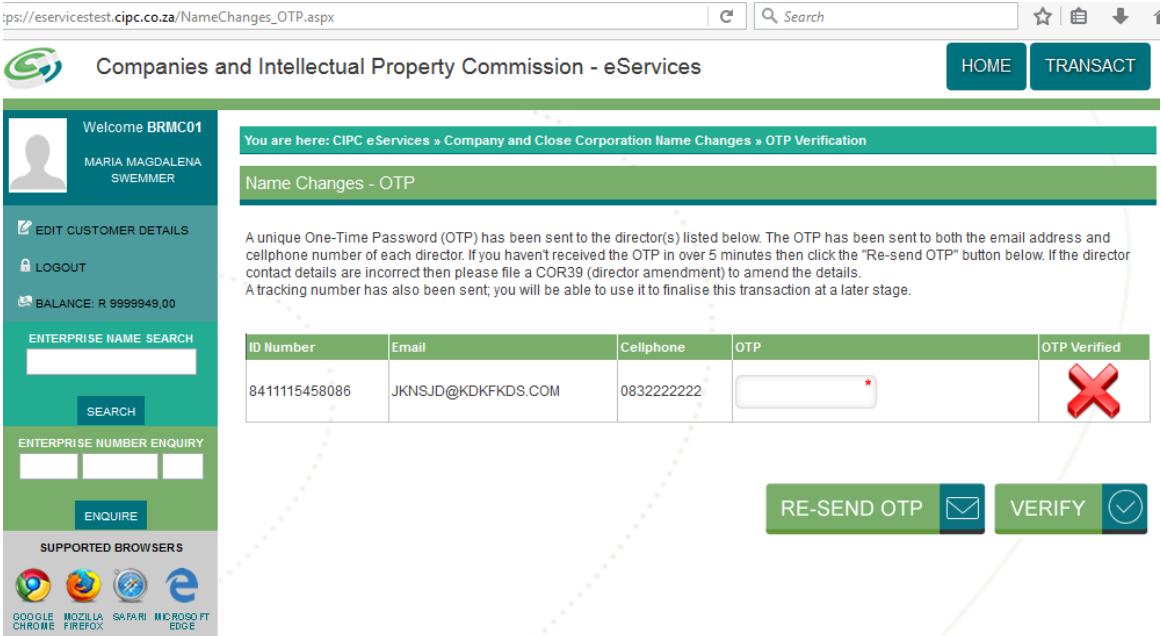
You will be able to use the tracking number to finalise this transaction at a later stage.

Kind Regards,  
CIPC





**Step 13:** Enter each pin as received. You can click on Re-send OTP if you did not receive the OTP (provided that the director's email is correct as indicated on the screen). Click on **Verify**.



**Step 14:** Once all One Time Pins have been verified and a green mark is displayed, click on **Continue**.

Companies and Intellectual Property Commission - eServices

HOME TRANSACT

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Company and Close Corporation Name Changes » OTP Verification

### Name Changes - OTP

A unique One Time PIN (OTP) has been sent to the director(s) listed below. The OTP has been sent to both the email address and cellphone number of each director. If you haven't received the OTP in over 5 minutes then click the "Re-send OTP" button below. If the director contact details are incorrect then please file a COR39 (director amendment) to amend the details. A trading number has also been sent; you will be able to use it to finalise this transaction at a later stage.

ID Number	Email	Cellphone	OTP	OTP Verified
0001010101010	CVANWYK@CIPC.CO.ZA	0831111111	2792841	✓
0001010101011	CIPCTESTER@GMAIL.COM	0711111111	9982314	✓

CONTINUE →

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**Step 15:** Process Complete! Company name is amended and the relevant confirmation certificate is dispatched automatically to the email address as indicated on the screen below. No documents are required by CIPC. As per Companies Act 71 of 2008, companies must retain records of resolutions for submission if requested.

Companies and Intellectual Property Commission - eServices

HOME TRANSACT

Welcome CIPC03  
CIPC USER

You are here: CIPC eServices » Company and Close Corporation Name Changes » Confirmation

### Name Changes - Confirmation

**COMPANY NAME CHANGE FILED!**

The name linked to enterprise number 2016 / 082769 / 07 has been changed from

**MYCOMPANY**  
to  
**TEST07112016**

A confirmation certificate has been queued to be sent to CIPCTESTER@CIPC.CO.ZA.

HOME LOGOUT

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## Example of confirmation of name change certificate

**CoR 14.3**



Companies and Intellectual  
Property Commission

a member of the dti group

Date: 2016/11/07

Our Reference: 932637275

CIPC USER  
E-mail: CIPCTESTER@CIPC.CO.ZA  
77 TEST STREET  
TEST  
TESTER  
1234

**RE: Amendment to Company Information**

**Company Number: 2016/082769/07**

**Company Name: TEST07112016 (PTY) LTD**

We have received a COR15.2 (Amendment of Memorandum of Incorporation) from you dated 07/11/2016.

The COR15.2 was accepted and placed on file.

The name was changed from  
Changed from MYCOMPANY to TEST07112016.

Yours truly

**Commissioner: CIPC**

**Please Note:**

The attached certificate can be validated on the CIPC web site at [www.cipc.co.za](http://www.cipc.co.za).  
The contents of the attached certificate was electronically transmitted to the South African Revenue Services.



The Companies and Intellectual Property Commission