



## **STEP BY STEP GUIDE:**

# **NEW E-SERVICES SECONDARY CO- OPERATIVE REGISTRATION**

**V0.2**

## **STEP BY STEP GUIDE: NEW SECONDARY CO-OPERATIVES REGISTRATIONS**

This document describes the event of a new Secondary Co-operative registration with CIPC on the online system.

In order to use this step by step guide, you should have registered a customer code.

**NOTE:** Kindly consult the step by step guide for Customer Registration for assistance in registering a customer code.

### **THE FOLLOWING APPLY FOR SECONDARY CO-OPERATIVE REGISTRATION**

- **A secondary co-operative** must be formed by two or more operational primary co-operatives.

### **LEGAL REQUIREMENTS**

- Operational means a co-operative that has held its annual general meeting and has Submitted its annual report, audited report or independent reviewed report to the registrar in its financial year.

### **SECONDARY CO-OPERATIVE MUST SUBMIT THE FOLLOWING:**

- Completed, printed and signed system generated Co-op1 Form.
- Pages of the system generated constitution signed by all founding members.
- Certified passport copies for Foreign Nationals for all the founding members must be uploaded during the capturing process

### **JURISTIC PERSON**

- Any entity registered at CIPC and must be in business.

### **IMPORTANT NOTICE**

1. The scanned documents must be in PDF format.
2. Documents must be legible and only submitted once.
3. The application must be finalised within 5 calendar days from date of lodgement. Failure of which will result in the application being rejected.
4. Co-operatives must keep a copy of their constitution and registration documents.
5. If you did not receive feedback via email, and the service turnaround times have lapsed, visit the CIPC website, click on Enquiries on the home page and log an enquiry on the system.

1) Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za) and click on Login

The screenshot shows the CIPC website homepage. At the top left is the CIPC logo and name: "Companies and Intellectual Property Commission, a member of the dtic group". At the top right, there is a "LOGIN | REGISTER" link with a red arrow pointing to it, and a search bar. Below the header is a teal navigation bar with links: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, CONTACT. The main banner features a night cityscape with a large billboard that reads: "# CIPC Automation Journey. The CIPC is embarking on an automation journey to improve and strengthen its online transacting platforms and the automation of key services. Extending access to CIPC platforms globally!". To the right of the banner is the CIPC logo and name. Below the banner are several service tiles: "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), "RESET PASSWORD" (Reset password - company investigations - all forms & fees...), "COMPANY SEARCH" (Company search, IP search, corporate and close corporate search...), and "XBRL PROGRAMME" (New way of submitting annual financial statements using iXBRL). On the right side, there are sections for "IMPORTANT NOTICES" (Intermittent downtime due to the Department of Home Affairs' system challenges, Return relating to directors and register of members, Voluntary deregistration of companies and close corporations, Co-operatives that have been directed to change names by the registrar of co-operatives) and "ALL EVENTS". At the bottom, there are sections for "USEFUL RESOURCES" (B-BBEE Certification, Banking Details, Domain Name Registration, Forms and Fees, Business Hub), "NEED HELP?" (Step-by-Step Guides, Self-Service Centers, Log a Query, Learn-i-biz), "LEGAL" (Access to Information, Terms and Conditions, Privacy Policy, Legislation, Company Investigations), and "OTHER" (Frequently Asked Questions, Submit Audited or Independently Reviewed Financial Statements, Submit Financial Accountability Supplements). The footer contains the text: "Companies and Intellectual Property Commission - Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy" and social media icons for Facebook, Twitter, and YouTube.

## 2. Click on New eservices

The screenshot displays the homepage of the Companies and Intellectual Property Commission. At the top left is the logo and name: "Companies and Intellectual Property Commission, a member of the edtic group". At the top right are links for "LOGIN | REGISTER" and a search box. A teal navigation bar contains: "HOME", "ABOUT", "ENTERPRISE REGISTRATION", "ENTERPRISE MAINTENANCE", "INTELLECTUAL PROPERTY", "RESOURCES", and "CONTACT".

The main content area is titled "PORTALS LOGINS" and features five service tiles, each with a key icon, a title, a "view services" link, and a "CONTINUE..." button. An orange arrow points to the "NEW E-SERVICES" tile. The tiles are:

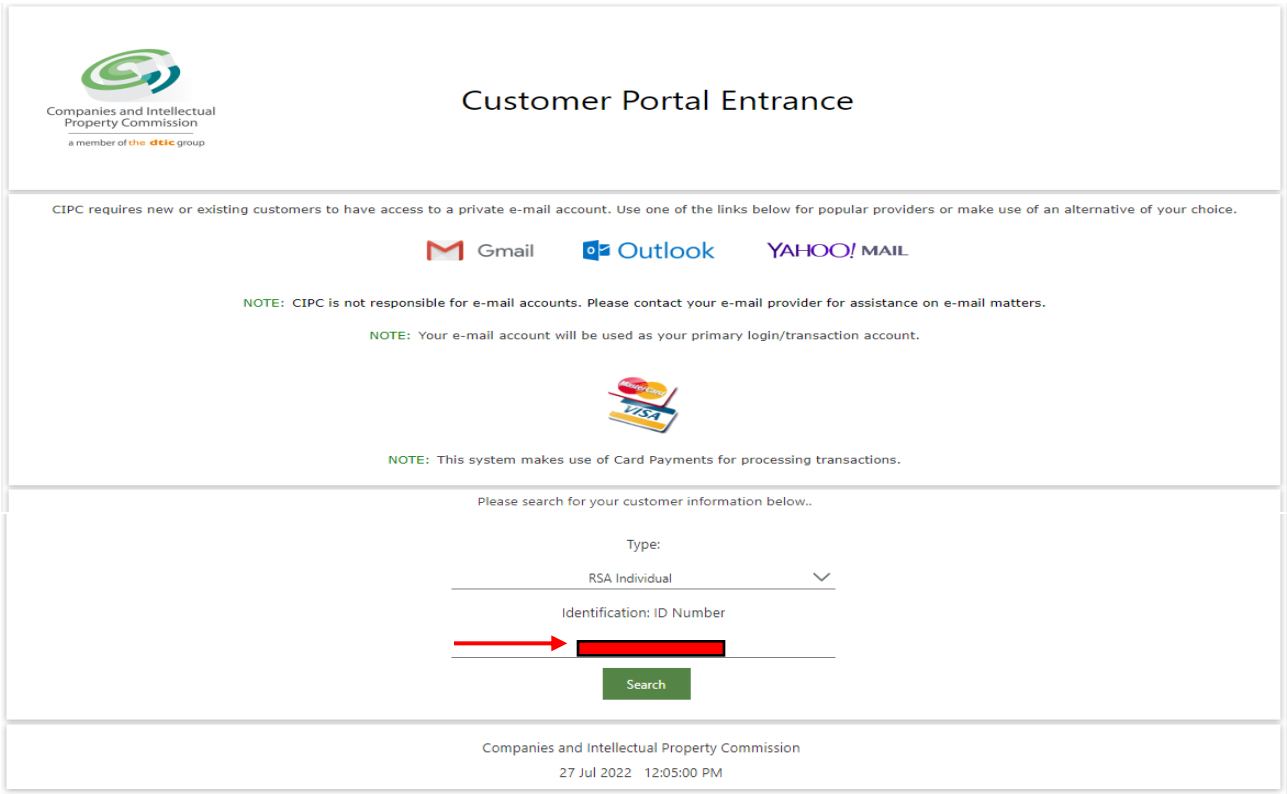
- E-SERVICES** (view services, CONTINUE...)
- IP E-SERVICES** (view services, CONTINUE...)
- ENQUIRIES** (view services, CONTINUE...)
- NEW E-SERVICES** (view services, CONTINUE...)
- BIZPORTAL** (view services, CONTINUE...)

On the right, a "Related links" sidebar lists: "Register as a customer", "Banking details", "Password Reset", "Register company online", "Log a query", and "Register trade mark, design or patent online".

The footer is divided into four sections: "USEFUL RESOURCES" (B-BBEE Certification, Banking Details, Domain Name Registration, Forms and Fees, Business Hub), "NEED HELP?" (Step-by-Step Guides, Self-Service Centers, Log a Query, Learn-i-biz), "LEGAL" (Access to Information, Terms and Conditions, Privacy Policy, Legislation, Company Investigations), and "OTHER" (Frequently Asked Questions, Submit Audited or Independently Reviewed Financial Statements, Submit Financial Accountability Supplements).

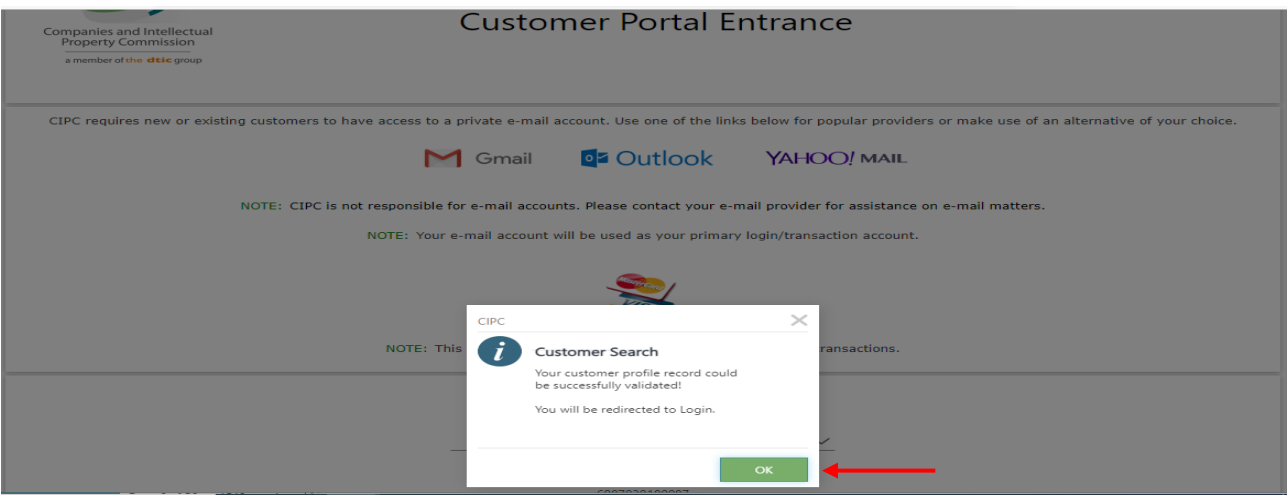
At the bottom, the footer text reads: "Companies and Intellectual Property Commission – Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy" with social media icons for Facebook, Twitter, and YouTube.

The Customer Portal Entrance page will display. Select RSA individual, type in your ID number and click on **Search**.



If you were registered as a Customer with CIPC previously and had an existing customer profile, the following message will display: “Your customer profile record could be successfully validated”. You will be redirected to Login. Click on **OK**.

If you have never registered as a CIPC customer, the following message will display: “Your customer record was not found or incomplete.” You will be redirected to individual Customer Registration. Click on **OK**.



3. Enter the Username (Email address) and Password and click on **Login**.

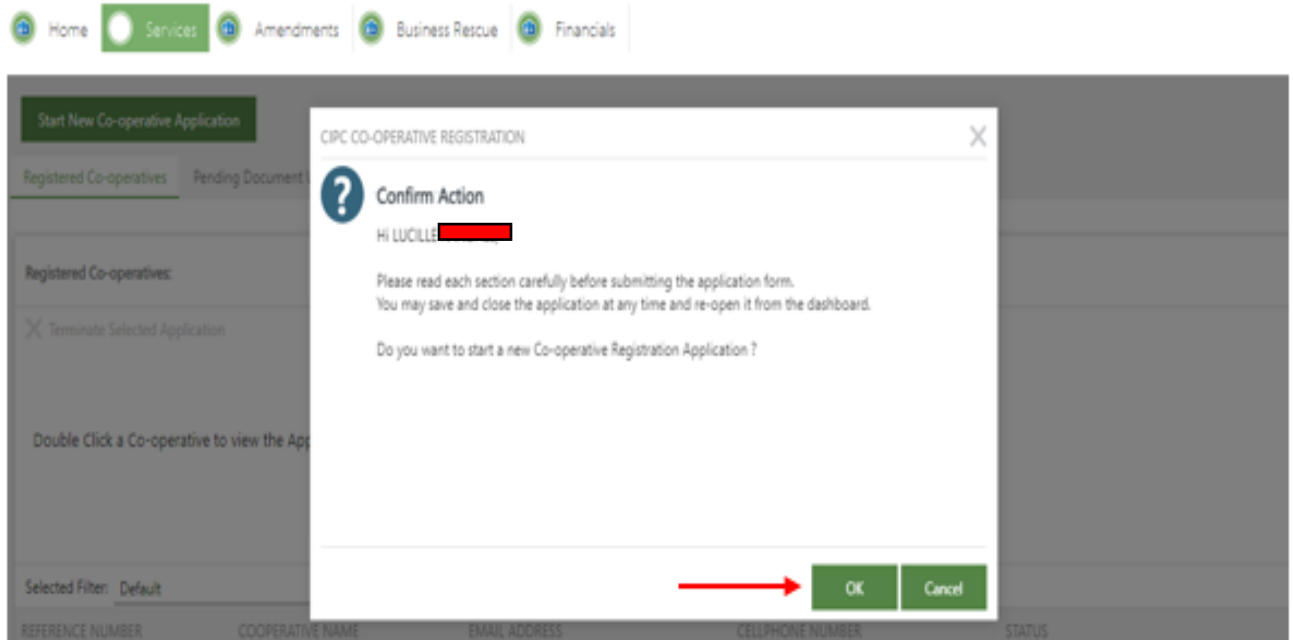
A screenshot of a web application's login page. At the top center is a logo for 'CIPC Electronic Self Service'. Below the logo are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. A red arrow points to the 'Username' field, another red arrow points to the 'Password' field, and a third red arrow points to a green 'LOGIN' button located below the password field.

4. The landing page of E-services will be displayed. Click on **Services**, then **co-operatives** thereafter click on **Start New Co-operative Application**

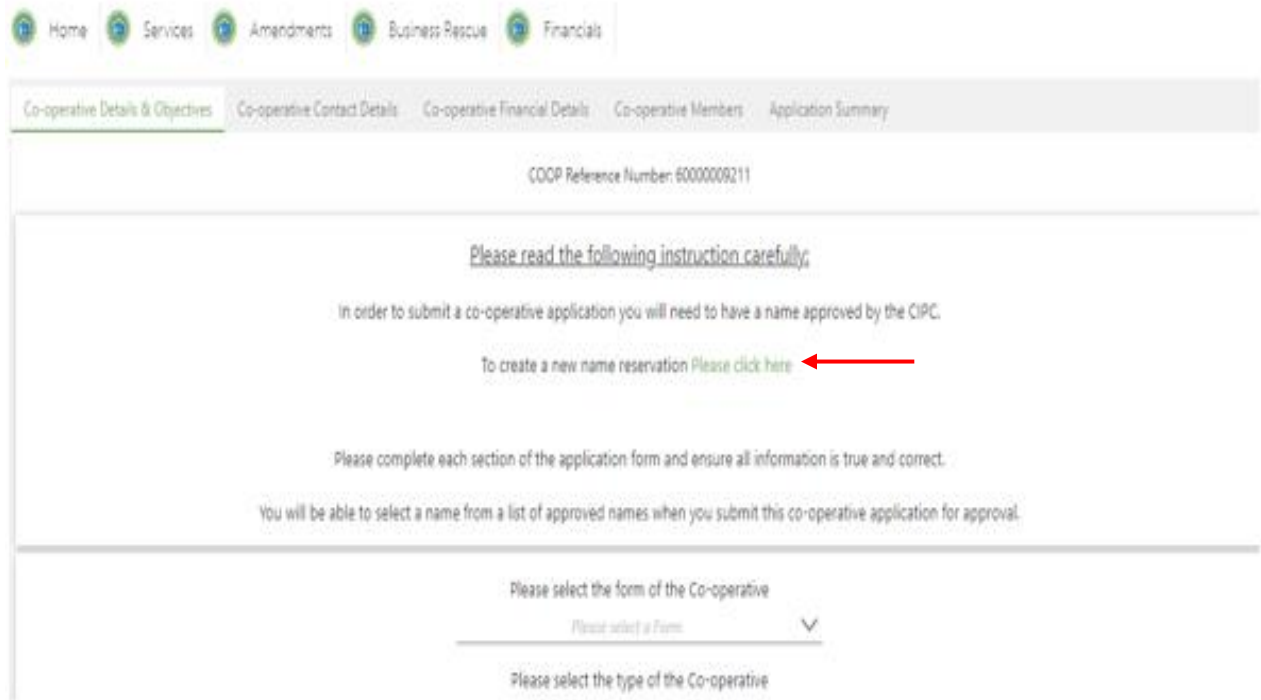
A screenshot of the 'CIPC Electronic Self Service' landing page. The page title is 'CIPC Electronic Self Service' and the user is logged in as 'LUCILLE'. A navigation menu at the top includes 'Home', 'Services', 'Amendments', 'Financials', and 'Authorization'. A dropdown menu is open under 'Services', showing options: 'Name Reservation', 'Company Registration', 'Co-Operatives', and 'Documents'. A red arrow points to the 'Services' menu item, and another red arrow points to the 'Co-Operatives' option in the dropdown. The main content area contains a registration form with fields for 'Email Address \*', 'Title \*', 'Full Name \*', 'Surname \*', 'Cellphone Number \*', 'Telephone Number', 'Are you a citizen of South Africa?', 'Country Of Origin', 'Date Of Birth', 'South African ID Number', and 'ID Document Type'. A 'Logout' button is visible in the top right corner.

A screenshot of the 'Start New Co-operative Application' page. The page title is 'CIPC Electronic Self Service' and the user is logged in as 'LUCILLE'. A navigation menu at the top includes 'Home', 'Services', 'Amendments', 'Business Rescue', and 'Financials'. A green button labeled 'Start New Co-operative Application' is highlighted with a red arrow. Below the button is a tabbed interface with tabs for 'Registered Co-operatives', 'Pending Document Upload', 'Under Review By CIPC', 'Awaiting Payment', and 'Not Submitted'. The 'Registered Co-operatives' tab is selected, and a red arrow points to it. The main content area shows a 'Registered Co-operatives' section with a 'Terminate Selected Application' button and a message: 'Double Click a Co-operative to view the Application and documentation'. At the bottom, there is a filter section with 'Selected Filter: Default' and 'Quick Search: All fields'. Below the filter is a table header with columns: 'REFERENCE NUMBER', 'COOPERATIVE NAME', 'EMAIL ADDRESS', 'CELLPHONE NUMBER', and 'STATUS'.

5. A screen will display a pop up message for you to confirm you want to Start New Co-operative application. Click on **OK**.



6. If you have not applied for a name for the Co-operative yet, you need to apply first by clicking next on **To create a new name reservation, please click here.**





7. If you applied for a name reservation already, select the following:

- (a) Form of Co-operative
- (b) Type of Co-operative
- (c) Objectives: Click on the + sign next to **objectives**

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary

COOP Reference Number: 60000009226

Please read the following instruction carefully:  
In order to submit a co-operative application you will need to have a name approved by the CIPC.  
To create a new name reservation Please click here

Please complete each section of the application form and ensure all information is true and correct.  
You will be able to select a name from a list of approved names when you submit this co-operative application for approval.

Please select the form of the Co-operative  
Please select a form

PRIMARY CO-OPERATIVE  
SECONDARY CO-OPERATIVE  
TERTIARY CO-OPERATIVE

Please select the type of the Co-operative  
SECTORAL SERVICES SECONDARY CO-OPERATIVE

+ Add Objectives

Number of Objectives Added: 0

DESCRIPTION
No items to display

Cancel Save & Close Next

A screen will display and ask if you want to add your own objectives. Option 1: Click **yes** if you want to add your own objectives and capture the objectives under “your co-operative objectives” Option 2: Click **No** if you want to choose from the drop box. Click in the boxes. Thereafter click on **add selected objectives and save & close**.

Home Services Amendments Business Rescue Financials

ADD CO-OPERATIVE OBJECTIVES

Do you want to add your own objectives?

Yes

Please Specify Your Co-operative Objective:  
PROVIDE SERVICES TO ITS MEMBERS

Add Selected Objectives

Number of Objectives Added: 2

DESCRIPTION
SECTORAL SERVICES SECONDARY CO-OPERATIVE
PROVIDE SERVICES TO ITS MEMBERS

Save & Close

Home Services Amendments Business Rescue Financials

ADD CO-OPERATIVE OBJECTIVES

Do you want to add your own objectives ?  
No

Please select objectives to add:  
 SECTORAL SERVICES SECONDARY CO-OPERATIVE

Add Selected Objectives

Number of Objectives Added :1

DESCRIPTION
SECTORAL SERVICES SECONDARY CO-OPERATIVE

Save & Close

A screen will display all the objectives. You may add more objectives by clicking on the **add objectives + sign** or to continue click on **next**.

CIPC Electronic Self Service Welcome, LUCILLE [REDACTED] (ZA) Logout

Home Services Amendments Business Rescue Financials

Please complete each section of the application form and ensure all information is true and correct.  
You will be able to select a name from a list of approved names when you submit this co-operative application for approval.

Please select the form of the Co-operative  
SECONDARY COOPERATIVE

Please select the type of the Co-operative  
SECTORAL SERVICES SECONDARY CO-OPERATIVE

+ Add Objectives

Number of Objectives Added :2

DESCRIPTION
SECTORAL SERVICES SECONDARY CO-OPERATIVE
PROVIDE SERVICES TO ITS MEMBERS

Cancel Save & Close Next

8. The **Co-operative Contact Details** screen will display. Complete the required fields and click on **next**

- (a) Co-operative email address
- (b) Co-operative Cell phone number
- (c) Co-operative telephone number
- (d) Physical address
- (e) Business address
- (f) Postal Address

CIPC Electronic Self Service

Welcome, LUCILLE R

Logout

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives **Co-operative Contact Details** Co-operative Financial Details Co-operative Members Application Summary

Co-Operative Email Address: \*  
LR

Co-Operative Cellphone Number: \*  
[REDACTED]

Co-Operative Website:  
w [REDACTED]

Co-Operative Telephone Number:  
[REDACTED]

Is the business address the same as the physical address ?  
 Yes  No

Is the Postal address the same as the physical address ?  
 Yes  No

**Physical Address**

Street Address: \*  
101 CRAWFORD STREET

City: \*  
PORT ELIZABETH

ZIP | Postal Code: \*  
6001

Country: \*  
South Africa

Region | Area | Province: \*  
Eastern Cape

**Business Address**

Street Address: \*  
101 CRAWFORD STREET

City: \*  
PORT ELIZABETH

ZIP | Postal Code: \*  
6001

Country: \*  
South Africa

Region | Area | Province: \*  
Eastern Cape

**Postal Address**

Street Address: \*  
P O BOX 257

City: \*  
PORT ELIZABETH

ZIP | Postal Code: \*  
6001

Country: \*  
South Africa

Region | Area | Province: \*  
Eastern Cape

Back Save & Close Next

9. The Co-operative **Financial Details** screen will display. Complete the required fields and click on **next**.

- (a) Minimum number of Directors
- (b) Maximum number of Directors
- (c) Co-operative Financial year end
- (d) Date of interested persons meeting
- (e) Membership Fees
  - (i) Co-operative Annual membership fee
  - (ii) Initial Co-operative membership entrance fee
- (f) Membership shares
  - (i) Authorized number of shares for Co-operative
  - (ii) Minimum number of shares a member must have
  - (iii) Nominal value of co-operative member shares.

CIPC Electronic Self Service

Welcome, LUCILLE R [REDACTED] A)

Logout

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives Co-operative Contact Details **Co-operative Financial Details** Co-operative Members Application Summary

Minimum Number Of Directors (Minimum 2): \*

2

Maximum Number Of Directors: \*

10

Co-Operative Financial Year End: \*

February

Date of interested persons meeting : \*

2021/09/01

Membership Fees

Co-Operative Annual Membership Fee: \*

R850.00

Initial Co-Operative Membership Entrance Fee:

R250.00

Member Shares

Authorized Number Of Shares For Co-Operative: \*

1500

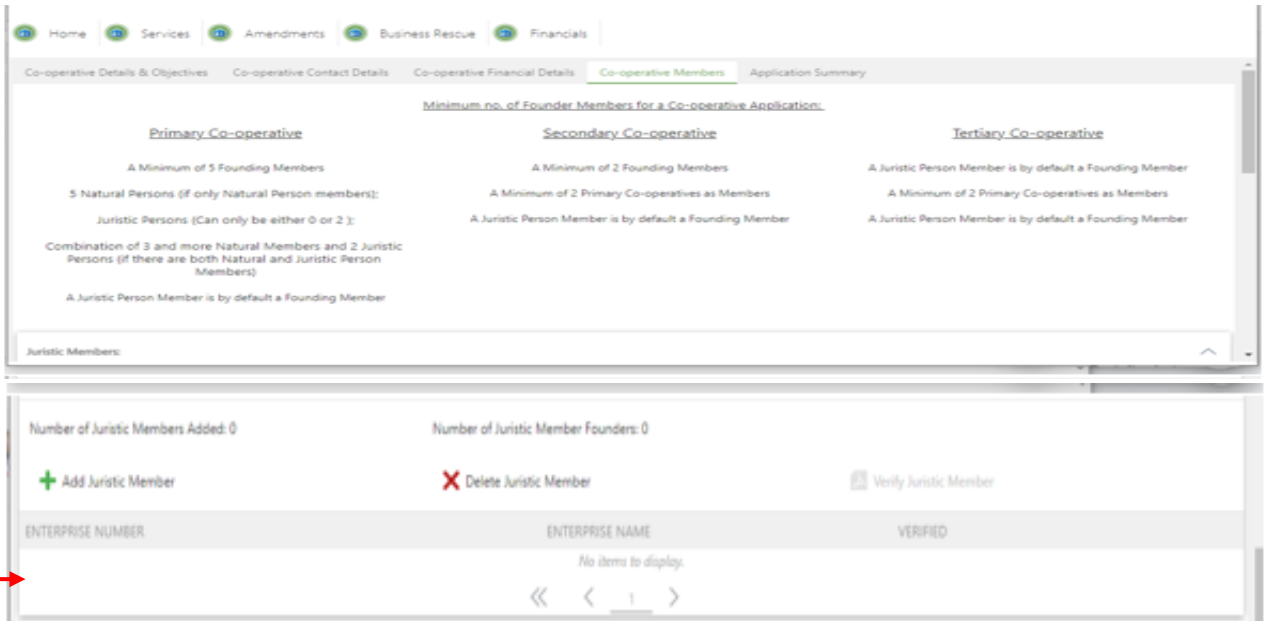
Minimum Number Of Shares a Member Must Have: \*

50

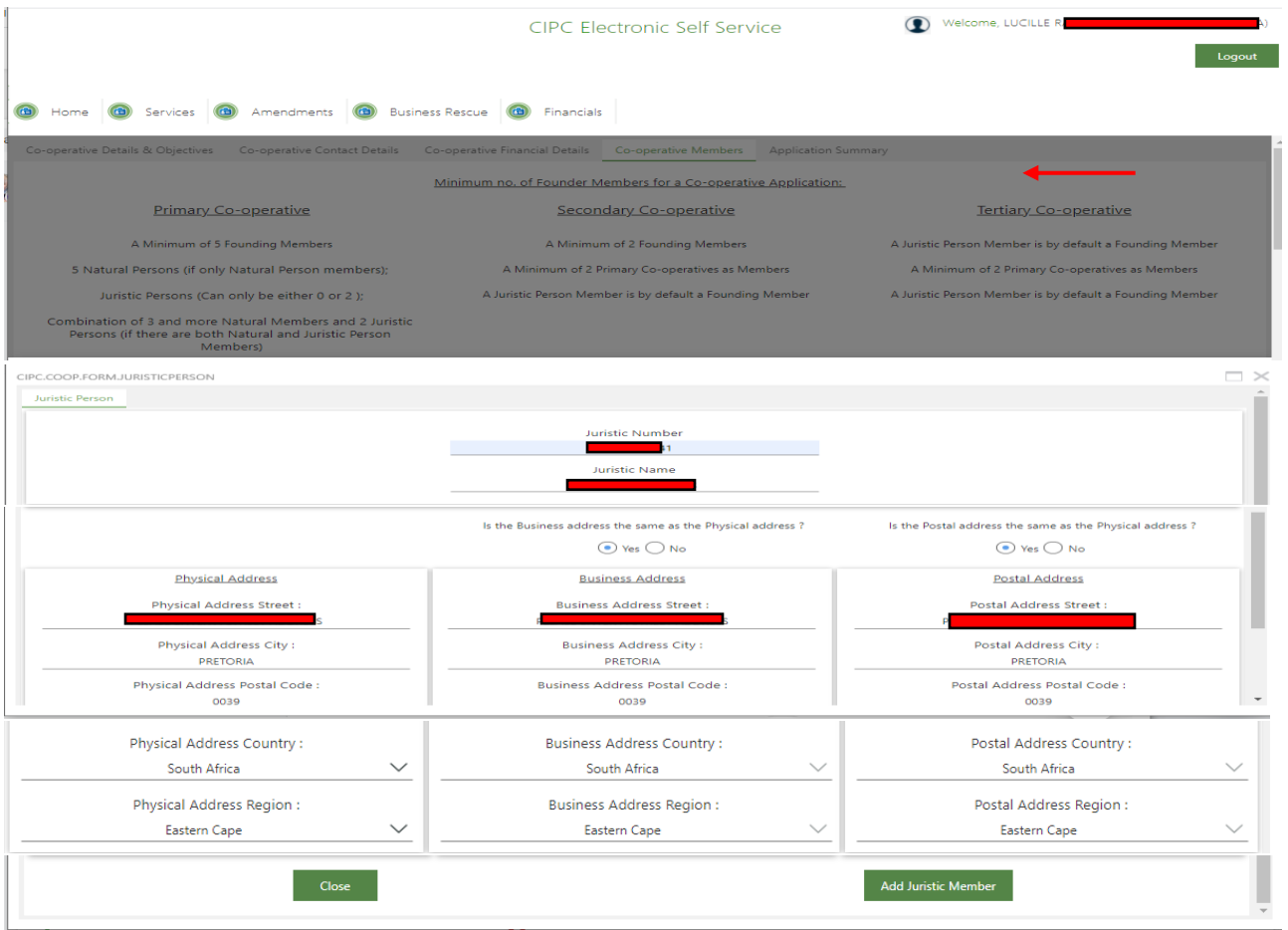
Nominal Value Of Co-Operative Member Share: \*

R15.00

10. (a) A screen will display **member details**. To add a **Juristic member** click on the **+ Add Juristic member**



Add the **registration number** of the primary co-operative. The name of the co-operative will display. Add the **physical address city /postal code** and click on **add juristic member**.



The next screen will display the members. Click on the members name and thereafter on the + Add co-operative representative as Director. The representative details will reflect. Click on Save and Add representative / Director.

CIPC.COOP.FORM.JURISTICPERSON

+ Add Coop Representative as Director

NUMBER	FIRST NAME	SURNAME
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Juristic Representative ID Number: \*  
[REDACTED]

Juristic Representative First Name: \*  
[REDACTED] JS

Juristic Representative Surname: \*  
[REDACTED]

Juristic Representative Cellphone Number: \*  
[REDACTED]

Juristic Representative Email Address: \*  
[REDACTED]

Is the Postal address the same as the physical address ?  
 Yes  No

Physical Address	Postal Address
Physical Address Street : 101 CRAWFORD STREET	Postal Address Street : 101 CRAWFORD STREET
Physical Address City : PORT ELIZABETH	Postal Address City : PORT ELIZABETH
Physical Address Postal Code : 6001	Postal Address Postal Code : 6001
Physical Address Country : South Africa	Postal Address Country : South Africa
Physical Address Region : Eastern Cape	Postal Address Region : Eastern Cape

Close → Save & Add Representative / Director

The next screen will reflect the juristic member and representative / director. To add a second representative of the same juristic click on the **+ Add juristic representative as director**.

CIPC Electronic Self Service Welcome, LUCILLE [REDACTED] (O.ZA) [Logout](#)

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details **Co-operative Members** Application Summary

Minimum no. of Founder Members for a Co-operative Application:

Primary Co-operative	Secondary Co-operative	Tertiary Co-operative
A Minimum of 5 Founding Members	A Minimum of 2 Founding Members	A Juristic Person Member is by default a Founding Member
5 Natural Persons (if only Natural Person members);	A Minimum of 2 Primary Co-operatives as Members	A Minimum of 2 Primary Co-operatives as Members
Juristic Persons (Can only be either 0 or 2);	A Juristic Person Member is by default a Founding Member	A Juristic Person Member is by default a Founding Member
Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)		
A Juristic Person Member is by default a Founding Member		

---

**Juristic Members:**

Number of Juristic Members Added: 1      Number of Juristic Member Founders: 1

[+ Add Juristic Member](#)      [X Delete Juristic Member](#)      [Verify Juristic Member](#)

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
[REDACTED]	[REDACTED]	Yes

<< < 1 > >>

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**Juristic Members Representatives:**

Number of Juristic Members as Directors: 1

[+ Add Juristic Representative as Director](#)      [X Delete](#)

FIRST NAME	SURNAME	ENTERPRISE NUMBER
[REDACTED] JS	[REDACTED]	[REDACTED]

<< < 1 > >>

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**Auditors:**

Number of Auditors: 0

[+ Add Auditor](#)      [X Remove Auditor](#)

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

<< < 1 > >>

[Back](#)      [Save & Close](#)      [Next](#)

The next screenshot will display the members. Click on the members name and thereafter on the + Add co-operative representative as Director. The representative details will reflect. Click on Save and Add representative / Director.

Home Services Amendments Business Rescue Financials

CIPC.COOP.FORMJURISTICPERSON

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
[REDACTED] 1	HANK	MIKE
C [REDACTED]	[REDACTED] A	[REDACTED] E
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]

Juristic Representative Details

Juristic Representative ID Number: \*

Juristic Representative First Name: \*

Juristic Representative Surname: \*

Juristic Representative Cellphone Number: \*

Juristic Representative Email Address: \*

HD [REDACTED]

Is the Postal address the same as the physical address ?

Yes  No

Physical Address	Postal Address
Physical Address Street : 101 CRAWFORD STREET	Postal Address Street : 101 CRAWFORD STREET
Physical Address City : PORT ELIZABETH	Postal Address City : PORT ELIZABETH
Physical Address Postal Code : 6001	Postal Address Postal Code : 6001
Physical Address Country : South Africa	Postal Address Country : South Africa
Physical Address Region : Eastern Cape	Postal Address Region : Eastern Cape

Close Save & Add Representative / Director



10 (b) The next screen will reflect member details. To add a second juristic member click on the **+ Add juristic member**.

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details Co-operative Members Application Summary

**Primary Co-operative**  
 A Minimum of 5 Founding Members  
 5 Natural Persons (if only Natural Person members);  
 Juristic Persons (Can only be either 0 or 2);  
 Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)  
 A Juristic Person Member is by default a Founding Member

**Secondary Co-operative**  
 Minimum no. of Founder Members for a Co-operative Application:  
 A Minimum of 2 Founding Members  
 A Minimum of 2 Primary Co-operatives as Members  
 A Juristic Person Member is by default a Founding Member

**Tertiary Co-operative**  
 A Juristic Person Member is by default a Founding Member  
 A Minimum of 2 Primary Co-operatives as Members  
 A Juristic Person Member is by default a Founding Member

Juristic Members:

Number of Juristic Members Added: 1      Number of Juristic Member Founders: 1

**+ Add Juristic Member**      **X Delete Juristic Member**      **Verify Juristic Member**

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C[REDACTED]	[REDACTED]R	Yes

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

**+ Add Juristic Representative as Director**      **X Delete**

FIRST NAME	SURNAME	ENTERPRISE NUMBER
H[REDACTED]	M[REDACTED]	C[REDACTED]
JO[REDACTED]	SC[REDACTED]	C[REDACTED]

Auditors:

Number of Auditors: 0

**+ Add Auditor**      **X Remove Auditor**

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

Back      Save & Close      Next

Add the registration number of the primary co-operative. The name of the co-operative will display. Add the physical address city /postal code and click on add juristic member.

Home Services Amendments Business Rescue Financials

Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)

CIPC.COOP.FORM.JURISTICPERSON

Juristic Person

Juristic Number  
C[REDACTED]

Juristic Name  
[REDACTED]C

Is the Business address the same as the Physical address ?      Is the Postal address the same as the Physical address ?

Yes  No       Yes  No

Physical Address	Business Address	Postal Address
Physical Address Street : 127 BURKEA ROAD	Business Address Street : 127 BURKEA ROAD	Postal Address Street : 127 BURKEA ROAD
Physical Address City : PEB[REDACTED]AGE	Business Address City : PEB[REDACTED]AGE	Postal Address City : PEB[REDACTED]AGE
Physical Address Postal Code : [REDACTED]	Business Address Postal Code : [REDACTED]	Postal Address Postal Code : [REDACTED]
Physical Address Country : South Africa	Business Address Country : South Africa	Postal Address Country : South Africa
Physical Address Region : Eastern Cape	Business Address Region : Eastern Cape	Postal Address Region : Eastern Cape

Close      **Add Juristic Member**

The next screenshot will display the members. Click on the members name and thereafter on the + Add co-operative representative as Director. The representative details will reflect. Click on Save and Add representative / Director.

Home Services Amendments Business Rescue Financials

Number of Juristic Members Added: 2 Number of Juristic Member Founders: 2

CIPC.COOP.FORM.JURISTICPERSON

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
C20200	[REDACTED]	[REDACTED]
C20206	[REDACTED] Y	[REDACTED] DUTY
C [REDACTED]	[REDACTED] S	[REDACTED]
C [REDACTED]	[REDACTED] Y	[REDACTED] Y
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED] Y	[REDACTED] Y
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]
C [REDACTED]	[REDACTED]	[REDACTED]

Juristic Representative Details

Juristic Representative ID Number: \*  
[REDACTED]

Juristic Representative First Name: \*  
[REDACTED]

Juristic Representative Surname: \*  
P [REDACTED]

Juristic Representative Cellphone Number: \*  
0 [REDACTED]

Juristic Representative Email Address: \*  
[REDACTED] A

Is the Postal address the same as the physical address ?  
 Yes  No

Physical Address	Postal Address
Physical Address Street : 109 MANDY STREET	Postal Address Street : 109 CRAWFORD STREET
Physical Address City : PORT ELIZABETH	Postal Address City : PORT ELIZABETH
Physical Address Postal Code : 6001	Postal Address Postal Code : 6001
Physical Address Country : South Africa	Postal Address Country : South Africa
Physical Address Region : Eastern Cape	Postal Address Region : Eastern Cape

Close Save & Add Representative / Director

11. To add an Auditor click on **+ Add Auditor**. A list of Auditors will display. Click on the **Auditors name** and add. Thereafter click on **Next**.

Home Services Amendments Business Rescue Financials

Co-operative Details & Objectives Co-operative Contact Details Co-operative Financial Details **Co-operative Members** Application Summary

Minimum no. of Founder Members for a Co-operative Application:

Primary Co-operative	Secondary Co-operative	Tertiary Co-operative
A Minimum of 5 Founding Members	A Minimum of 2 Founding Members	A Juristic Person Member is by default a Founding Member
5 Natural Persons (if only Natural Person members);	A Minimum of 2 Primary Co-operatives as Members	A Minimum of 2 Primary Co-operatives as Members
Juristic Persons (Can only be either 0 or 2);	A Juristic Person Member is by default a Founding Member	A Juristic Person Member is by default a Founding Member
Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)		
A Juristic Person Member is by default a Founding Member		

**Juristic Members:**

Number of Juristic Members Added: 2      Number of Juristic Member Founders: 2

**+ Add Juristic Member**      **✗ Delete Juristic Member**      **Verify Juristic Member**

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C2 [REDACTED]	[REDACTED]	Yes
C2 [REDACTED]	[REDACTED]	Yes

« < 1 > »

**Juristic Members Representatives:**

Number of Juristic Members as Directors: 2

**+ Add Juristic Representative as Director**      **✗ Delete**

FIRST NAME	SURNAME	ENTERPRISE NUMBER
P [REDACTED]	[REDACTED]	[REDACTED]
J [REDACTED]	[REDACTED]	C [REDACTED]

« < 1 > »

**Auditors:**

Number of Auditors: 0

**+ Add Auditor**      **✗ Remove Auditor**

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
No items to display.				

**Back**      **Save & Close**      **Next**



**+ Add Juristic Representative as Director**      **✗ Delete**

FIRST NAME	PNAME2	JOHANNES PETRUS	Auditors:	Number of Auditor	+ Add Auditor	PRACTICE NUMBER
CIPC.COOP.SMO.IRBA LIST						
G A SWANPOEL [REDACTED] PA-SA						
I T AUSTIN AND ASSOCIATES [REDACTED] CA						
G W BENADE [REDACTED] PA-SA						
HULDA THOMPSON [REDACTED] PA-SA						
RABIE DEYSEL AND PARTNERS [REDACTED] CA						
ADAMS SCHOUW AND CAIN [REDACTED] CA						
G J K MARAIS [REDACTED] PA-SA						
<b>+ Add Auditor</b> <b>Close / Exit</b>						

« < 1 > »

The next screenshot will display all the members, representatives as directors and auditor. Click on next.

[Home](#)
[Services](#)
[Amendments](#)
[Business Rescue](#)
[Financials](#)

[Co-operative Details & Objectives](#)
[Co-operative Contact Details](#)
[Co-operative Financial Details](#)
[Co-operative Members](#)
[Application Summary](#)

Minimum no. of Founder Members for a Co-operative Application:

<p><u>Primary Co-operative</u></p> <p>A Minimum of 5 Founding Members</p> <p>5 Natural Persons (if only Natural Person members);</p> <p>Juristic Persons (Can only be either 0 or 2 );</p> <p>Combination of 3 and more Natural Members and 2 Juristic Persons (if there are both Natural and Juristic Person Members)</p> <p>A Juristic Person Member is by default a Founding Member</p>	<p><u>Secondary Co-operative</u></p> <p>A Minimum of 2 Founding Members</p> <p>A Minimum of 2 Primary Co-operatives as Members</p> <p>A Juristic Person Member is by default a Founding Member</p>	<p><u>Tertiary Co-operative</u></p> <p>A Juristic Person Member is by default a Founding Member</p> <p>A Minimum of 2 Primary Co-operatives as Members</p> <p>A Juristic Person Member is by default a Founding Member</p>
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**Juristic Members:**

Number of Juristic Members Added: 2      Number of Juristic Member Founders: 2

[+ Add Juristic Member](#)      [X Delete Juristic Member](#)      [Verify Juristic Member](#)

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
C2 [REDACTED]	[REDACTED]	Yes
C2 [REDACTED]	[REDACTED]R	Yes

[<<](#)
[<](#)
[1](#)
[>](#)
[>>](#)

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**Juristic Members Representatives:**

Number of Juristic Members as Directors: 2

[+ Add Juristic Representative as Director](#)      [X Delete](#)

FIRST NAME	SURNAME	ENTERPRISE NUMBER
F [REDACTED]	[REDACTED]	C2 [REDACTED]
JOHAI [REDACTED]	SO [REDACTED]	C2 [REDACTED]

[<<](#)
[<](#)
[1](#)
[>](#)
[>>](#)

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**Auditors:**

Number of Auditors: 1

[+ Add Auditor](#)      [X Remove Auditor](#)

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
[REDACTED]	A	07/10/2021	[REDACTED]	A

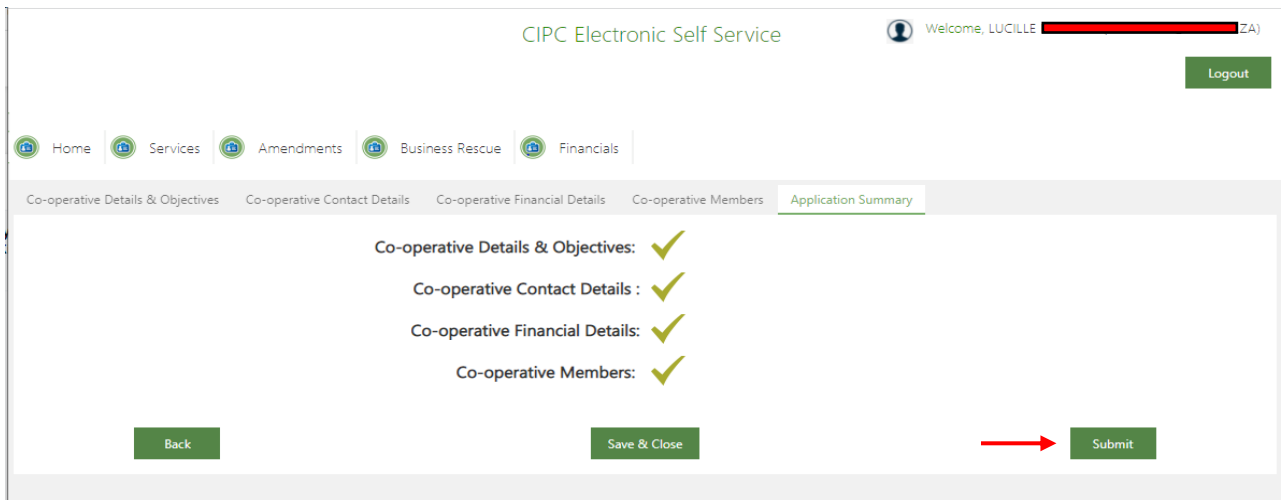
[Back](#)      [Save & Close](#)      [Next](#)

12. A screen will display the following:

If all information have been captured a correct mark (✓) will display next to each category. If a cross reflects next to a category, kindly revisit the category and complete the capturing.

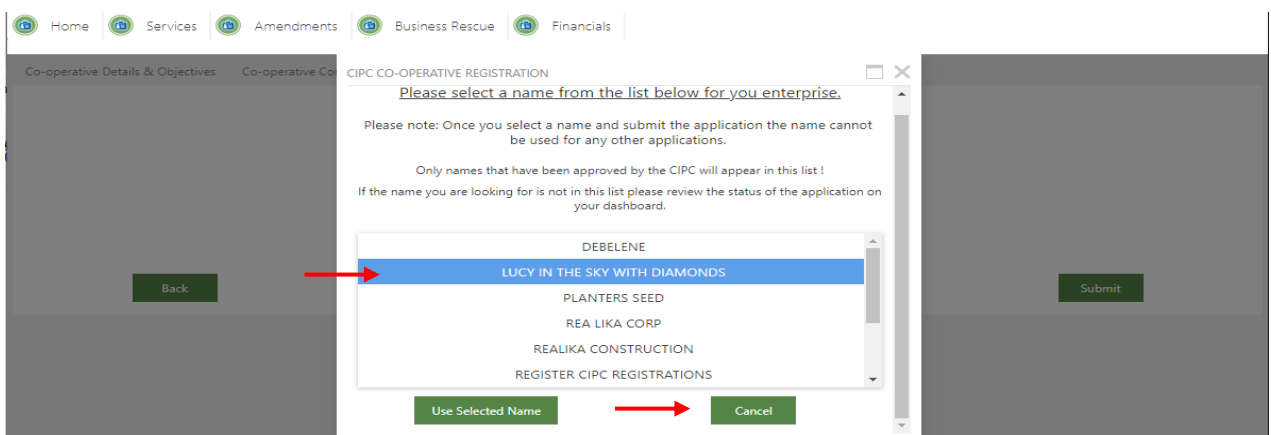
- (a) Co-operatives details and objectives ✓
- (b) Co-operatives contact details ✓
- (c) Co-operatives financial details ✓
- (d) Co-operative members ✗

You may click on **save & close** and continue the application at a later stage or click on **submit**.



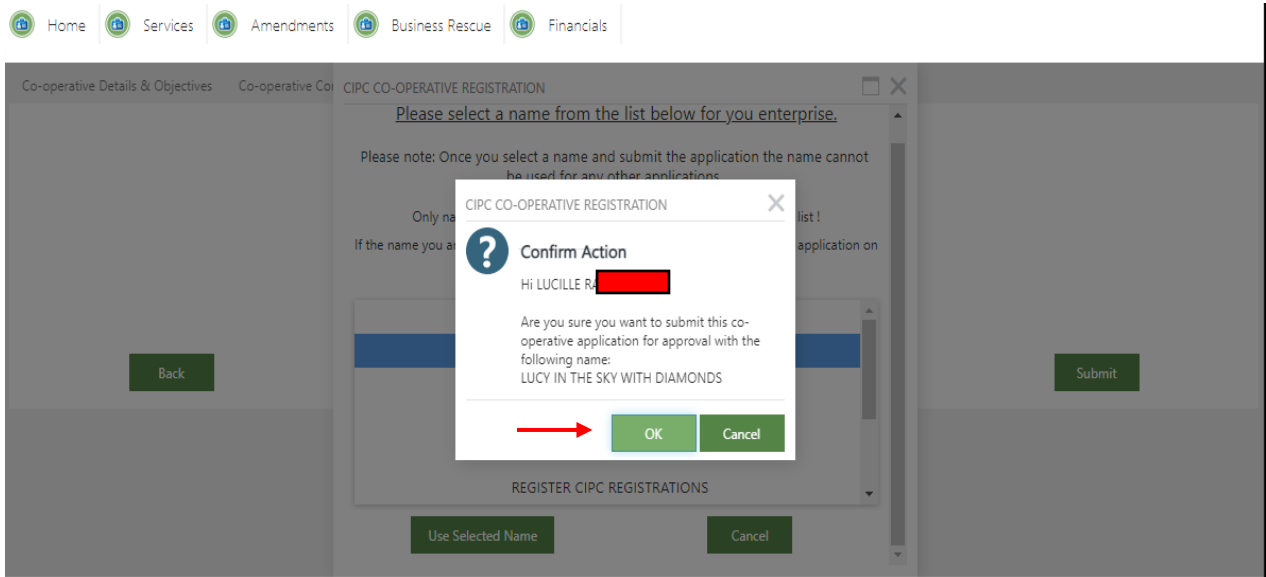
13. After you click on submit a screen will display all your name reservations approved under your customer code.

Select the approved name and click on **Use selected name**. If the box are reflecting no names, you do not have any name reservations approved

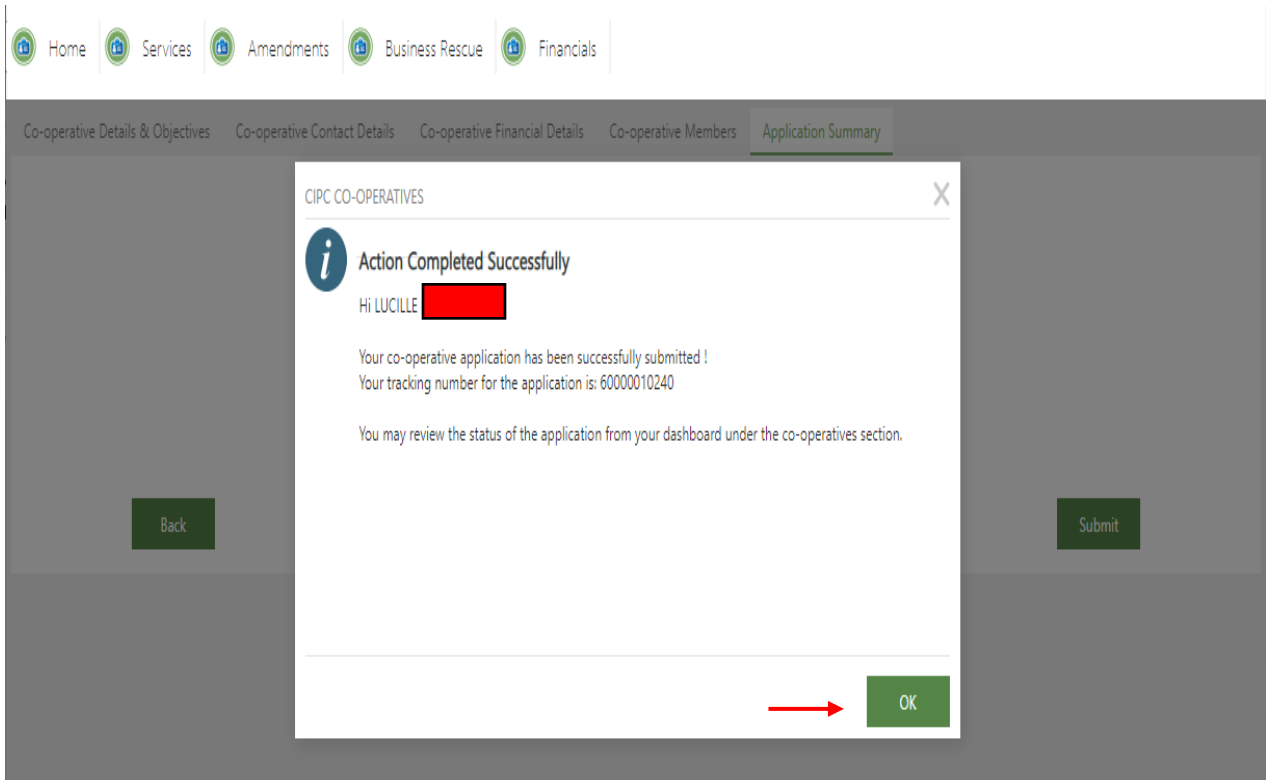


14. A pop up screen message will display the following:

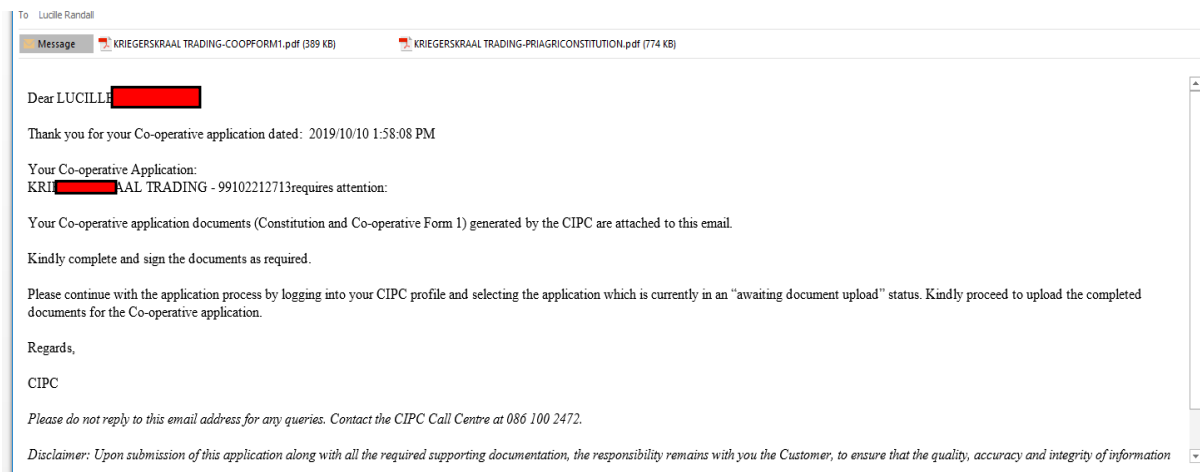
“Are you sure you want to submit the co-operative application for approval with the following Name: XX To proceed click **OK**.”



15. A pop up message will display the tracking number of the application. Click on **OK** to proceed



16. **Please note that the transaction is not yet completed.** An email with a Co-op1 form and Constitution will be send to the email address of the co-operative that you provided. The Co-op1 form and constitution must be signed by all members and uploaded on the system.



- All new applications of co-operatives lodged directly or by the third party on behalf of the co-operatives, must over and above existing requirements, take note of the following requirements regarding the constitution of a co-operative:
- **Note:** Exception only applies to financial services co-operative where permission must be obtained from CBDA (Co-operative Bank Development Agency). The entire financial service constitution must be uploaded.

MODEL CONSTITUTION	ADDITIONAL REQUIREMENT
<ul style="list-style-type: none"> <li>• Secondary Model Constitution</li> </ul>	<p><b>Effective from the date of New Eservices online functionality.</b></p> <p>Co-operative members are required to upload only the signed pages of the Co-op1; Constitution and for Foreign Nationals certified copies of passports.</p> <p><b>NB:</b> Co-operatives must keep original constitution with their records for reference and safekeeping. CIPC will not be returning copies of the constitution after the registration process, other than the one dispatched to your email for signing.</p>

Continue with the application process by logging into your CIPC profile and select **Services**, then **Co-operatives** and thereafter on **pending document upload**. Click on the specific co-operative and thereafter on **Upload the Signed Constitution and Co-ops form1**.

[Home](#) | [Services](#) | [Amendments](#) | [Business Rescue](#) | [Financials](#)

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**Start New Co-operative Application**

[Registered Co-operatives](#) | [Pending Document Upload](#) | [Under Review By CIPC](#) | [Awaiting Payment](#) | [Not Submitted / COOP Conversion](#)

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Co-operative Applications Pending Document Upload :

✕ Terminate Selected Application | 📄 Upload the Signed Constitution and Co-ops form 1

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Selected Filter: [Default](#) | Quick Search: [All fields](#)

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000005346	[REDACTED]	[REDACTED]	[REDACTED]	Customer Action Required - Upload Documentation
60000010230	[REDACTED] QUES	[REDACTED]	[REDACTED]	Customer Action Required - Upload Documentation

<< < 1 > >>

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Companies and Intellectual Property Commission  
 26 Jan 2022 09:50:31 AM



Click in the block **Upload signed Constitution here** and attach the document. Click in the block **Upload the Co-operative form here** and attach the document. Thereafter click on Upload documents and **save & close**.

Constitution

COOP1

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000005346	S [REDACTED]	L [REDACTED] ZA	[REDACTED]	Customer Action Required - Upload Document...
60000010230	B [REDACTED] S	L [REDACTED] A	[REDACTED]	Customer Action Required - Upload Document...

Home Services Amendments Business Rescue Financials

Co-operative Applications Pending Document Upload :

Terminate Selected Application Upload the Signed Constitution and Co-ops form 1

COOPERATIVE DOCUMENTATION UPLOAD

Co-operative Document Upload :

Co-operative Name :

Upload Signed Constitution Here :

Upload the Co-operative Form 1 Here :

Click here to attach a file

Note: 5.00 MB max file size allowed

Click here to attach a file

Companies and Intellectual Property Commission

26 Jan 2022 09:54:19 AM

Home Services Amendments Business Rescue Financials

Co-operative Applications Pending Document Upload :

Terminate Selected Application Upload the Signed Constitution and Co-ops form 1

COOPERATIVE DOCUMENTATION UPLOAD

Upload Signed Constitution Here :

Upload the Co-operative Form 1 Here :

CONSTITUTION TEST.pdf (PDF File) 635.17 KB

COOPS1.pdf (PDF File) 635.17 KB

Note: 5.00 MB max file size allowed

Note: 5.00 MB max file size allowed

Upload Documents

The application will now reflect “Under Review by CIPC.”

The screenshot shows the CIPC online application portal. At the top, there are navigation tabs: Home, Services, Amendments, Business Rescue, and Financials. Below these is a main menu with options: Start New Co-operative Application, Registered Co-operatives, Pending Document Upload, Under Review By CIPC (highlighted with a red arrow), Awaiting Payment, and Not Submitted / COOP Conversion. The main content area is titled 'Co-operative Applications Under Review by the CIPC' and contains a 'Terminate Selected Application' button. Below this is a search bar with 'Selected Filter: Default' and 'Quick Search: All fields'. A table lists three applications under review:

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000009215	[REDACTED] SY	LR [REDACTED]	[REDACTED]	Currently Under Review
60000010228	[REDACTED]	LR [REDACTED]	[REDACTED]	Currently Under Review
60000010240	[REDACTED]	LR [REDACTED]	[REDACTED]	Currently Under Review

17. Your documents will be added to the co-operative registration queue immediately. Once the co-operative application has been registered, you will receive an email advising that the application has been approved by the CIPC and is now awaiting payment to complete the application process.

Subject: Co-operative Registration Application Approved and Awaiting Payment : THE MOUNTAIN BETWEEN US - 60000000700

Dear LUCILLE R [REDACTED]

Thank you for your Co-operative registration application dated: 2020/01/28 11:20:04 AM.

Co-operative Details:

THE MOUNTAIN BETWEEN US - 60000000700

Your Cooperative application has been approved by the CIPC and is now awaiting payment to complete the application process.

Please complete the application payment process by logging into your CIPC profile and selecting the application which is currently in an “awaiting payment” status. Kindly proceed to check out the Cooperative application to the payment cart and then follow the payment process.

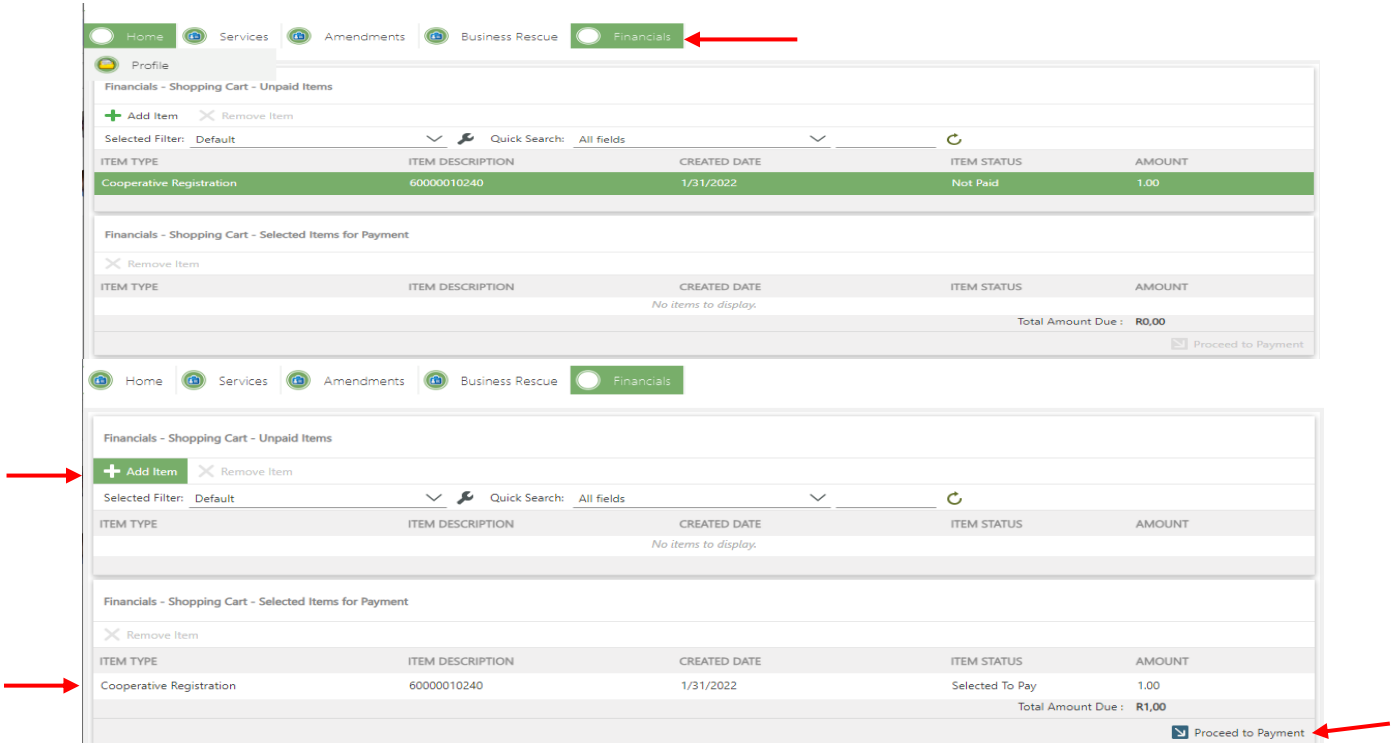
Regards,

CIPC

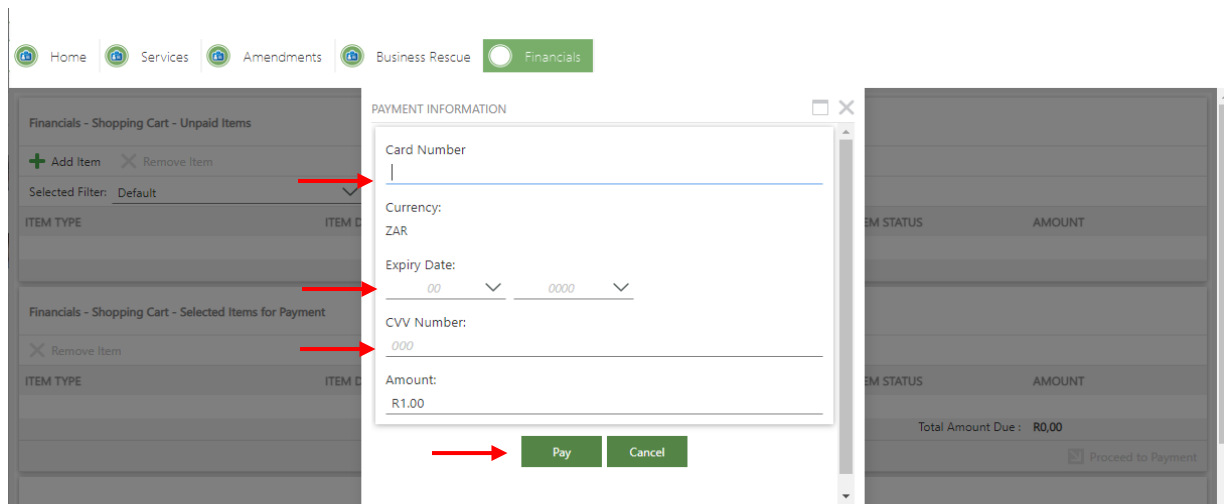
Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you, the Customer, to ensure that the application is complete and that the information provided is accurate and up-to-date.

18. Complete the application payment process by logging into your CIPC profile and select **Financials, Shopping Cart**. When clicking on **“Shopping Cart”**, all unpaid cart items will be listed. **Select** the transactions that you would like to pay, and click on **“Add Item”**. The transactions will reflect under Selected items to pay and click on proceed to pay.



19. Complete required payment information and click on **Pay**.



The first screenshot shows a Nedbank approval screen. It includes the Nedbank logo and a message: "Thank you for using your Nedbank card to make your internet purchase. To complete the purchase you will need to authenticate yourself using Approve™". Below this, it says "An Approve™ message will be sent to the telephone number [redacted]". A red arrow points to the "Continue, I have my phone" button.

The second screenshot shows a VISA security screen. It features the VISA logo and the text: "As an additional security measure, you will have to approve this purchase via the FNB APP. Tap on the FNB APP notification sent to you, or alternatively open the FNB APP and follow the instructions. You will then return to continue with this transaction." Below this, it asks "Did you just approve the transaction via the FNB APP?" and provides a link: "Click here to continue to the merchant site". A red arrow points to this link.

The third screenshot shows a Mastercard ID Check screen. It features the Mastercard logo and the text: "Please authenticate yourself using your phone. Do you have your cellphone (number ending in \*\*\*\*9999) with you to verify your transaction?". A red arrow points to the "Continue" button.

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000010240	1/31/2022	Selected To Pay	1.00

Dear Customer, Please use the M and navigate away from this page.

CIPC

**Card Holder Authenticated!**

Your payment information provided has been successfully authenticated.

Your payment is being processed. Please do not close or refresh your browser.

OK Cancel

Thank you for transacting with the CIPC.

Your payment for the below listed cart items were processed successfully!

Items Successfully Paid

ITEM TYPE	ITEM DESCRIPTION	ITEM STATUS	AMOUNT
Cooperative Registration	60000010240	Paid	1.00
			Total Amount Paid : R1,00

Dear Customer, Please use the M and navigate away from this page.

CIPC

**Payment Successful!**

Payment was successfully processed for your selected cart items!

OK Cancel

Companies and Intellectual Property Commission  
31 Jan 2022 12:39:09 PM

20. A pop up message will display that the payment was successful.

Home Services Amendments Business Rescue Financials

Thank you for transacting with the CIPC.  
Your payment for the below listed cart items were processed successfully!

Items Successfully Paid

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000010240	1/31/2022	Paid	1.00
Total Amount Paid :				<b>R1,00</b>

Dear Customer, Please use the Menu System to continue transacting with CIPC and navigate away from this page.

Companies and Intellectual Property Commission  
31 Jan 2022 12:39:45 PM

21. The registration documents will be emailed.

Fri 19/02/2021 10:58  
CIPCQA <cjpcscv\_k2qa@linux.co.za>  
Co-operative Registration for REA LIKA CORP - 60000007022 Completed !  
o Lucille Randall; hsz@mweb.co.za  
c Hanno Schultz

Message REA [REDACTED] OP 11.pdf (463 KB)

Dear LUCILLE [REDACTED],

Thank you for your Co-operative application dated: 2021/02/19 10:57:43 AM

Co-operative Details:  
**Name:**  
[REDACTED] CORP  
**Number:**  
C2021600114  
**Reference Number:**  
60000007022

Your application has been successfully completed and the Co-operative has been registered.

Kindly find attached to this email the Co-operative registration certificate document.

Regards,  
CIPC

*Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.*

*Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.*

22. You may also retrieve all documents under your profile. Click on **Services**, then **co-operatives**. All successful registrations will reflect under **registered co-operatives**. Click on the transaction and the documents will reflect.

Registered Co-operatives:

Terminate Selected Application

Double Click a Co-operative to view the Application and documentation

Selected Filter: Default Quick Search: All fields

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005328	[REDACTED] TRATIONS	[REDACTED]@A	[REDACTED]	Active/Successful
60000005320	[REDACTED] JCY	[REDACTED]@A	[REDACTED]	Active/Successful
60000005321	[REDACTED] LOCKS	[REDACTED]@A	[REDACTED]	Active/Successful
60000007022	[REDACTED]	[REDACTED]@A	[REDACTED]	Active/Successful

COOP 11

C2021600114-COOP11-New.pdf (PDF File)

Selected Filter: Default Quick Search: All fields

23. If your application has been rejected, you will receive notice via email, advising you of the reasons and request you to rectify your application. Log into your profile and accessing the application which is currently in a **“Not submitted”** status.

Dear LUCILLE [REDACTED],

Thank you for your Co-operative application dated: 2020/01/28 11:06:18 AM.  
Co-operative details:  
SHIRLEY AND KIDS - 60000000788

Your Co-operative application has been rejected for the following reason(s):

No alterations or correction fluid are allowed on forms.  
Omitted to attach Co-op 1 form.

Kindly rectify the error(s) in your application by logging into your CIPC profile and accessing the application which is currently in a “not yet submitted” status.

Please resubmit your corrected Cooperative application with all the necessary updated documentation.

Regards,  
CIPC Cooperative Team

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.

*Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.*

Click on the registration you want to rectify and thereafter on **Edit Selected Application**. Complete the process and submit again.

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005311	Application Not Submitted			Application In Progress
60000005314	DEBELENE	L: [REDACTED] A	[REDACTED] B	Application Rejected
60000005318	Application Not Submitted			Application In Progress

24. All Members and Directors will receive an email confirming that they have been added as a director.

Fri 19/02/2021 08:17  
CIPCQA <cjpcscv\_k2qa@linux.co.za>  
You have been added as a member to a Co-operative Application: SIGQOI SABAFASI - 60000005346  
To: Lucille Randall; hsz@mweb.co.za; Hanno Schultz

Dear H [REDACTED] ES,

Kindly note that you have been added as a Member to the Co-operative application submission for dated: 2021/02/19 8:16:54 AM

Tracking Number for the application is: 60000005346

You have been added as a member to the Co-operative by: LUCILLE [REDACTED]

Kindly contact the CIPC if you have not given consent to being added as a member to this Co-operative application.

Regards,

CIPC

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.