



STEP BY STEP GUIDE:

NEW E-SERVICES TERTIARY CO- OPERATIVE REGISTRATION

V0.2

STEP BY STEP GUIDE: NEW TERTIARY CO-OPERATIVES REGISTRATIONS

This document describes the event of a new Tertiary 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 TERSIARY CO-OPERATIVE REGISTRATION

- **A Tertiary co-operative** must be formed by two or more Operational Secondary 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.

TERTIARY 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.

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 and click on Login.

The screenshot shows the CIPC website homepage. At the top left is the CIPC logo and name. At the top right, there is a search bar and a 'LOGIN | REGISTER' link, which is highlighted by a red arrow. Below the header is a navigation menu with links for HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. The main banner features a large image of a billboard with the text: '# 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), QUICK ACCESS, SEARCH OUR REGISTRY, and XBRL PROGRAMME. On the right side, there are sections for IMPORTANT NOTICES and ALL EVENTS. At the bottom, there are sections for USEFUL RESOURCES, NEED HELP?, LEGAL, and OTHER. The footer contains the CIPC name, copyright information, and social media icons.

2. Click on New eservices.

The screenshot shows the homepage of the Companies and Intellectual Property Commission. At the top left is the logo and name of the commission, with the tagline 'a member of the dtic group'. At the top right are links for 'LOGIN | REGISTER' and a search bar. A teal navigation bar contains the following menu items: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. Below the navigation bar is the 'PORTALS LOGINS' section, which features five service tiles: E-SERVICES, IP E-SERVICES, ENQUIRIES, NEW E-SERVICES, and BIZPORTAL. Each tile includes a key icon, the service name, a 'view services' link, and a 'CONTINUE...' button. A red arrow points to the 'CONTINUE...' button for 'NEW E-SERVICES'. To the right of the service tiles is a 'Related links' section with a list of links: Register as a customer, Banking details, Password Reset, Register company online, Log a query, and Register trade mark, design or patent online. At the bottom of the page is a teal footer with four columns of links: '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 also contains the commission's name, copyright information, and 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**.

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

Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

Gmail Outlook YAHOO! MAIL

NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.

NOTE: This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:
RSA Individual ✓

Identification: ID Number
[Red Bar]

Search

Companies and Intellectual Property Commission
27 Jul 2022 12:05:00 PM

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**.

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

Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

Gmail Outlook YAHOO! MAIL

NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.

NOTE: This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:
RSA Individual ✓

Identification: ID Number
[Red Bar]

Search

Companies and Intellectual Property Commission
27 Jul 2022 12:05:00 PM

CIPC

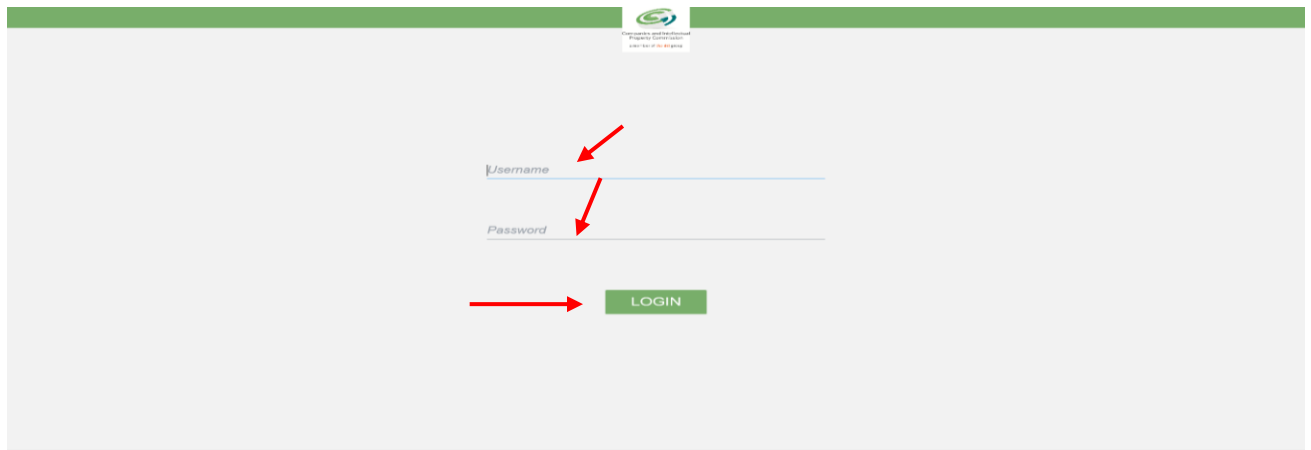
Customer Search

Your customer profile record could be successfully validated!

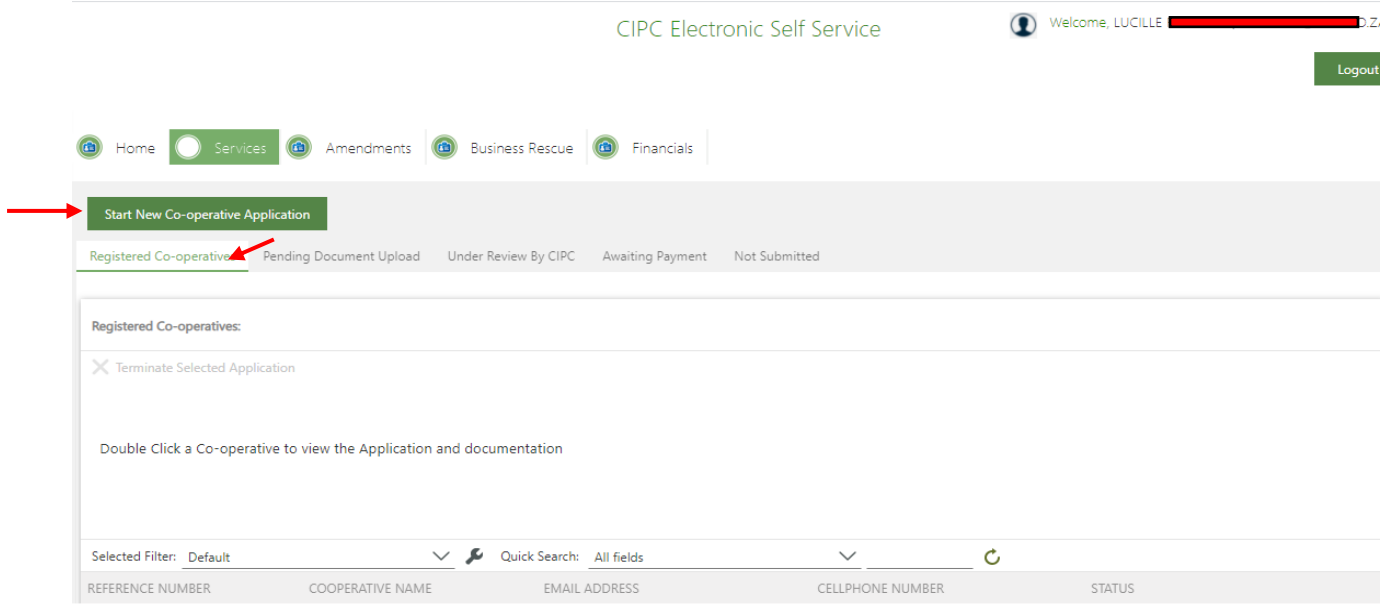
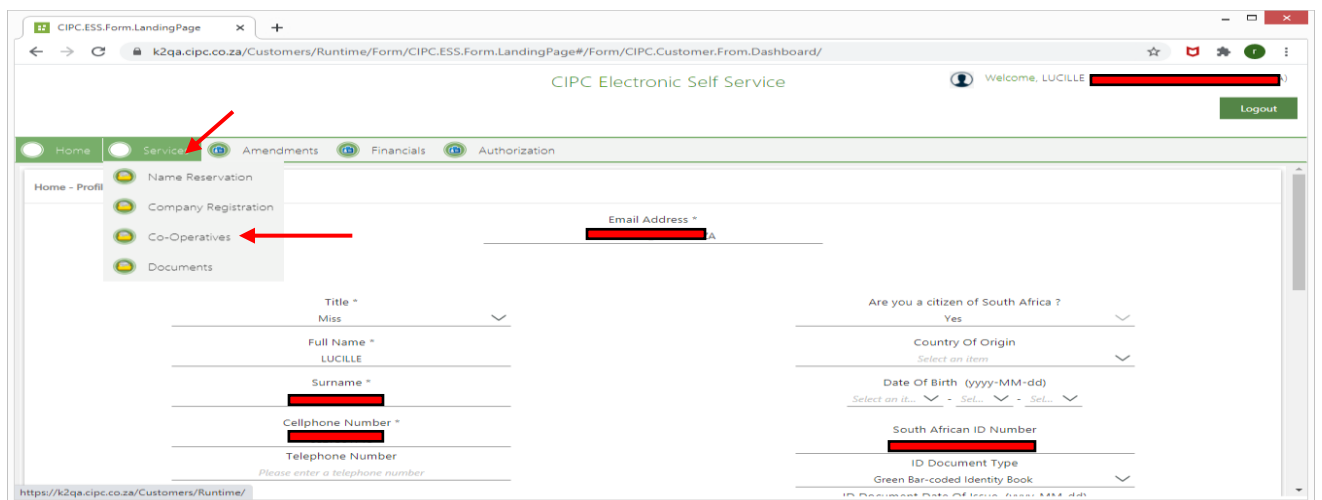
You will be redirected to Login.

OK

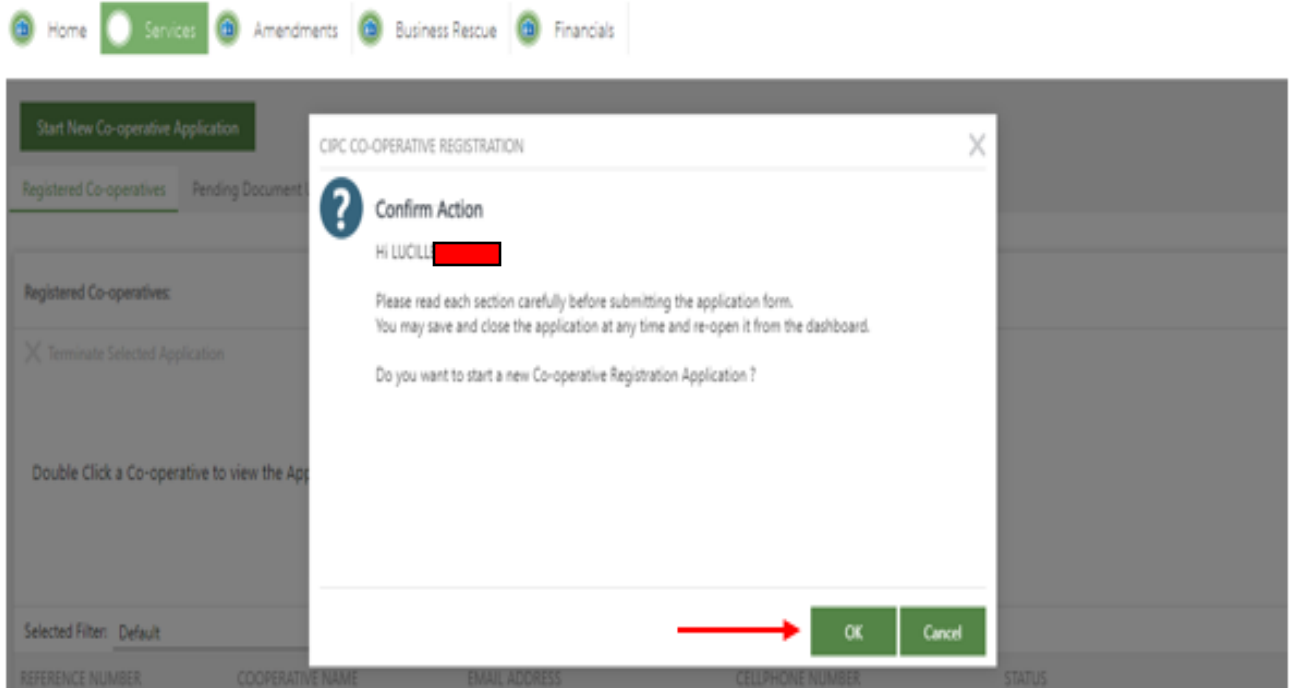
3. Enter the Username (Email address) and Password and click on **Login**.



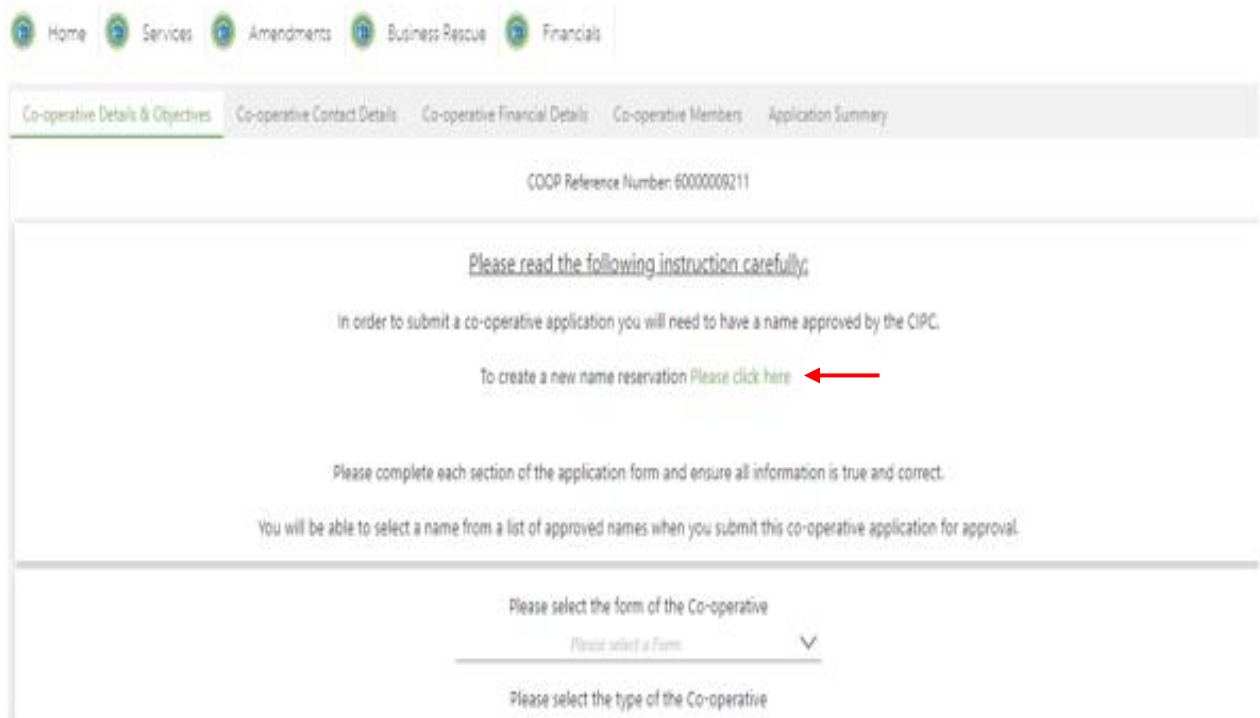
4. The landing page of E-services will be displayed. Click on **Services**, then **co-operatives** thereafter click on **Start New Co-operative Application**



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**

The screenshot shows the 'Co-operative Details & Objectives' page in the CIPC Electronic Self Service system. The page includes a navigation menu with 'Home', 'Services', 'Amendments', 'Business Rescue', and 'Financials'. The main content area displays instructions for submitting a co-operative application, including a COOP Reference Number (60000010682) and a link to create a new name reservation. Below the instructions, there are two dropdown menus: 'Please select the form of the Co-operative' (currently set to 'TERTIARY COOPERATIVE') and 'Please select the type of the Co-operative' (currently set to 'Please select a Type'). A red arrow points to the plus sign next to the 'Add Objectives' button. Below this, there is a table with the heading 'DESCRIPTION' and the text 'No items to display.' At the bottom of the page, there are three buttons: 'Cancel', 'Save & Close', and '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**

The screenshot shows the 'ADD CO-OPERATIVE OBJECTIVES' dialog box. It contains a question: 'Do you want to add your own objectives?' with a dropdown menu set to 'Yes'. Below this, there is a text input field labeled 'Please Specify Your Co-operative Objective:' containing the text 'ARRANGE FOR CONTRACTS'. A red arrow points to the 'Add Selected Objectives' button. Below the dialog box, there is a table with the heading 'DESCRIPTION' and the text 'ARRANGE FOR CONTRACTS'. At the bottom of the page, there is a 'Save & Close' button.

ADD CO-OPERATIVE OBJECTIVES

Do you want to add your own objectives ?

No

Please select objectives to add:

ADVOCATE, ENGAGE ORGANS OF STATE, PRIVATE SECTOR

Add Selected Objectives

Remove Objective From list

Number of Objectives Added :1

DESCRIPTION
ADVOCATE, ENGAGE ORGANS OF STATE, PRIVATE SECTOR

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**.

Please select the form of the Co-operative

TERTIARY COOPERATIVE

Please select the type of the Co-operative

ADVOCATE, ENGAGE ORGANS OF STATE, PRIVATE SECTOR

+ Add Objectives

Number of Objectives Added :1

DESCRIPTION
ARRANGE FOR CONTRACTS

Cancel Save & Close Next

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

- Co-operative email address
- Co-operative Cell phone number
- Co-operative telephone number
- Physical address
- Business address
- Postal Address

CIPC Electronic Self Service

Welcome, LUCILLE 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: *

Co-Operative Cellphone Number: *

Co-Operative Website:

Co-Operative Telephone Number:

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

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

<u>Physical Address</u>	<u>Business Address</u>	<u>Postal Address</u>
Street Address: * 101 CRAWFORD STREET	Street Address: * 101 CRAWFORD STREET	Street Address: * P O BOX 257
City: * PORT ELIZABETH	City: * PORT ELIZABETH	City: * PORT ELIZABETH
ZIP Postal Code: * 6001	ZIP Postal Code: * 6001	ZIP Postal Code: * 6001
Country: * South Africa	Country: * South Africa	Country: * South Africa
Region Area Province: * Eastern Cape	Region Area Province: * Eastern Cape	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 [REDACTED] (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 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

Back
Save & Close
Next

10. (a) A screen will display **member details**. To add a **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

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: 0 Number of Juristic Member Founders: 0

+ Add Juristic Member
 X Delete Juristic Member
 Verify Juristic Member

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
No items to display.		

<< < 1 > >>

Add the **registration number** of the Secondary 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**.

Juristic Members:

Number: CIPC.COOP.FORMJURISTICPERSON

Juristic Representative Details

Juristic Representative ID Number: *
[REDACTED]

Juristic Representative First Name: *
[REDACTED]

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 : [REDACTED]	Postal Address Street : [REDACTED]
Physical Address City : [REDACTED]	Postal Address City : [REDACTED]
Physical Address Postal Code : 1370	Postal Address Postal Code : 1370
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**.

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:

<u>Primary Co-operative</u>	<u>Secondary Co-operative</u>	<u>Tertiary Co-operative</u>
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 **✗ Delete Juristic Member** **Verify Juristic Member**

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
[REDACTED]	[REDACTED] SECONDARY CO-OPERATIVE LIMITED	Yes

Juristic Members Representatives:

Number of Juristic Members as Directors: 1

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

FIRST NAME	SURNAME	ENTERPRISE NUMBER
[REDACTED] OY	[REDACTED] O	[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**

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
1	A	
1	A	

Juristic Representative Details

Juristic Representative ID Number: *

Juristic Representative First Name: *

Juristic Representative Surname: *

Juristic Representative Cellphone Number: *

Juristic Representative Email Address: *

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**.

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

« < 1 > »

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

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

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

« < 1 > »

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 secondary 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]

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	Business Address	Postal Address
Physical Address Street : [REDACTED]	Business Address Street : [REDACTED]	Postal Address Street : [REDACTED]
Physical Address City : [REDACTED]	Business Address City : [REDACTED]	Postal Address City : [REDACTED]
Physical Address Postal Code : 0039	Business Address Postal Code : 0039	Postal Address Postal Code : 0039
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		
C20206		

Juristic Representative Details

Juristic Representative ID Number: * [REDACTED]

Juristic Representative First Name: * [REDACTED]

Juristic Representative Surname: * [REDACTED]

Juristic Representative Cellphone Number: * [REDACTED] 67

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

Navigation: << < 1 >

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

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

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

Navigation: << < 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 SWANEPOEL [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						
+ Add Auditor Close / Exit						

Navigation: << < 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:

<u>Primary Co-operative</u>	<u>Secondary Co-operative</u>	<u>Tertiary Co-operative</u>
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 X Delete Juristic Member Verify Juristic Member

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

<< < 1 > >>

Juristic Members Representatives:

Number of Juristic Members as Directors: 2

+ Add Juristic Representative as Director X Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
[REDACTED]	[REDACTED]	C2 [REDACTED]
[REDACTED] PETRUS	[REDACTED]	C2 [REDACTED]


<< < 1 > >>

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

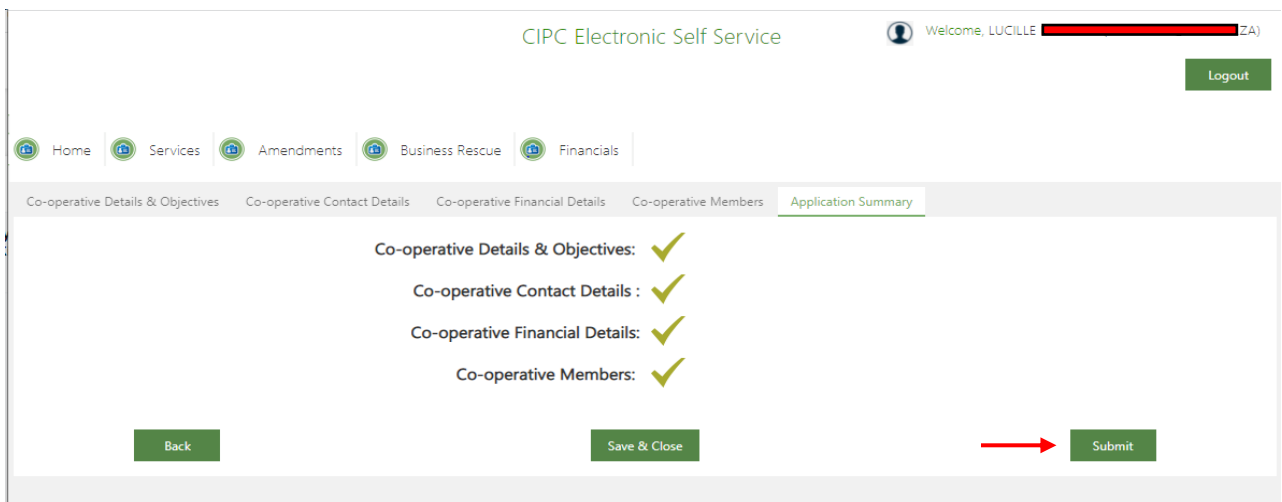
Back Save & Close  Next

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.

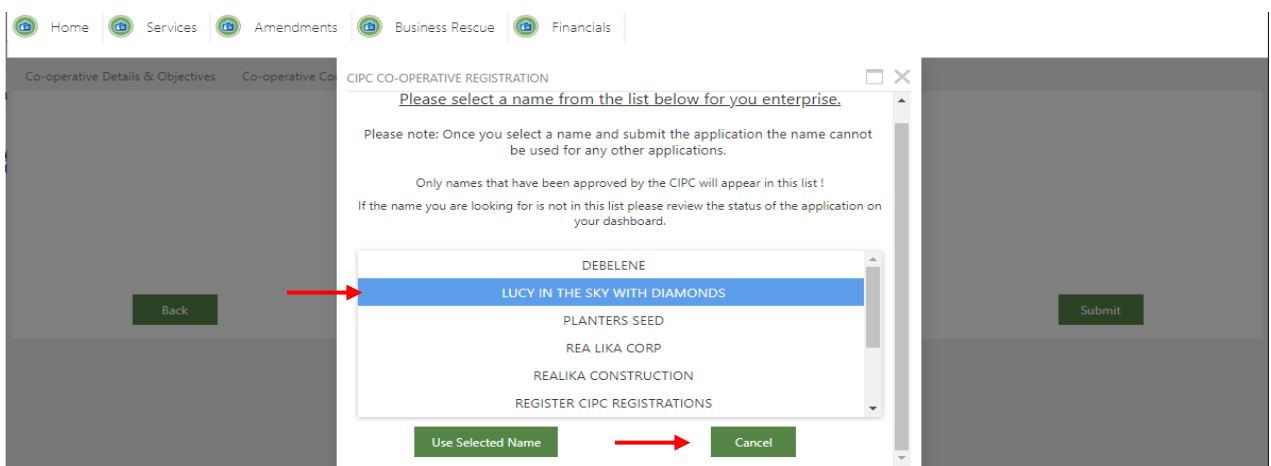
- (a) Co-operatives details and objectives ✓
- (b) Co-operatives contact details ✓
- (c) Co-operatives financial details ✓
- (d) Co-operative members ✗

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



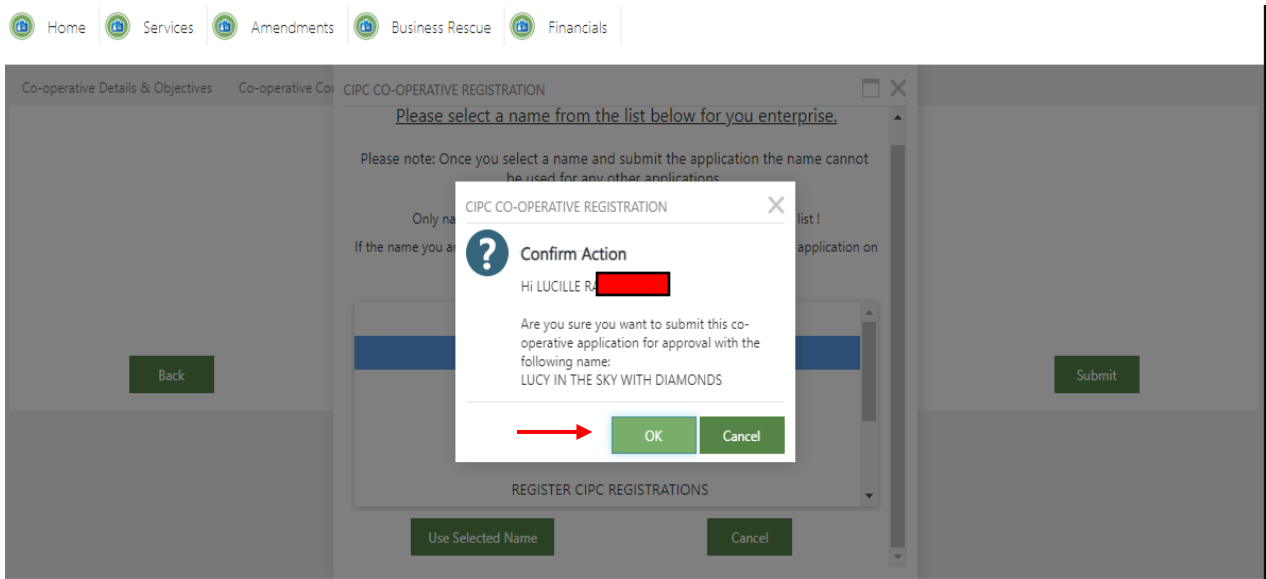
13. After you click on submit a screen will display all your name reservations approved under your customer code.

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

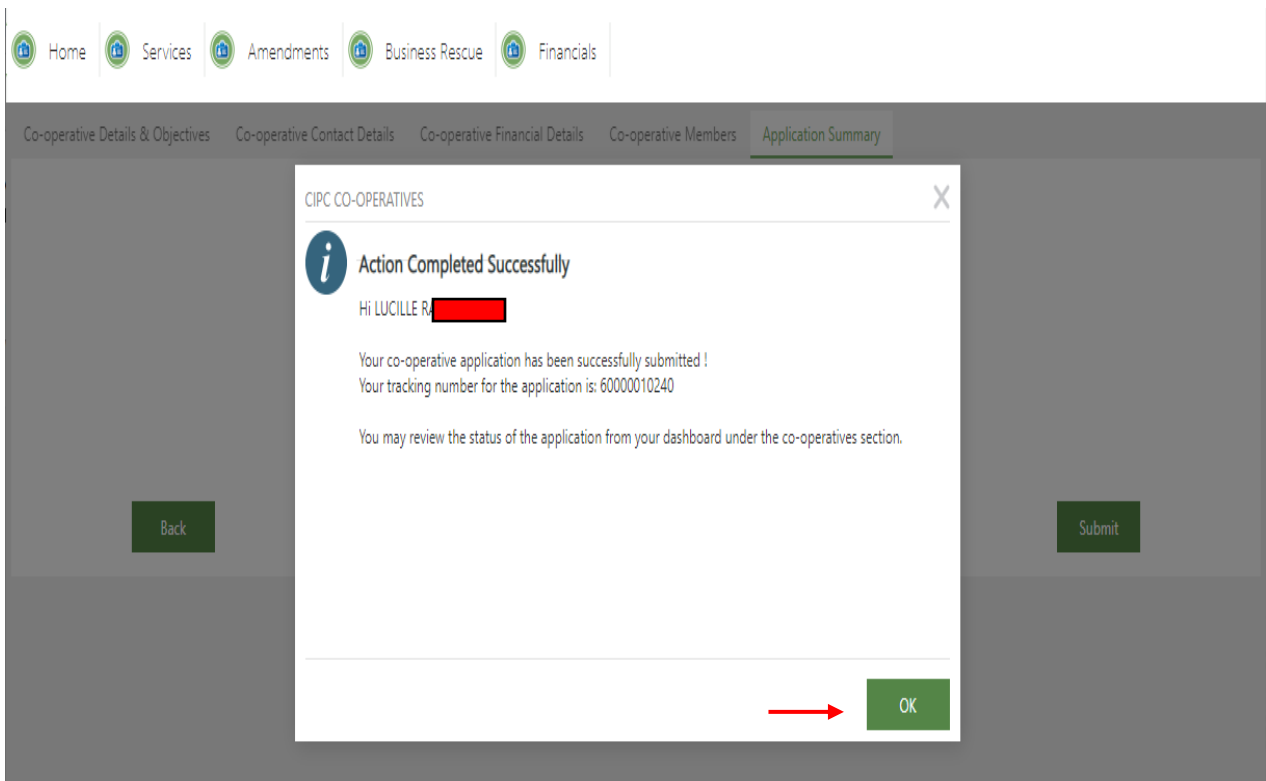


14. A pop up screen message will display the following:

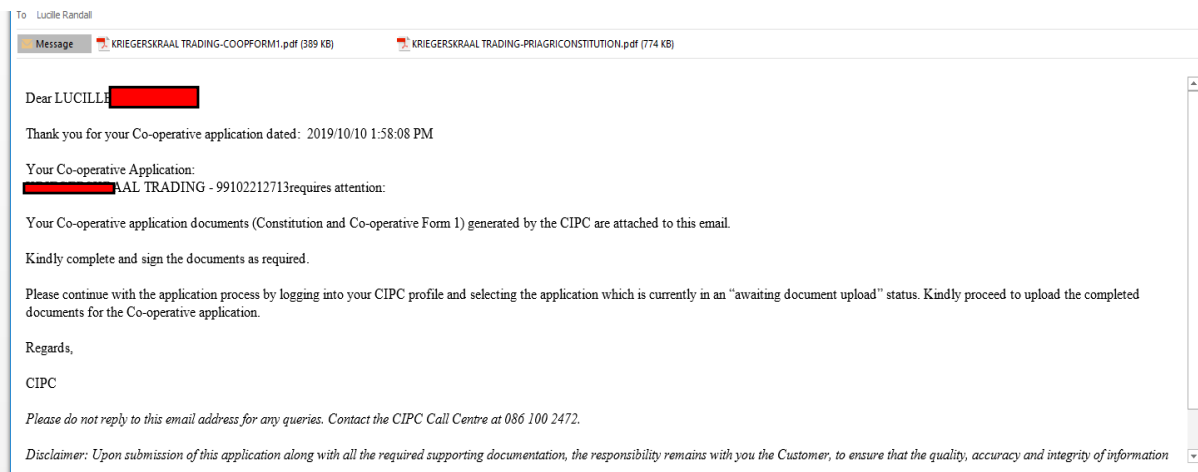
“Are you sure you want to submit the co-operative application for approval with the following Name: XX To proceed click **OK**.”



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"> • Tertiary Model Constitution 	<p>Effective from the date of New Eservices online functionality.</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>NB: 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**.

Start New Co-operative Application

Registered Co-operatives **Pending Document Upload** Under Review By CIPC Awaiting Payment Not Submitted / COOP Conversion

Co-operative Applications Pending Document Upload :

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

Selected Filter: Default Quick Search: All fields

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

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**.

Start New Co-operative Application

Registered Co-operatives Pending Document Upload Under Review By CIPC Awaiting Payment Not Submitted / COOP Conversion

Co-operative Applications Pending Document Upload :

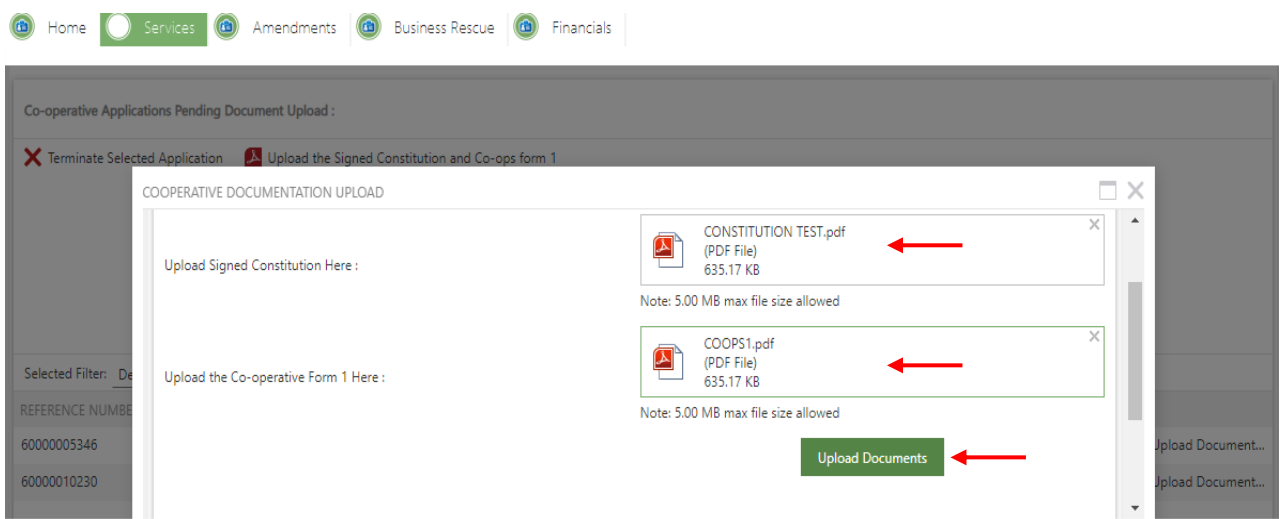
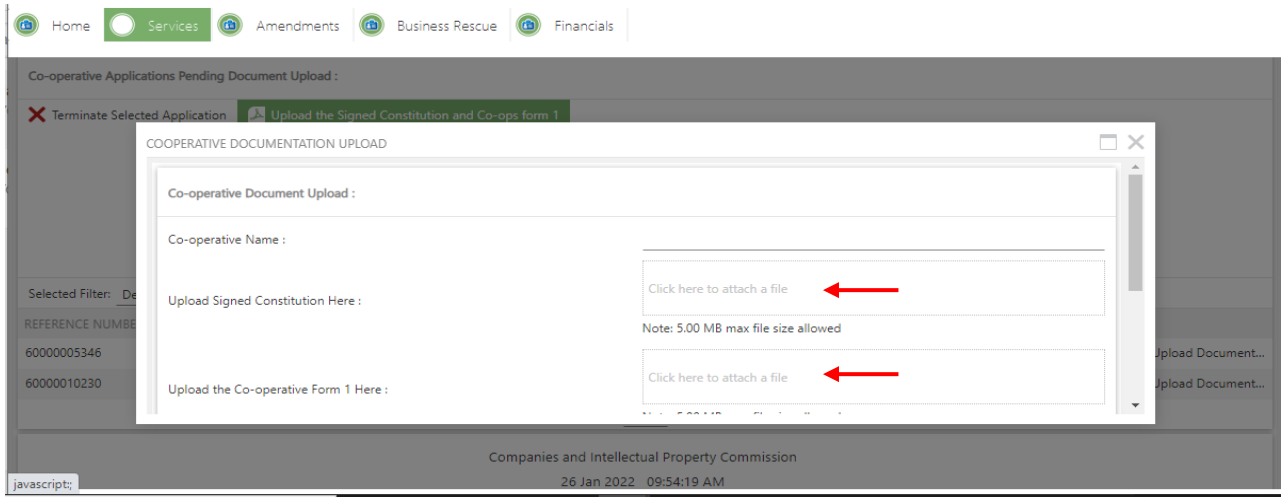
✕ Terminate Selected Application Upload the Signed Constitution and Co-ops form 1

Constitution

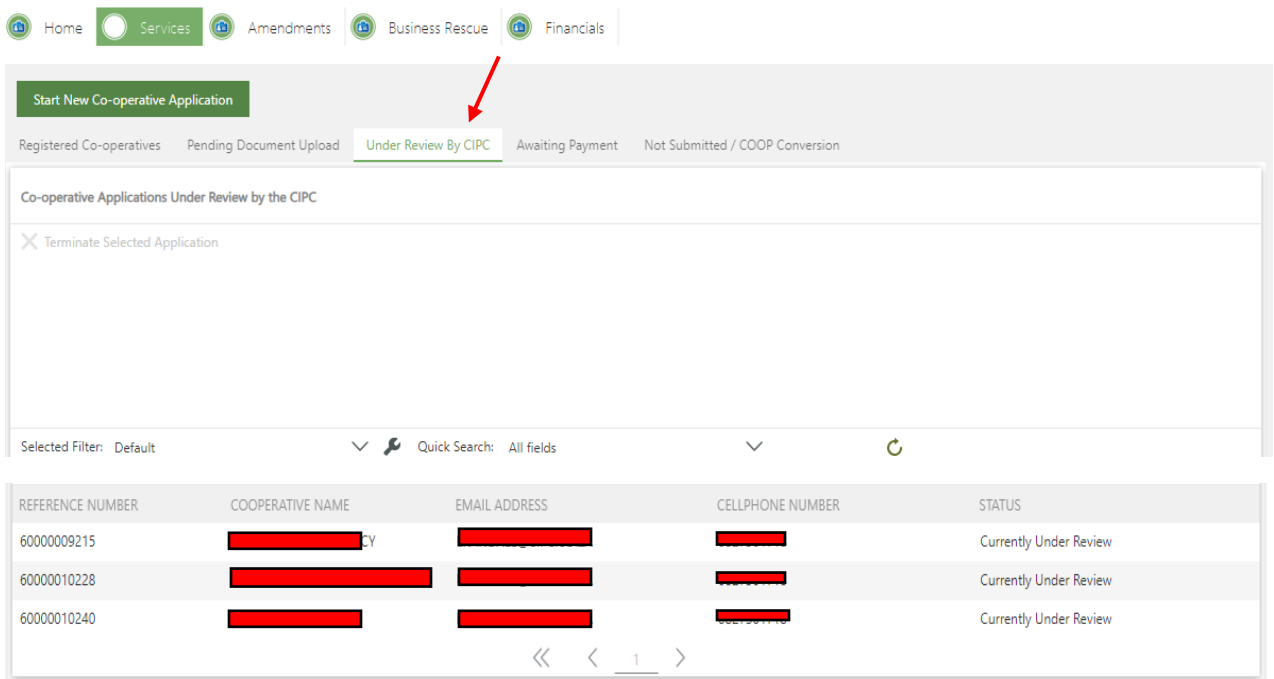
COOP1

Selected Filter: Default Quick Search: All fields

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



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



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 - 6000000700

Dear LUCILLE [REDACTED],

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

Co-operative Details:

THE MOUNTAIN BETWEEN US - 6000000700

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.

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**.

The screenshot displays the CIPC Financials Shopping Cart interface. At the top, a navigation bar includes Home, Services, Amendments, Business Rescue, and Financials (highlighted with a red arrow). Below this, the 'Financials - Shopping Cart - Unpaid Items' section features a '+ Add Item' button (indicated by a red arrow) and a table with one item:

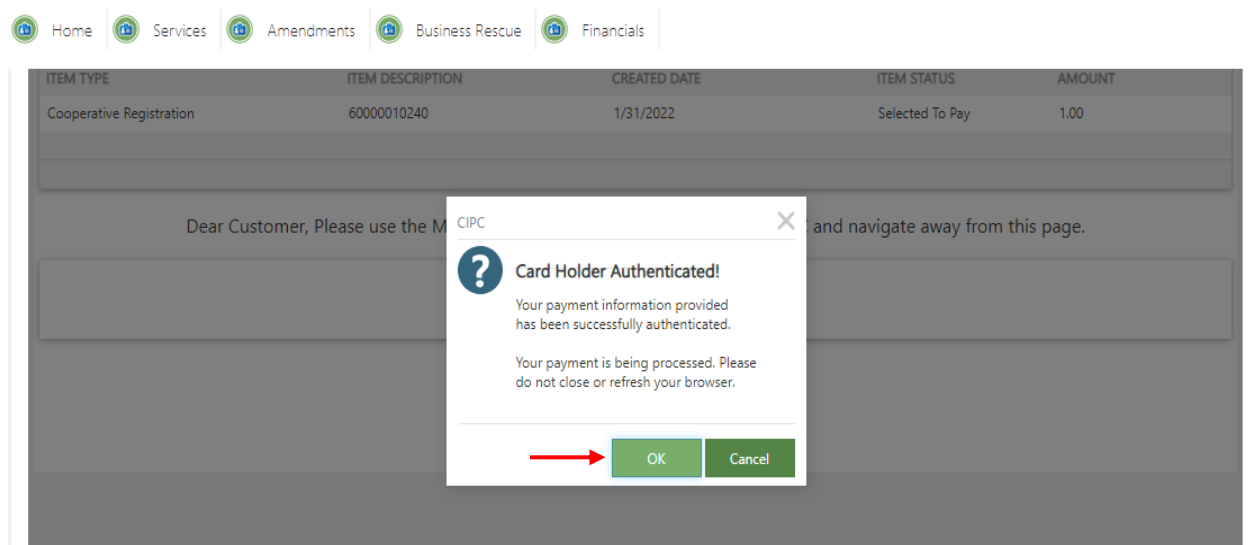
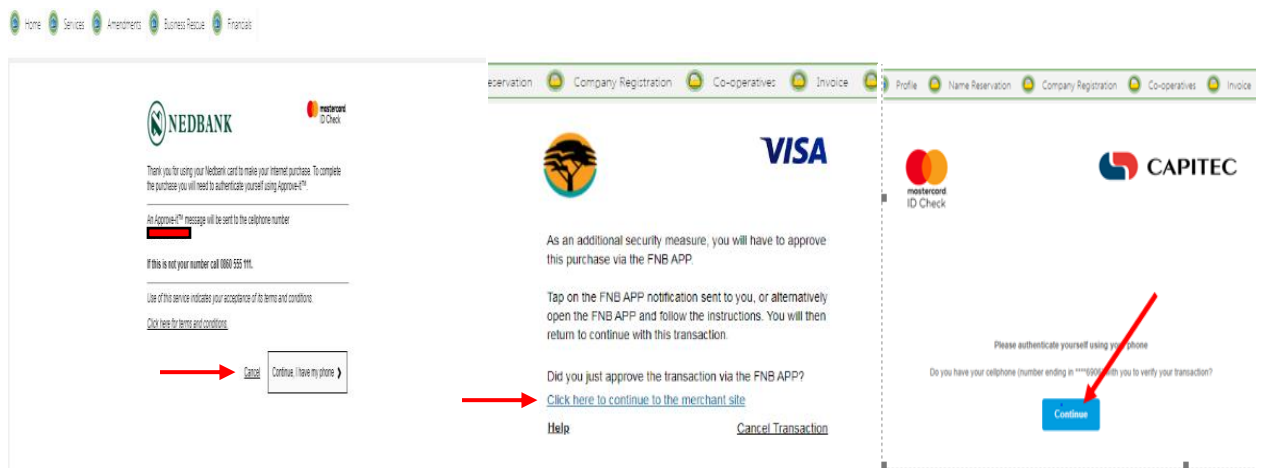
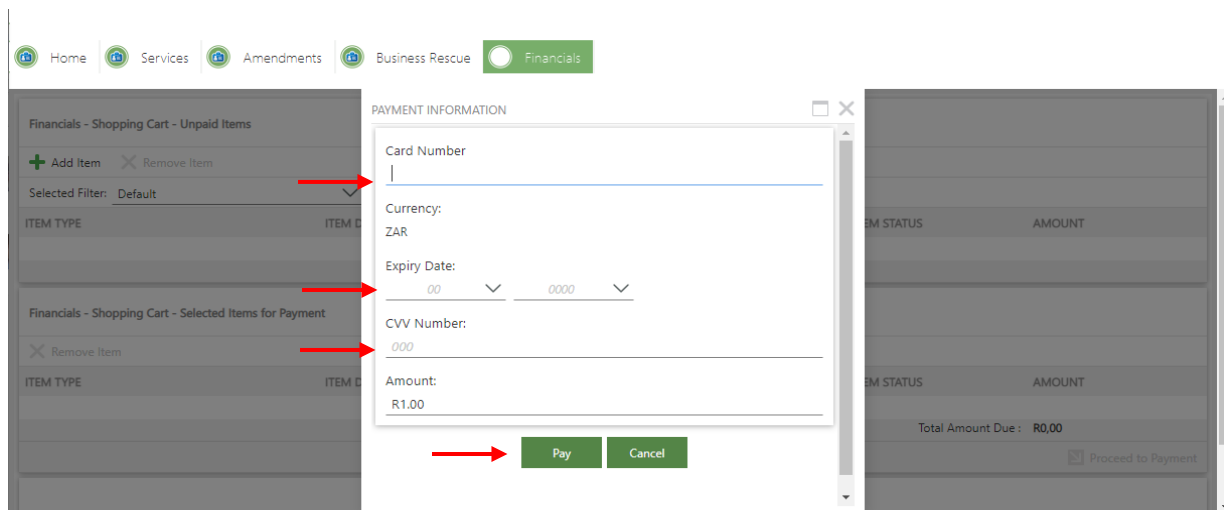
ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	6000010683	3/29/2022	Not Paid	1.00

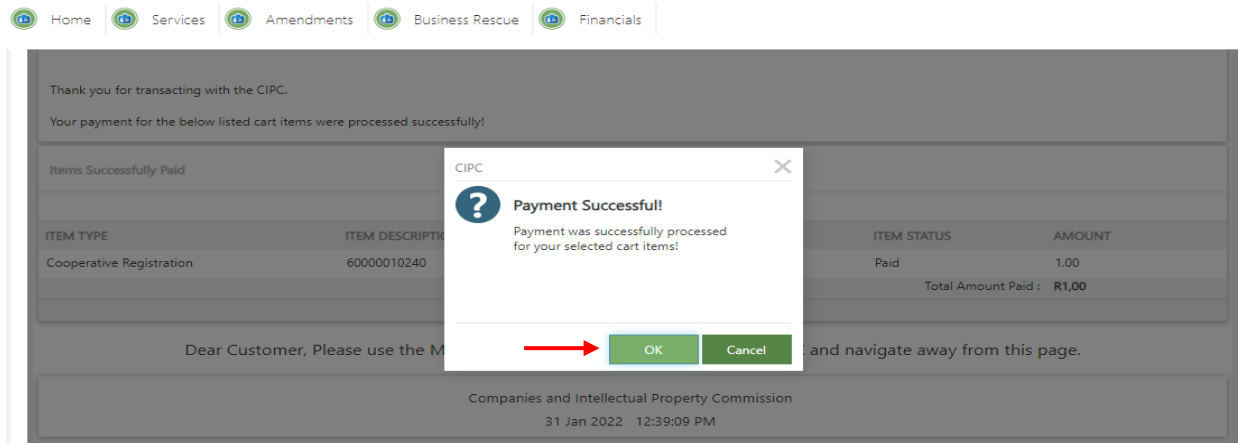
Below this is the 'Financials - Shopping Cart - Selected Items for Payment' section, which is currently empty, showing 'No items to display.' and a 'Total Amount Due : R0,00'. A second 'Financials - Shopping Cart - Selected Items for Payment' section shows one item selected for payment:

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	6000010240	1/31/2022	Selected To Pay	1.00

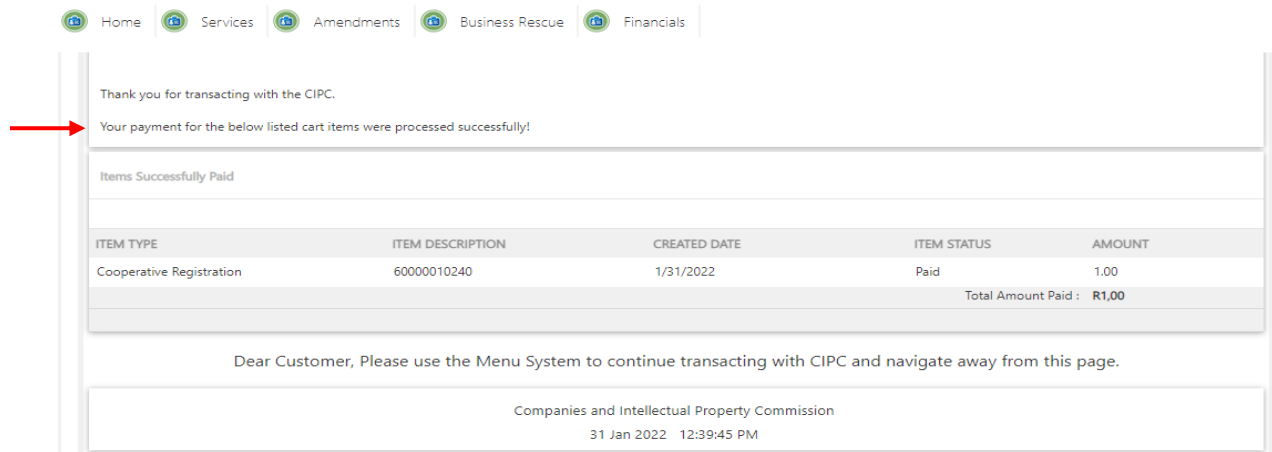
This section shows a 'Total Amount Due : R1,00' and a 'Proceed to Payment' button (indicated by a red arrow). A final 'Proceed to Payment' button is located at the bottom right of the interface. The footer of the page reads 'Companies and Intellectual Property Commission' and '29 Mar 2022 02:47:01 PM'.

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

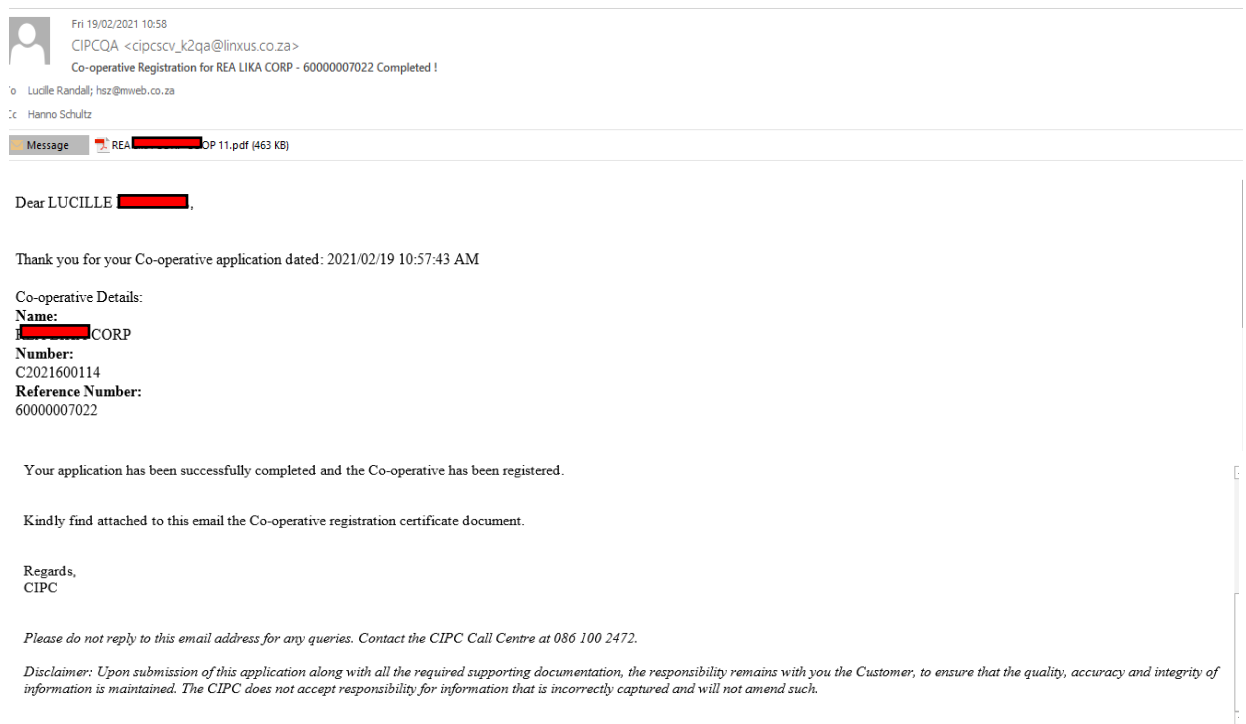




20. A pop up message will display that the payment was successful.



21. The registration documents will be emailed.



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)

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.