



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

## **STEP BY STEP GUIDE:**

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

**V0.2**

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

This document describes the event of a new Co-operative registration with CIPC on the 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 CO-OPERATIVE REGISTRATION**

- Minimum 5 natural persons 2 juristic persons or a combination of any 5 persons.
- Minimum of 2 directors
- Members fee must be equal for all the members of the Co-operative.
- Directors must not share the same contact details such as E-mail address and cellular phone number.

### **LEGAL REQUIREMENTS**

- All Co-operatives must reserve a name before lodging a new Co-operative registration.

### **PRIMARY 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.
- The Cor9.4 (Confirmation Notice of Name reservation) must be attached for an approved name.
- Certified ID copies for South African citizens and passport copies for non RSA citizens for all the founding members must be uploaded during the capturing process

### **JURISTIC PERSON**

- Any entity registered at CIPC and must be in business.
- One of the directors of the Company, Close Corporation or Trust must be the representative of Juristic Person for the Co-operative.

**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 homepage of the Companies and Intellectual Property Commission (CIPC). 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 city at night with a billboard that reads '# CIPC Automation Journey' and describes the commission's efforts to improve online transacting platforms. Below the banner are several service tiles: Enterprise Registration, Enterprise Maintenance, Intellectual Property, Quick Access, Search Our Registry, and XBRL Programme. On the right side, there are sections for 'IMPORTANT NOTICES' and 'ALL EVENTS'. The footer contains 'USEFUL RESOURCES', 'NEED HELP?', 'LEGAL', and 'OTHER' sections, along with social media icons and copyright information.

## 2. Click on New eservices

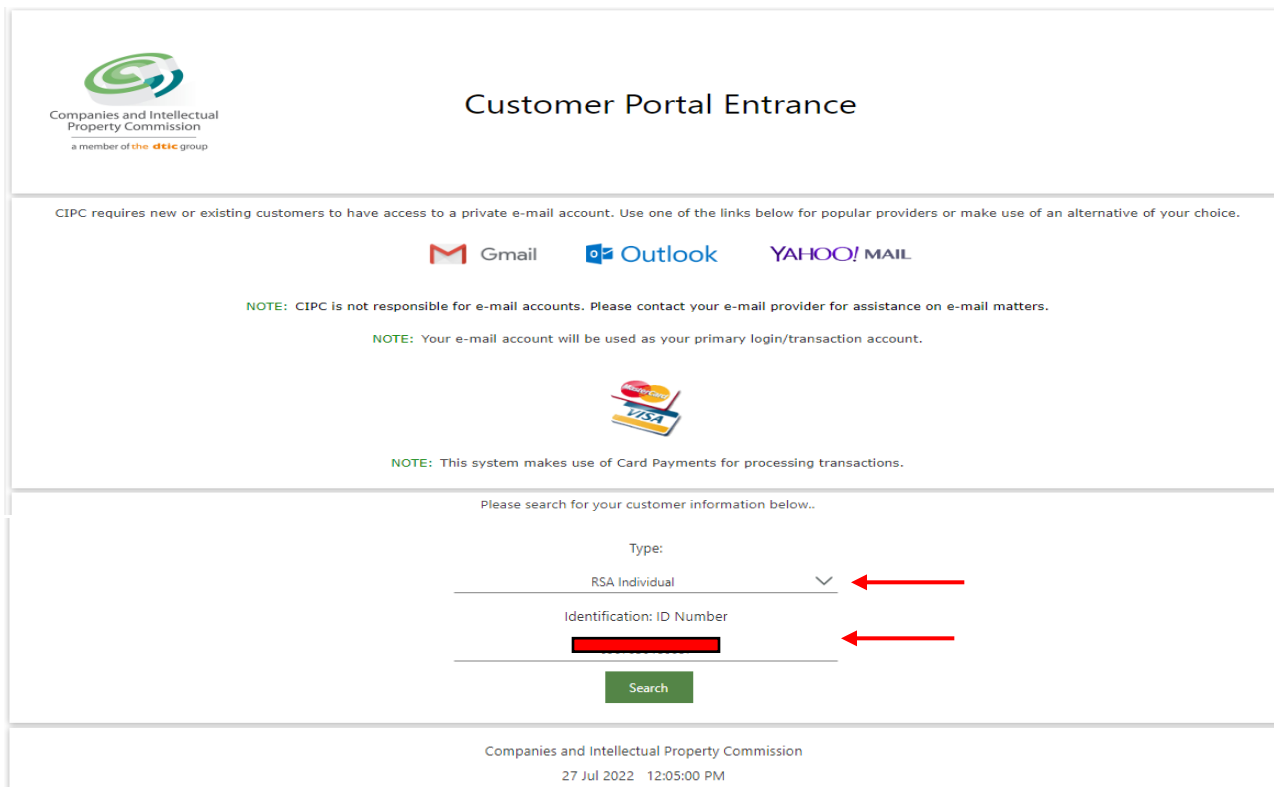
The screenshot shows the homepage of the Companies and Intellectual Property Commission. At the top left is the logo and name: "Companies and Intellectual Property Commission" and "a member of the dtic group". At the top right are "LOGIN | REGISTER" and a search box. A teal navigation bar contains: "HOME", "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. To the right is a "Related links" sidebar with: "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 columns: "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).

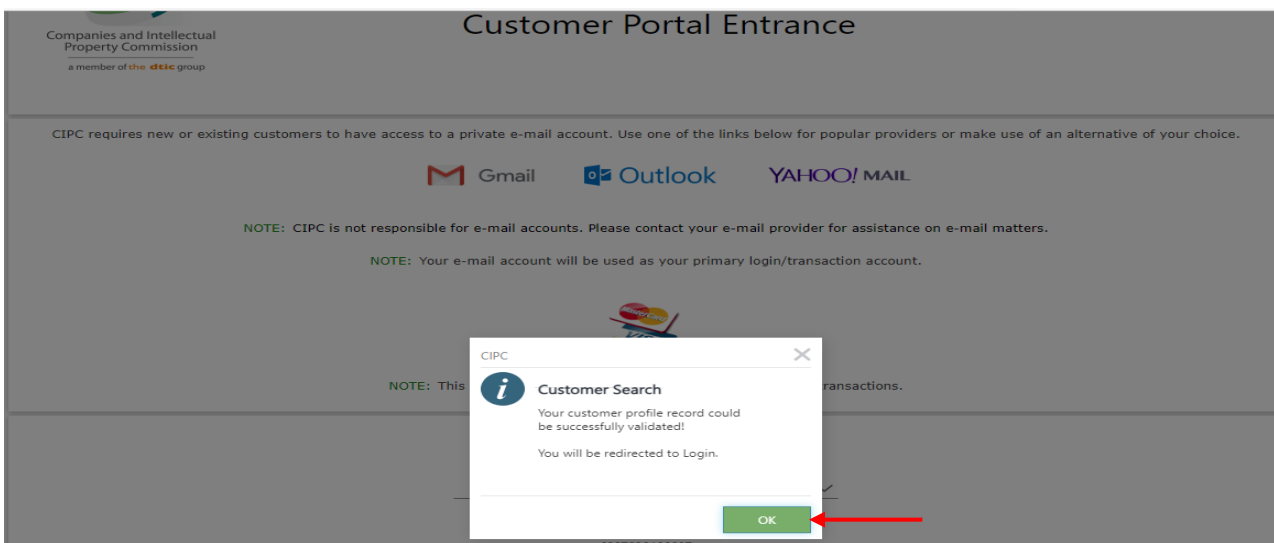
At the bottom, there is a teal bar with the text: "Companies and Intellectual Property Commission – Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy" and social media icons for Facebook, Twitter, and YouTube.

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

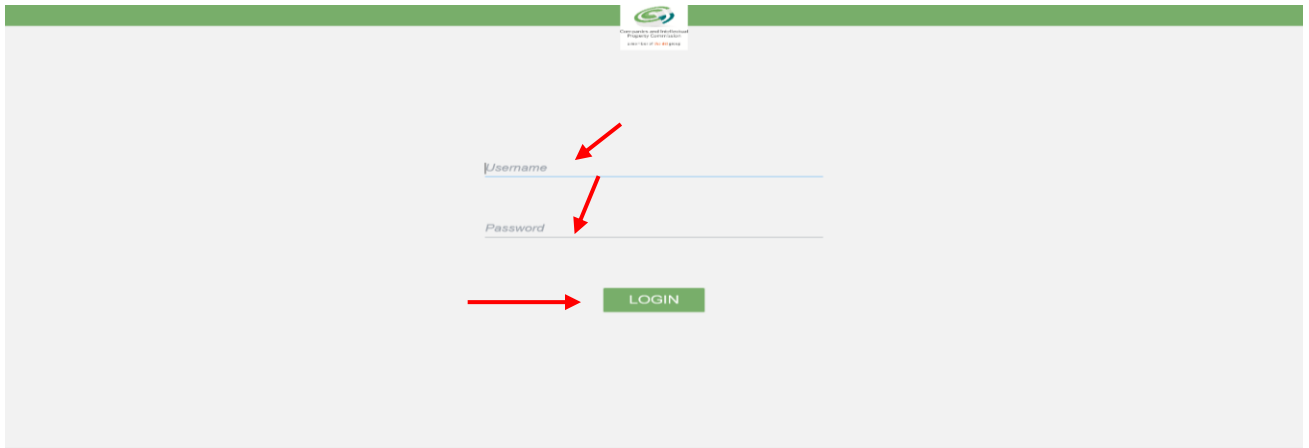


If you were registered as a Customer with CIPC previously and had an existing customer profile, the following message will display: “Your customer profile record could be successfully validated”. You will be redirected to Login. Click on **OK**.

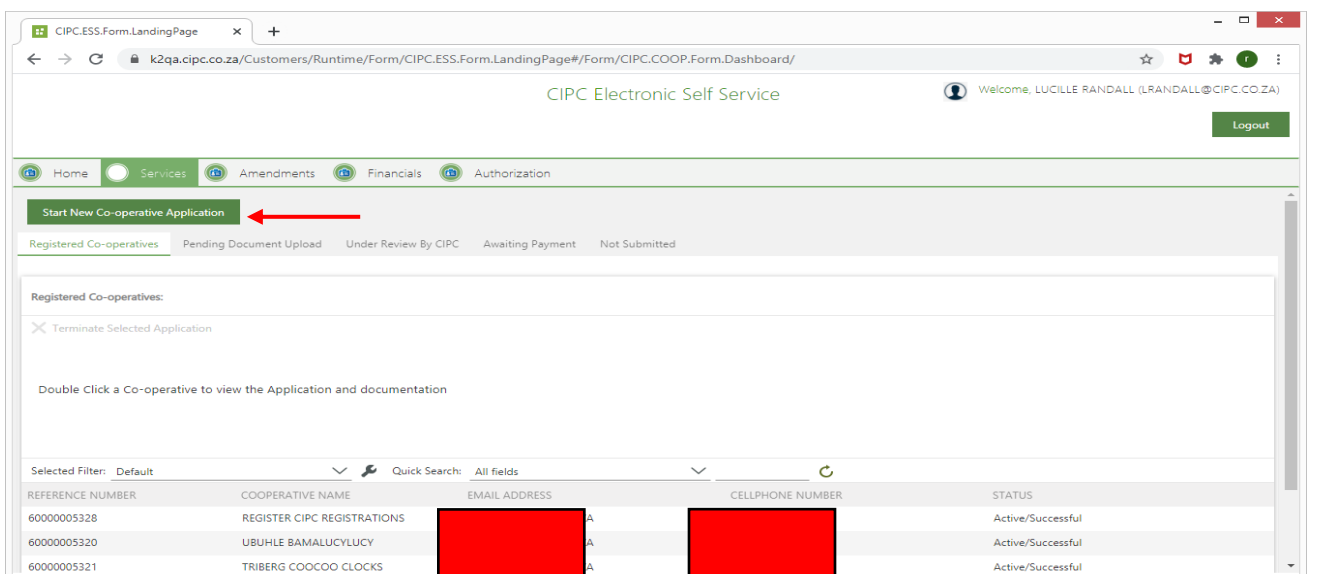
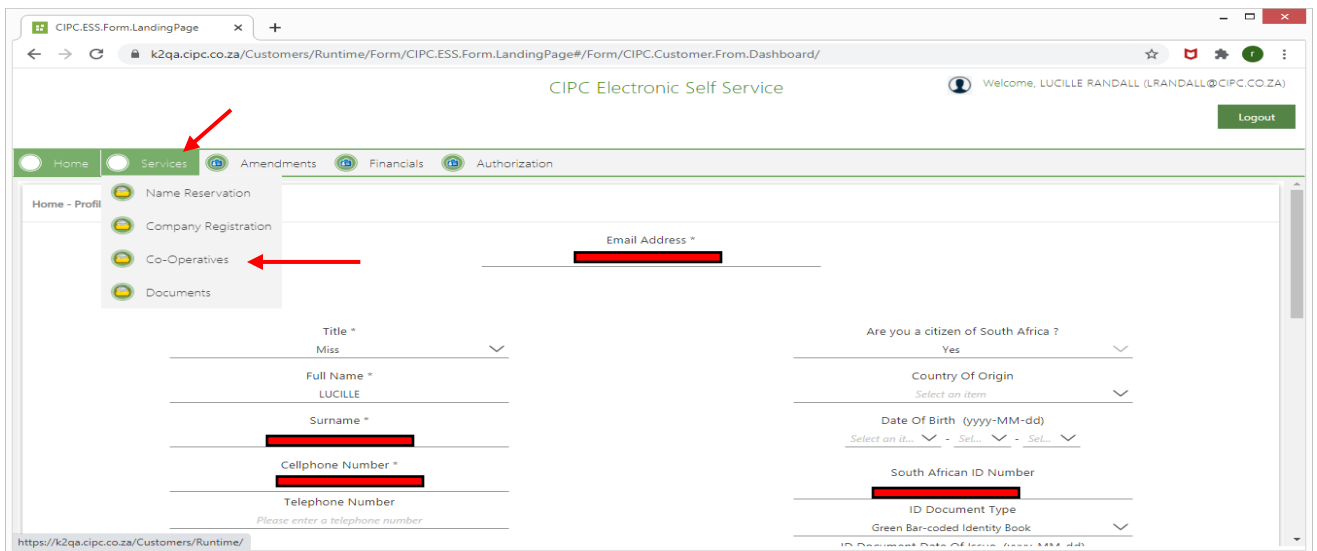
If you have never registered as a CIPC customer, the following message will display: “Your customer record was not found or incomplete.” You will be redirected to individual Customer Registration. Click on **OK**.



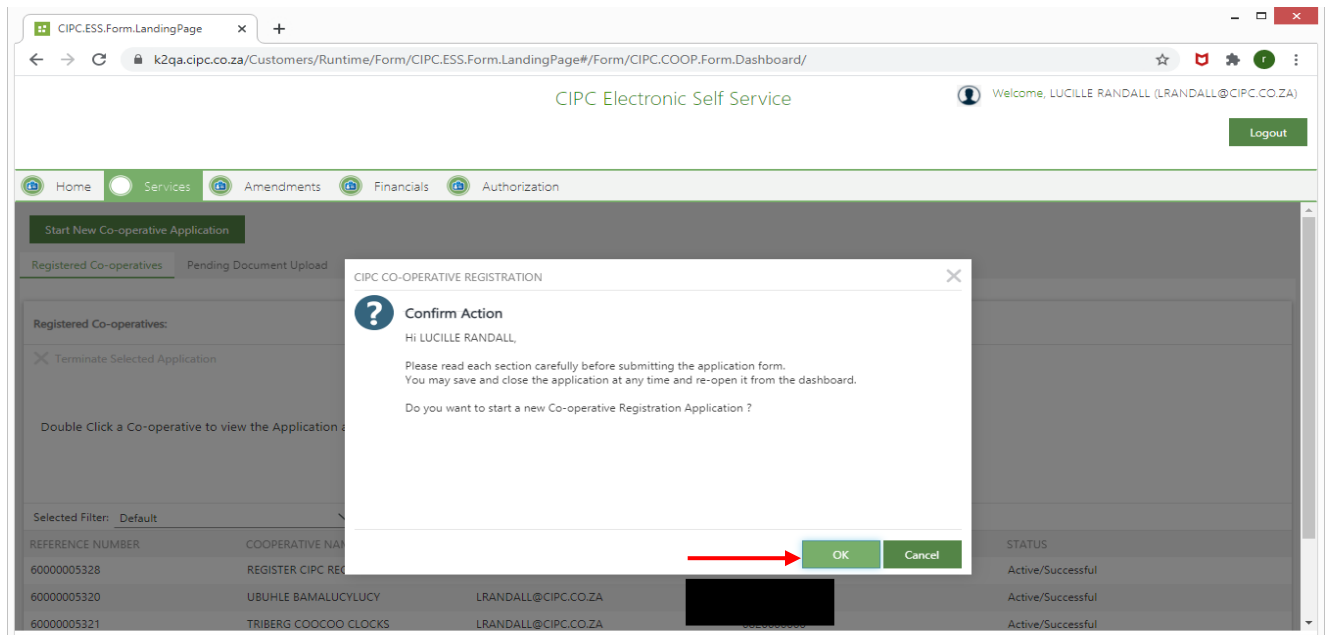
3. Enter the Username (Email address) and Password and click on **Login**.



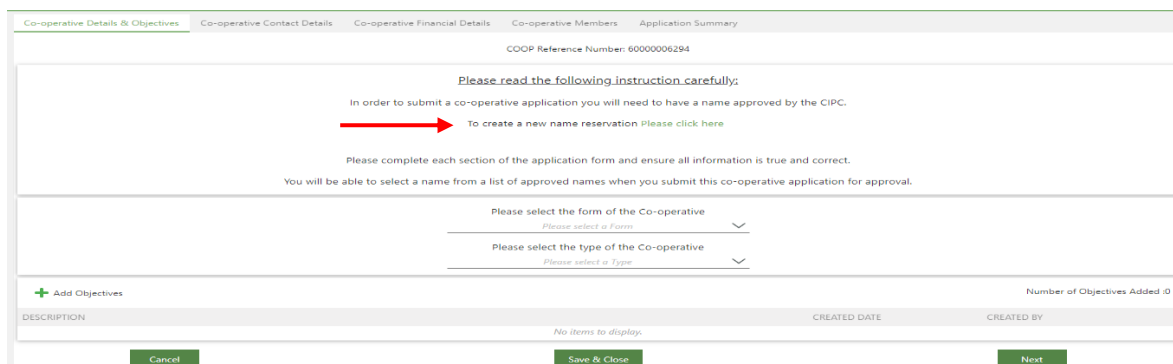
4. The landing page of E-services will be displayed. Click on **Services**, then **co-operatives** thereafter click on **Start New Co-operative Application**



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
  - Select the Type of co-operative.
    - Agricultural primary co-operative
    - Financial services primary co-operative
    - Housing primary co-operative
    - Non-specific primary co-operative
    - Social primary co-operative
    - Worker primary co-operative



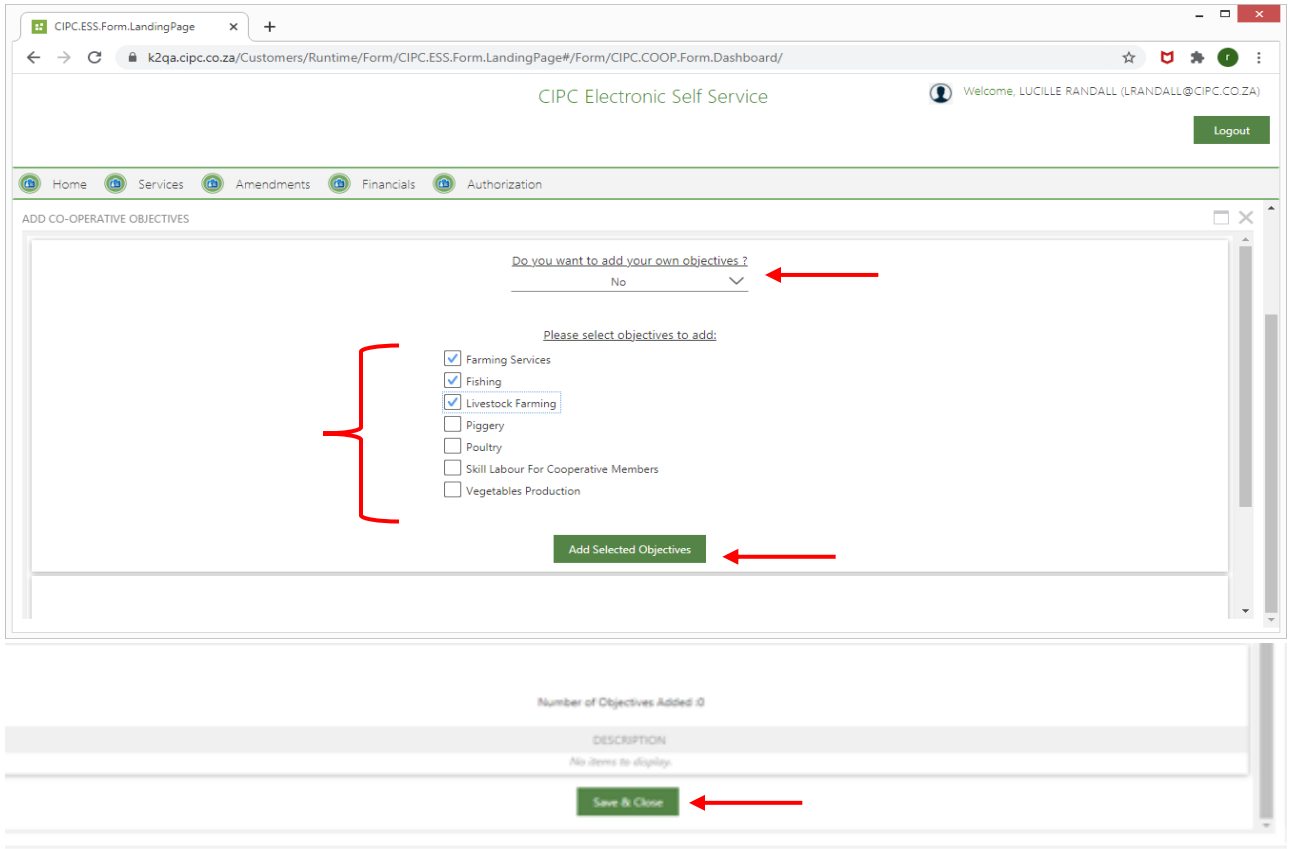
(c) Objectives: Click on the + sign next to **objectives**.

The screenshot shows the 'CIPC Electronic Self Service' interface. The user is logged in as LUCILLE RANDALL. The main heading is 'To create a new name reservation Please click here'. Below this, instructions state: '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.' The form contains two dropdown menus: 'Please select the form of the Co-operative' with 'PRIMARY COOPERATIVE' selected, and 'Please select the type of the Co-operative' with 'AGRICULTURAL PRIMARY CO-OPERATIVE' selected. A green '+ Add Objectives' button is highlighted with a red arrow. Below the button, it says 'Number of Objectives Added :0'. A table with the header 'DESCRIPTION' and 'No items to display' is shown. At the bottom, there are 'Cancel', 'Save & Close', and 'Next' buttons.

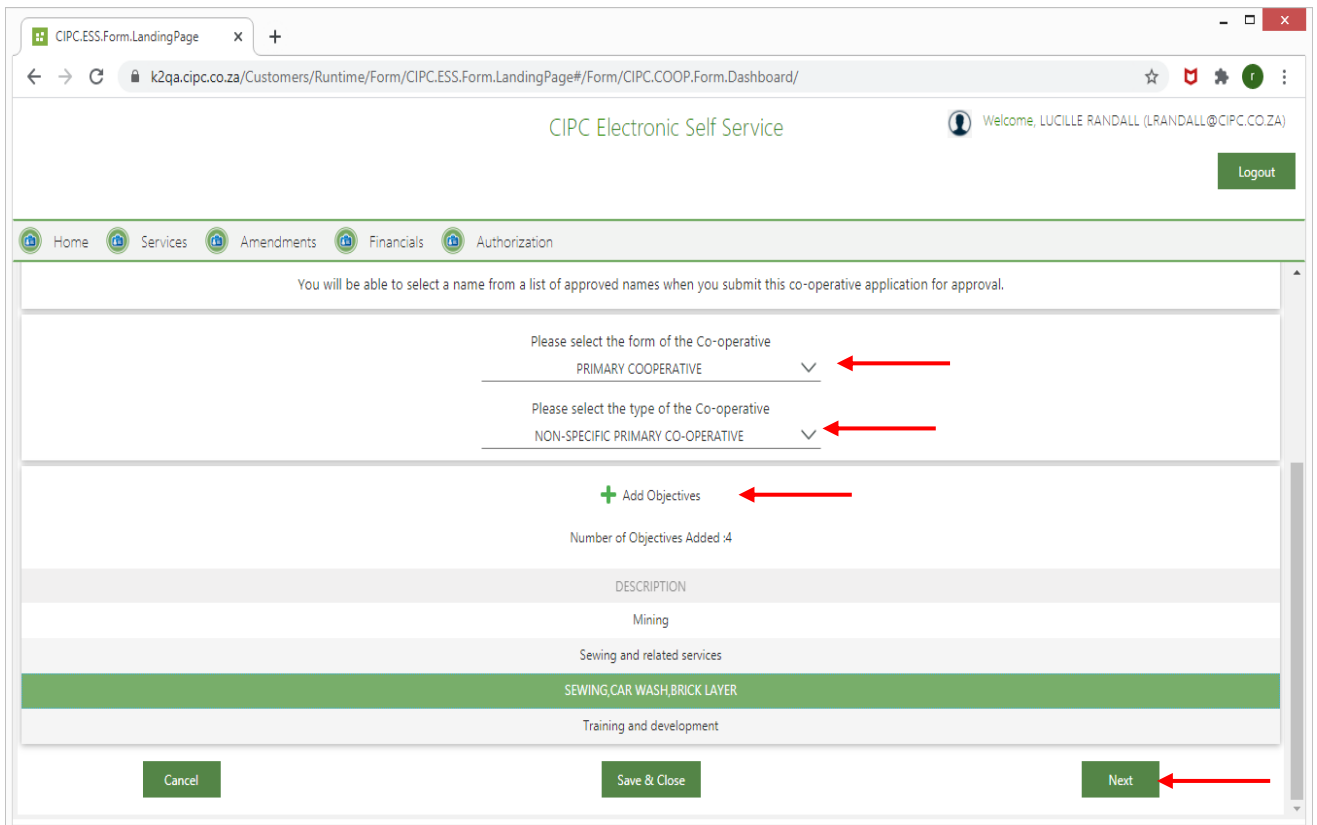
A screen will display and ask if you want to add your own objectives. Option 1: Click **yes** if you want to add your own objectives and capture the objectives under “your co-operative objectives” Option 2: Click **No** if you want to choose from the drop box. Click in the boxes.

Thereafter click on **add selected objectives and save & close**.

The screenshot shows a dialog box titled 'ADD CO-OPERATIVE OBJECTIVES'. It asks the user: 'Do you want to add your own objectives?'. A dropdown menu shows 'Yes' selected, with a red arrow pointing to it. Below this, the user is prompted to 'Please Specify Your Co-operative Objective:' and has entered 'Beauty spar and nail' in the text field, with a red arrow pointing to the text. A green 'Add Selected Objectives' button is highlighted with a red arrow. Below the button, it says 'Number of Objectives Added :0'. A table with the header 'DESCRIPTION' and 'No items to display' is shown. At the bottom, there is a 'Save & Close' button highlighted with a red arrow.



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**.



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 RANDALL (LRANDALL@CIPC.CO.ZA)

[Logout](#)

Home Services Amendments Financials Authorization

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:  
 www.lucylucylucy@gmail.com  
 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

Physical Address  
 Street Address: \*  
 THE LIGHTS 767  
 City: \*  
 PORT ELIZABETH  
 ZIP | Postal Code: \*  
 6001  
 Country: \*  
 South Africa  
 Region | Area | Province: \*  
 Eastern Cape

Business Address  
 Street Address: \*  
 THE LIGHTS 767  
 City: \*  
 PORT ELIZABETH  
 ZIP | Postal Code: \*  
 6001  
 Country: \*  
 South Africa  
 Region | Area | Province: \*  
 Eastern Cape

Postal Address  
 Street Address: \*  
 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 RANDALL (LRANDALL@CIPC.CO.ZA)

[Logout](#)

Home Services Amendments Financials Authorization

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: \*  
2

Co-Operative Financial Year End: \*  
April

Date of interested persons meeting : \*  
2021/01/04

Membership Fees

Co-Operative Annual Membership Fee: \*  
R285,00

Initial Co-Operative Membership Entrance Fee:  
R50,00

Member Shares

Authorized Number Of Shares For Co-Operative: \*  
150

Minimum Number Of Shares a Member Must Have: \*  
10

Nominal Value Of Co-Operative Member Share: \*  
R20,00

Back Save & Close Next

10. A screen will display **member details**. You may either add a natural person or juristic person. To add a **Natural Person**, click on the **+ Add Natural Person**.

Home Services Amendments Financials Authorization

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		

Number of Members Added: 0      Number of Founders: 0      Number Of Directors: 0

[+ Add Natural Person\(s\)](#)   [View/Update Natural Person](#)   [Remove Natural Person](#)   [Verify Natural Person](#)

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
No items to display.									

Number of Juristic Members Added: 0      Number of Juristic Member Founders: 0

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

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
No items to display.		

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

11.(1) You may either add an existing customer of CIPC or non existing customer.

To add a **Non Existing** customer, click on **No** and complete the required fields. Thereafter click on **next**.

- (a) Is the member a citizen of South Africa
- (b) Is the member a director of the Co-operative
- (c) Is this a founding member of the Co-operative
- (d) Member first name
- (e) Member Surname
- (f) Date of Birth
- (g) Click on add document and upload certify id copy or passport
- (h) Member origin
  - (i) Country of origin
  - (ii) Id Number or passport number
- (i) Member Contract Details
  - (i) Email address
  - (ii) Cellphone number
  - (iii) Telephone number
- (j) Member Description
  - (i) Gender
  - (ii) Demographic
  - (iii) Does this member have a disability

Attach the ID or Ppassport

The screenshot shows a web application interface for adding a natural person. The navigation bar includes Home, Services, Amendments, Financials, and Authorization. The main heading is 'ADD NATURAL PERSON'. Below it are tabs for 'Natural Person Details', 'Personal Information', 'Physical Address', 'Postal Address', and 'Co-operative Natural Person Summary'. The 'Personal Information' tab is active, displaying 'Natural Person (Member) Details'. The form contains several sections: 'Natural Person (Member) Details' with three questions (Citizen of South Africa, Director of Co-operative, Founding member) each with 'Yes' and 'No' radio buttons; 'Member Origin' with 'Country of origin' (dropdown), 'ID Number' (text), and 'ID Issue year' (dropdown); 'Member Contract Details' with 'Member First Name', 'Member Surname', 'Email Address', 'Cellphone Number', and 'Telephone Number' (with a note to enter a number); 'Member Description' with 'ID Issue Month' (dropdown), 'Passport Number', 'Passport Expiry Date', 'Gender' (dropdown), 'Demographic' (dropdown), and 'Does this member have a disability?' (dropdown). A file upload area for 'Please Attach Your Passport Document' is at the bottom left, with a 2.00 MB limit. At the bottom right, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

Add the physical address and click on **Next**. If the postal address is the same as physical address click on **Yes**, alternatively click on **No** and add the postal address. To add another natural member click on **save & add Another Natural Member**

The screenshot shows a multi-step form. The first step is 'Physical Address' with fields for Street (98 DANIRRAY STREET), City (PORT ELIZABETH), Postal Code (6001), Country (South Africa), and Region (Eastern Cape). A red arrow points to the 'Next' button. The second step is 'Postal Address' with fields for Street (P O BOX 257), City (PORT ELIZABETH), Postal Code (6001), Country (South Africa), and Region (Eastern Cape). A red arrow points to the 'No' radio button for the question 'Is the Postal address the same as the physical address?'. At the bottom, a red arrow points to the 'Save & Add Another Natural Member' button.

11. (2) To add an **existing** customer click on **Yes**. Add the ID number / Passport number and email address. Click on **search for customer**.

The screenshot shows a form titled 'Adding existing CIPC customers as Natural Person(s) (Member(s))'. It contains a dropdown for 'Is the member an existing customer?' with 'Yes' selected. Below it is a dropdown for 'Select Identification Type:' with 'ID Number' selected. There are two text input fields: 'Identity/Passport Number of Existing Customer' (with a redacted value) and 'Email Address of Existing Customer' (with a redacted value). A 'Search for Customer' button is located below the email field, and a 'Next' button is at the bottom right. Red arrows point to the 'Yes' dropdown, the 'ID Number' dropdown, the 'Search for Customer' button, and the 'Next' button.

The customer details will display. Click **Yes** or **No** if the Customer is a director / member. Thereafter click on **next**.

The physical address information will display. Click on **Next**. Thereafter the postal address will reflect. If the postal address is the same as the physical address click on **Yes** or **No** and thereafter on **Save and add another Natural Person**

12.(1) To add a **Juristic Member** click on **+Add Juristic member**.

If the Juristic member is a Trust click in the block and add information. Attach the Trust documentation. Capture the Physical /Business and Postal Address. Thereafter click on **Add Juristic Member** and the representative screen will display.



12.(2) Add the representative details and click on **save and add representative / director**.

Juristic Representatives

+ Add Coop Representative as Director

ENTERPRISE NUMBER	FIRST NAME	SURNAME
No items to display.		
<< < 1 > >>		

Juristic Representative Details

ID Issue Month\*  
02

ID Issue Year\*  
[REDACTED]

Juristic Representative ID Number: \*  
[REDACTED]

Juristic Representative First Name: \*  
LUCILLE

Juristic Representative Surname: \*  
[REDACTED]

Juristic Representative Cellphone Number: \*  
[REDACTED]

Juristic Representative Email Address: \*  
*Type a value*

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

Physical Address	Postal Address
Physical Address Street : 51 MAIN ROAD	Postal Address Street : 51 MAIN ROAD
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

12.(3) To add a Company or Close Corporation as a member, add the registration number and all the information of the entity will display. Click on **Add Juristic representative.**

The next screenshot will reflect all the members / directors of the Company / Close Corporation. Click on the member/director name and thereafter on **+Add Coop Representative as Director.**

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

Add the representative cellphone number and email address and click on **Save & Add Representative / Director**.

The screenshot shows a web application interface with a navigation bar at the top containing icons for Home, Services, Amendments, Financials, and Authorization. The main content area displays a form titled "CIPC.COOP.FORM.JURISTICPERSON". The form contains the following fields:

- Juristic Representative ID Number: \* (Redacted)
- Juristic Representative First Name: \* (Redacted)
- Juristic Representative Surname: \* (Redacted)
- Juristic Representative Cellphone Number: \* (Redacted)
- Juristic Representative Email Address: \* (REMI48765@GMAIL.COM)

At the bottom of the form, there are two tabs: "Physical Address" and "Postal Address".

This screenshot shows the same form with the "Physical Address" and "Postal Address" tabs selected. The "Physical Address" tab contains the following fields:

- Physical Address Street: 46 [Redacted]
- Physical Address City: PORT ELIZABETH
- Physical Address Postal Code: 6001
- Physical Address Country: South Africa (dropdown menu)
- Physical Address Region: Eastern Cape (dropdown menu)

The "Postal Address" tab contains the following fields:

- Postal Address Street: [Redacted] ETH
- Postal Address City: PORT ELIZABETH
- Postal Address Postal Code: 6000
- Postal Address Country: South Africa (dropdown menu)
- Postal Address Region: Eastern Cape (dropdown menu)

At the bottom of the form, there are two buttons: "Close" and "Save & Add Representative / Director". A red arrow points to the "Save & Add Representative / Director" button.

13. 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 Financials Authorization

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		

Number of Members Added: 5      Number of Founders: 4      Number Of Directors: 2

**+ Add Natural Person(s)**    View/Update Natural Person    Remove Natural Person    Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
GEORGE ANTONIO	CARIDO	No		JHT987676	07 [REDACTED]	121KFJLSDFKJ@GMAIL.CO...	Yes	No	No
SYDNEY AUSTIN	RAMOS	No		RA9878765	07 [REDACTED]	LSDKFJSLKFJLSDFKJ@GM...	Yes	Yes	No
JOHN ARTHUR	CORDIRORA	No		RE5412541	07 [REDACTED]	LSDKFJ33KFJLSDFKJ@GM...	Yes	No	No
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	DANYRAYRAY09@GMAIL...	Yes	Yes	Yes
JORGO	AGRIKANI	No		YT9898887	07 [REDACTED]	33JSLKFJLSDFKJ@GMAILC...	No	No	No

Number of Juristic Members Added: 0      Number of Juristic Member Founders: 0

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

ENTERPRISE NUMBER	ENTERPRISE NAME	VERIFIED
No items to display.		

Number of Juristic Members as Directors: 0

**+ Add Juristic Representative as Director**    Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
No items to display.		

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

Number of Juristic M...      CIPC.COOP.SMO.IRBA LIST

[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	CA
[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	PA-SA
[REDACTED]	[REDACTED]	CA
[REDACTED]	[REDACTED]	CA
[REDACTED]	[REDACTED]	CA
G J K MARAIS	004837	PA-SA

**+ Add Auditor**    Close / Exit

Back      Save & Close      Next

Number of Auditors: 1

**+ Add Auditor**    Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
004837	A	16/02/2021	G J K MARAIS	A

Back      Save & Close      Next

14. The next screen will display all the members captured. You may remove a member, click on the member and click on the **x remove natural member**. You may **save & close** the application and continue at a later stage or continue by clicking on **next**.

Home Services Amendments Financials Authorization

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:**

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

Natural Member:

Number of Members Added: 4 Number of Founders: 4 Number Of Directors: 3

+ Add Natural Person(s) View/Update Natural Person Remove Natural Person Verify Natural Person

FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
HENDRIK LODEWYK		Yes					Yes	Yes	Yes
LUCIANO		No		EN8767			Yes	Yes	No
SYDNEY		No		SRA987877			Yes	No	No
WINSTON		No		POL987656			Yes	Yes	No

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
B2006046783	BLUE DISA TRADING 783	Yes

Juristic Members Representatives:

Number of Juristic Members as Directors: 1

+ Add Juristic Representative as Director Delete

FIRST NAME	SURNAME	ENTERPRISE NUMBER
SHIRLEY	RAYMOND	B2006046783

Auditors:

Number of Auditors: 1

+ Add Auditor Remove Auditor

PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	AUDITOR TYPE
	A	19/02/2021		A

Back Save & Close Next

---

Natural Member:

Number of Members Added: 4 Number of Founders: 4 Number Of Directors: 3

+ Add Natural Person(s) View/Update Natural Person Remove Natural Person Verify Natural Person

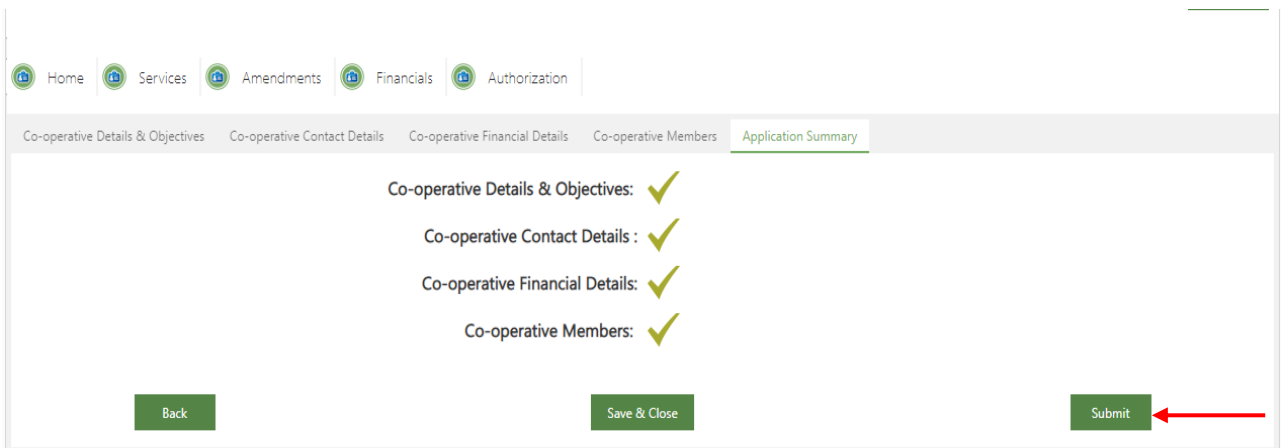
FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
							Yes	Yes	Yes
							Yes	Yes	No
SYDNEY	AUBREY	No		SRA987877	0722468462	REM28765@GMAIL.COM	Yes	No	No
							Yes	Yes	No

15. 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.

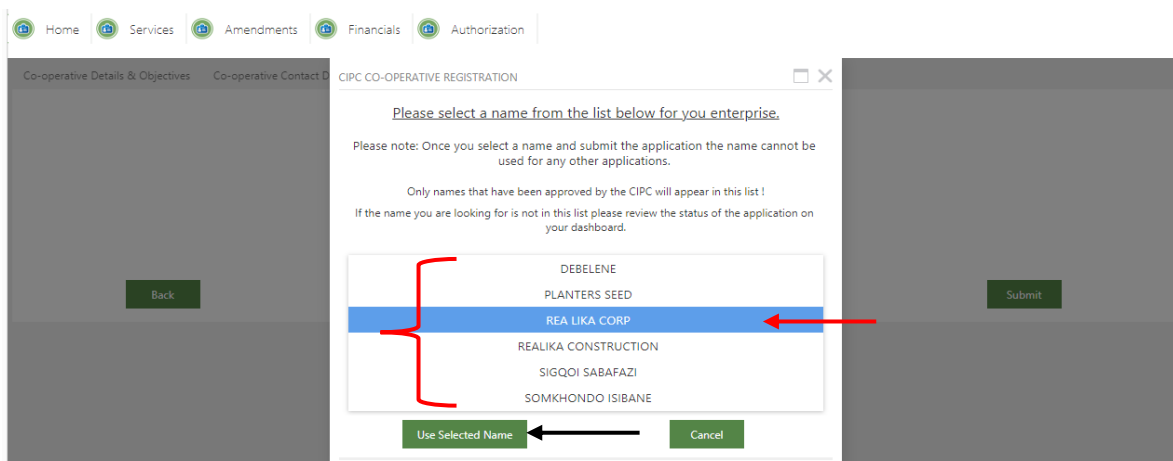
- (a) Co-operatives details and objectives ✓
- (b) Co-operatives contact details ✓
- (c) Co-operatives financial details ✓
- (d) Co-operative members ✗

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



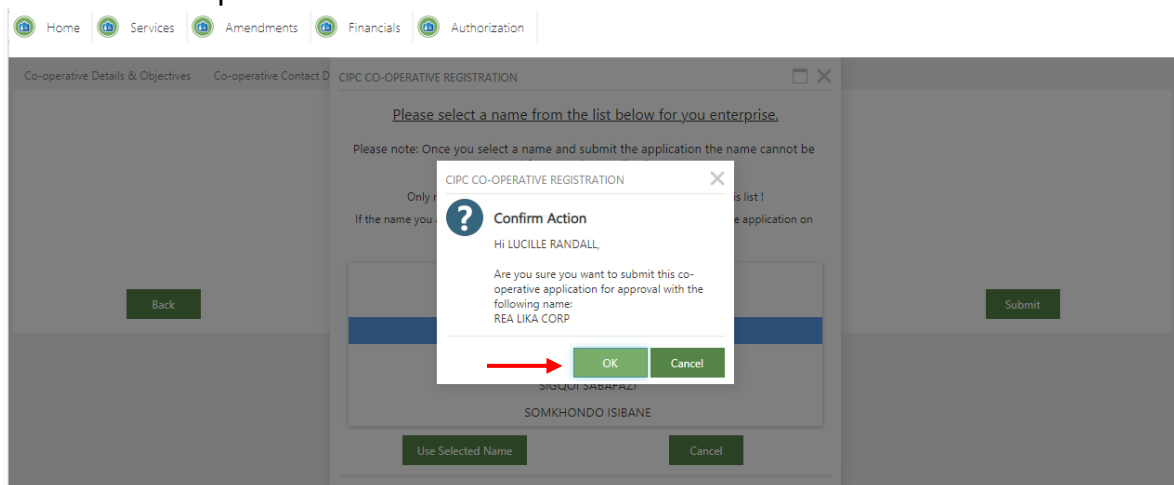
16. After you click on submit a screen will display all your name reservations approved under your customer code.

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.

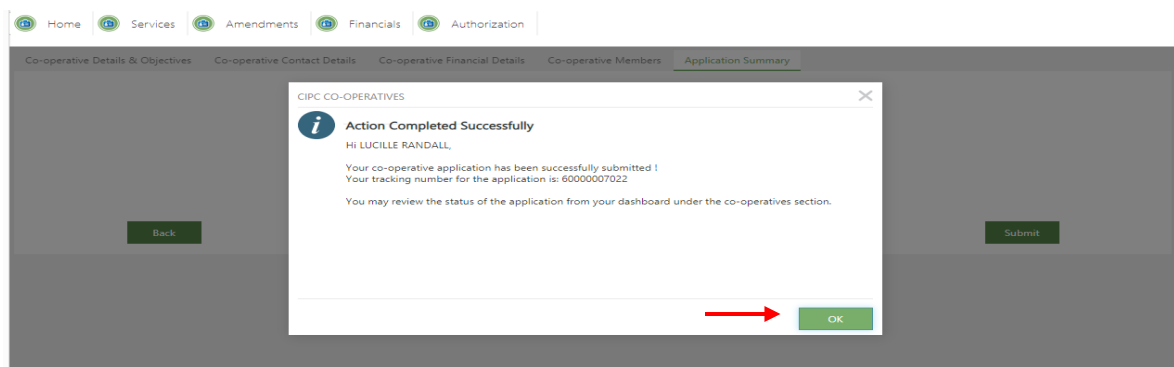


17. A pop up screen message will display the following:

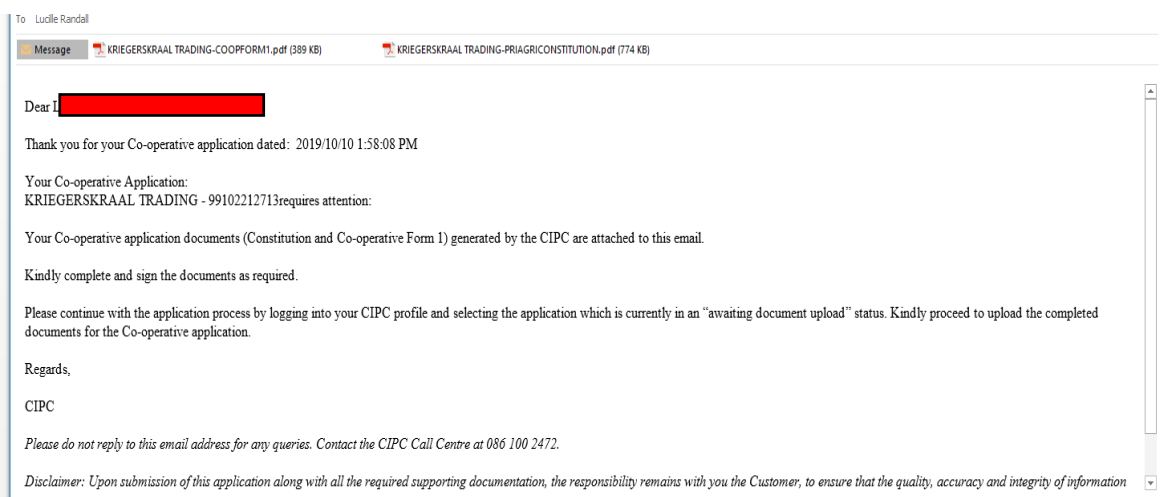
“Are you sure you want to submit the co-operative application for approval with the following Name: XX To proceed click **OK**.”



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



19. **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.



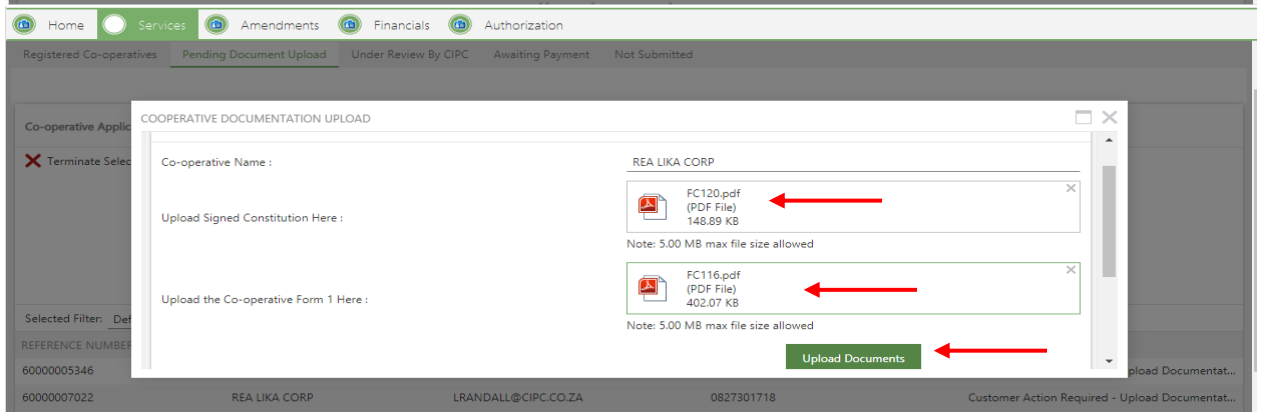
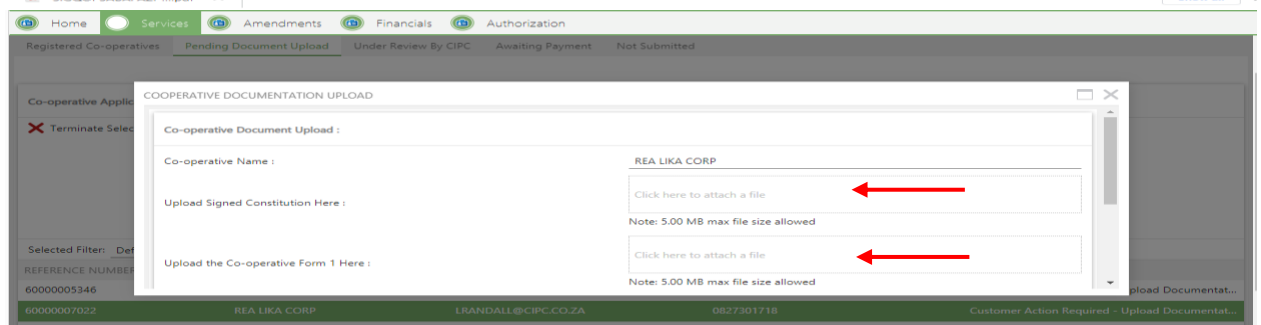
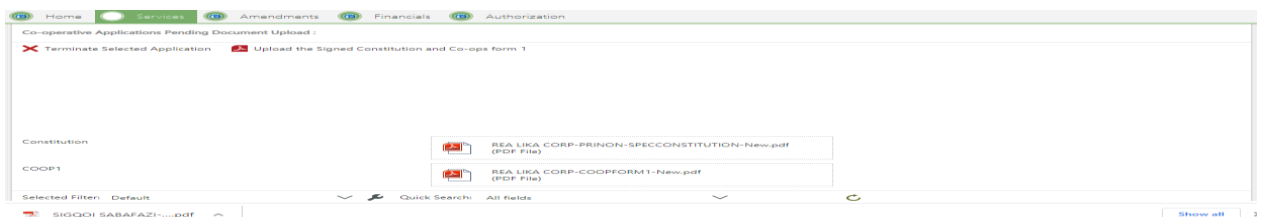
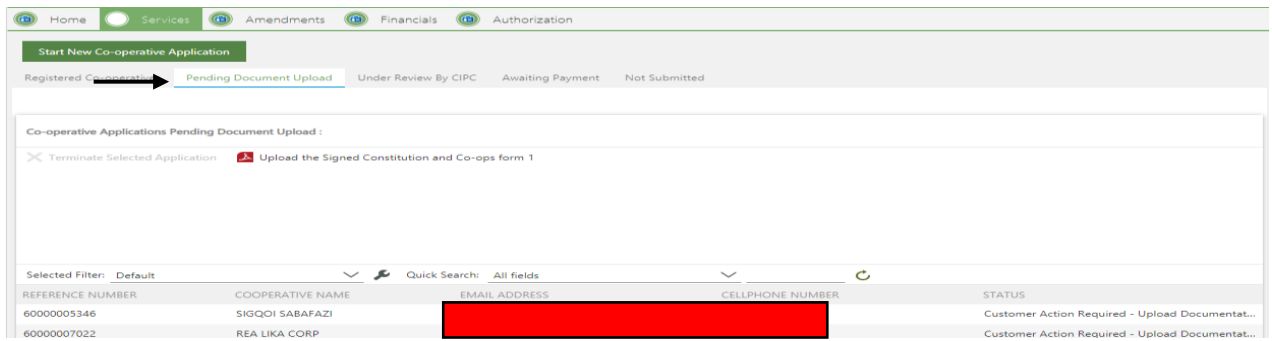
20. (1) Continue with the application process by logging into your CIPC profile and select **Services, then Co-operatives** and thereafter on **pending document upload**. Click on the specific co-operative and thereafter on **Upload the Signed Constitution and Co-ops form1**.

- 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.

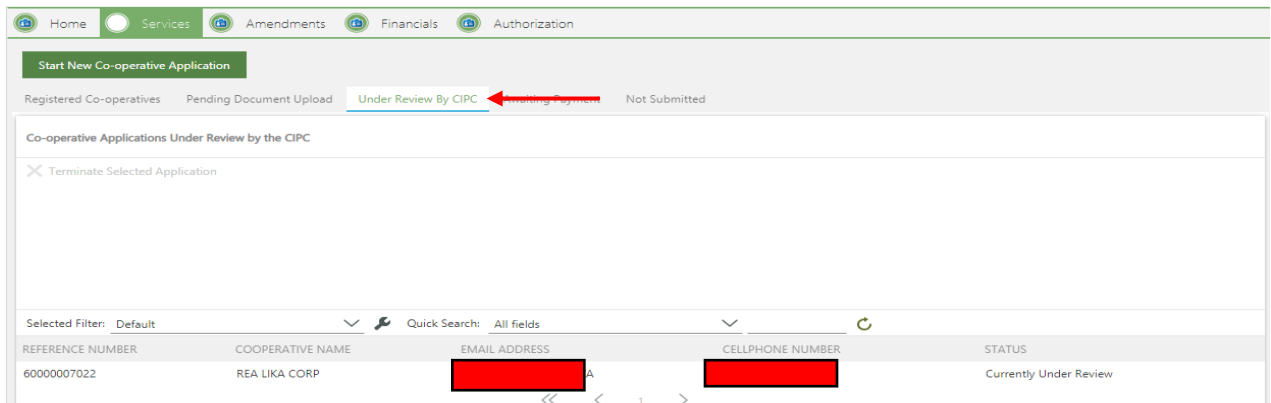
MODEL CONSTITUTION	ADDITIONAL REQUIREMENT
<ul style="list-style-type: none"> <li>• Non-specific Model Constitution</li> <li>• Agricultural Model Constitution</li> <li>• Social Model Constitution</li> <li>• Worker Model Constitution</li> <li>• Housing Model Constitution</li> </ul>	<p><b>Effective from 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 certified id copies (certification date to be within 3 months, smart id to be copied both side in the same page).</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>



20.(2) 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.



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



21. 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.



22. Complete the application payment process by logging into your CIPC profile and select **Finances, 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 shows the CIPC application payment process. The top navigation bar includes Home, Services, Amendments, Financials, and Authorization. The main content area is titled "Start New Co-operative Application" and shows a list of Registered Co-operatives. The "Authorization" tab is selected, and the "Unpaid Cart Items" section is visible. A table lists the items, and the "Add Item" button is highlighted. The "Selected Items To Pay" section shows the items that have been added to the payment process, and the "Proceed to Payment" button is visible at the bottom right.

**Unpaid Cart Items**

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	6000007022	19/02/2021	Not Paid	1.00
Cooperative Registration	6000005312	23/10/2020	Not Paid	1.00
Name Reservation	6000005261	08/09/2020	Not Paid	1.00

**Selected Items To Pay**

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	6000007022	19/02/2021	Selected To Pay	1.00
Name Reservation	6000005261	08/09/2020	Selected To Pay	1.00

Total Amount Due: R2.00

[Proceed to Payment](#)

## 23. Complete required payment information and click on **Pay**.

The screenshots illustrate the following steps:

- Payment Information Entry:** A dialog box prompts for card details: Card Number (50000000000000000000000000000000), Currency (ZAR), Expiry Date (08/2021), CVV Number (004), and Amount (R2.00). The 'Pay' button is highlighted with a red arrow.
- Security Authentication:** Three security screens are shown:
  - NEDBANK:** A 'Continue' button is highlighted with a red arrow.
  - VISA:** A 'Continue' button is highlighted with a red arrow.
  - CAPITEC:** A 'Continue' button is highlighted with a red arrow.
- Card Holder Authentication:** A 'Card Holder Authenticated!' dialog box appears, stating 'Your payment information provided has been successfully authenticated. Your payment is being processed. Please do not close or refresh your browser.' The 'OK' button is highlighted with a red arrow.
- Payment Successful:** The main page displays 'Payment Successful' and a list of items:
 

ITEM TYPE	ITEM DESCRIPTION	ITEM STATUS	AMOUNT
Cooperative Registration	60000007022	Paid	1.00
Name Reservation	60000005261	Paid	1.00
Total Amount Paid :			R2,00

 A 'Payment Successful!' dialog box is overlaid, and the 'OK' button is highlighted with a red arrow.

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

Home Services Amendments Financials Authorization

Payment Successful

Dear Customer, LUCILLE [REDACTED]

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	6000007022	19/02/2021	Paid	1.00
Name Reservation	6000005261	08/09/2020	Paid	1.00
Total Amount Paid :				R2,00

25. The registration documents will be emailed.

Fri 19/02/2021 10:58  
CIPCQA <cipcscv\_k2qa@linux.co.za>  
Co-operative Registration for REA LIKA CORP - 6000007022 Completed !

o Lucille Randall; hsz@mwweb.co.za  
c Hanno Schultz

Message REA LIKA CORP-COOP 11.pdf (463 KB)

Dear LUCILLE R [REDACTED]

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

Co-operative Details:  
**Name:**  
REA LIKA CORP  
**Number:**  
C2021600114  
**Reference Number:**  
6000007022

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.

26. 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
6000005328	REGISTER CIPC REGISTRATIONS	[REDACTED]	[REDACTED]	Active/Successful
6000005320	UBUHLE BAMALUCYLUCY	[REDACTED]	[REDACTED]	Active/Successful
6000005321	TRIBERG COOCOO CLOCKS	[REDACTED]	[REDACTED]	Active/Successful
6000007022 ←	REA LIKA CORP	[REDACTED]	[REDACTED]	Active/Successful

Registered Co-operatives:

Terminate Selected Application

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

COOP 11

C2021600114-COOP11-New.pdf (PDF File) ←

Selected Filter: Default Quick Search: All fields

27. 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.

Unsubmitted/Open Co-operative Applications :

[Edit Selected Application](#) ←

REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000005311	Application Not Submitted			Application In Progress
6000005314	DEBELENE	LR [REDACTED]	0827301718	Application Rejected ←
6000005318	Application Not Submitted			Application In Progress

28. 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 - 6000005346

To: Lucille.Randall; hsz@mweb.co.za; Hanno.Schultz

Dear [REDACTED]

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: 6000005346

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.