

# A STEP-BY-STEP GUIDE ON HOW TO REGISTER A COMPANY ON



Companies and Intellectual  
Property Commission

a member of **the dtic** group



[WWW.BIZPORTAL.GOV.ZA](http://WWW.BIZPORTAL.GOV.ZA)

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# BIZPORTAL LOGIN

## SIGNING IN

ID Number

Password

 

If you are a registered CIPC customer, you can proceed to login using your 13-digit South African ID number and your CIPC password.

If you are new to CIPC services, please register using your ID number.

\* Please note that you might be asked verification questions related to your ID or that of your marital partner. Marital partner is the legally married partner, as per the Marriage Act.

LOGIN

RESET PASSWORD

USE YOUR SOUTH AFRICAN ID NUMBER AND YOUR CIPC PASSWORD TO LOGIN TO BIZPORTAL.

# PASSWORD RESET

## PASSWORD RESET

If you have forgotten the password for your CIPC customer profile then type in your ID number below to reset the password. A One-time PIN (OTP) will be sent to your cellphone number and email address, as per your CIPC profile. If your contact details have changed please visit the CIPC website for a password reset alternative.

Type in your South African ID number

CONTINUE

IF YOU HAVE FORGOTTEN YOUR PASSWORD, TYPE IN YOUR SOUTH AFRICAN ID NUMBER TO RESET YOUR PASSWORD. A ONE-TIME PIN (OTP) WILL BE SENT TO YOUR CELLPHONE NUMBER AND EMAIL ADDRESS, WHICH ARE ALREADY STORED IN THE CIPC DATABASE.

IF YOUR CONTACT DETAILS HAVE CHANGED, VISIT THE CIPC WEBSITE TO RESET YOUR PASSWORD.

# USER PROFILE



Surname: LUYABA

Name(s): TANDO

ID Number: [REDACTED] 086

Disqualification Status: NOT DISQUALIFIED

CIPC Prepaid Account Balance: **R 85225,00**

REGISTER A NEW COMPANY

VIEW BIZPROFILE

Company Profile

User Profile

Stats

Below is a list of enterprises where you are a member or director. If your "AR Status" is red it means that you have outstanding CIPC Annual Returns for that enterprise. You need to file the outstanding annual returns. Failure to file will result in the enterprise being deregistered.

#### STATUSES:

-  - IN BUSINESS
-  - IN DEREGISTRATION PROCESS
-  - FINAL DEREGISTRATION

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

ENTERPRISE No	ENTERPRISE NAME	STATUS	AR STATUS
K2021000041	K2021000041 (SO...		

AFTER YOU HAVE SUCCESSFULLY LOGGED IN, YOUR USER PROFILE WILL APPEAR.

# BIZPORTAL SERVICES

 BizProfile	 Company Registration	 SARS Services
 Domain Name Registration	 B-BBEE Certificates	 Compensation Fund
 UIF Registration	 Business Bank Accounts	 Company Name Changes
 Co-operative Registration	 Company / CC Address Changes	 Annual Return Filing
 Business Rescue	 Director Amendments	 Google Business Services

SELECT “COMPANY REGISTRATION”

# COMPANY REGISTRATION

## Company Registration

A company may be registered with or without a company name. When a company is registered without a name, its registration number automatically becomes the company name. Such a company may transact with a trading (business) name, or may apply to add a reserved name at a later stage.

A company registration is R125 for both private company and non-profit companies registered without members. A private company must have at least one (1) director and a non-profit company must have a minimum of three (3) directors. A successful company registration transaction automatically comes with a tax registration number.

## Name Reservation

You may apply for between 1 and 4 proposed names during an application process, which costs R50. If your name reservation application is not approved, you will need to apply for new names at another cost of R50.

### REQUIREMENTS



1. BizPortal currently only caters for South African ID holders. Login on <https://eservices.cipc.co.za> if you do not have a South African ID.
2. A 3D Secure cheque or credit card that is enabled for online transactions.
3. A list of up to four (4) proposed names for your company.
4. For director verification you need to have all directors' identity documents/cards and marriage certificates. Possible verification questions are:
  - o Date of issue of the identity document or card
  - o Marriage date, as recorded by the Department of Home Affairs
  - o Spouse's ID number

WATCH A HOW-TO  
GUIDE VIDEO



New Registration



Registration Certificates



Biz Profile

# COMPANY REGISTRATION

- A CUSTOMER CAN REGISTER A COMPANY WITH OR WITHOUT A NAME.
- IF A COMPANY IS REGISTERED WITHOUT A NAME, THE REGISTRATION NUMBER WILL BE REGARDED AS ITS NAME.
- IT COSTS R125 TO REGISTER A COMPANY WITHOUT A NAME.
- IF A CUSTOMER PREFERS THAT A COMPANY MUST HAVE A NAME, THEN HE/SHE CAN APPLY TO RESERVE A NAME AT A COST OF R50.
- A CUSTOMER CAN SUBMIT BETWEEN ONE AND FOUR PROPOSED NAMES.
- IF ONE OF THE PROPOSED NAMES IS APPROVED, IT WILL BE ATTACHED TO THE COMPANY UPON REGISTRATION.
- IF NONE OF THE FOUR PROPOSED NAMES GET APPROVED, THEN THE COMPANY WILL BE REGISTERED WITHOUT A NAME. THE CUSTOMER MAY RESERVE A NAME AGAIN AT A COST OF R50, THEN APPLY FOR A NAME CHANGE AT NO COST.
- THERE HAS TO BE AT LEAST ONE DIRECTOR TO REGISTER A COMPANY.

# COMPANY REGISTRATION

## SELECT COMPANY TYPE

Please select the type of company you would like to register from the dropdown list below. At the moment BizPortal only offers Private Companies [ (PTY) LTD ] and Non-Profit Companies [ NPC ]. Private companies must have at least one (1) director while Non-profit companies must have at least three (3) directors.

What company type would you like to register?

  

Select Company Type
Private Company - (PTY) LTD
Non Profit Company - NPC

is allowed on this platform.

CONTINUE

SELECT THE TYPE OF A COMPANY YOU WOULD LIKE TO REGISTER THEN CLICK “CONTINUE”.

# COMPANY REGISTRATION

Type in (all) your director(s) ID or passport number(s) and click the plus sign (+) after each director. After you've captured all of them click the continue button.

Type in ID Number

  


ID Number	Surname	Name(s)	Delinquent Status	Remove
 088	WILLIAMS	REHELDA BIANCA		
 086	LUYABA	TANDO		
 081	SHAKUNG	OFENTSE ODIRILE TIRO		

CONTINUE

TYPE IN ALL DIRECTORS' SOUTH AFRICAN ID NUMBERS AND CLICK THE PLUS SIGN AFTER ADDING EACH ID NUMBER. TO PROCEED, CLICK THE CONTINUE BUTTON ONCE ALL DIRECTORS HAVE BEEN ADDED.

# COMPANY REGISTRATION

## HOME AFFAIRS DIRECTOR VERIFICATION

Each director must be verified. Verification is done using each director's Home Affairs profile. Get your identity document or card ready. If you are married you will also need some details from your marriage certificate.

Verification for REHELDA BIANCA WILLIAMS

Which date was the identity card issued?  
Format: YYYY/MM/DD \*

Which date did the ID holder get married?  
Format: YYYY/MM/DD \*

What is the ID number of the ID holder's spouse?  
\*

Verification for TANDO LUYABA

Which date was the identity document issued?  
Format: YYYY/MM/DD \*

Verification for OFENTSE ODIRILE TIRO SHAKUNG

Which date was the identity document issued?  
Format: YYYY/MM/DD \*

VERIFY

# COMPANY REGISTRATION

- EACH DIRECTOR WILL GO THROUGH THE HOME AFFAIRS VERIFICATION PROCESS.
- FOR EACH DIRECTOR, RANDOM QUESTIONS WILL BE ASKED BASED ON HOME AFFAIRS PROFILE.
- POSSIBLE VERIFICATION QUESTIONS:
  - ISSUE DATE OF ID DOCUMENTS OR CARD
  - MARRIAGE DATE (IF MARRIED)
  - SPOUSE ID NUMBER (IF MARRIED)

# COMPANY REGISTRATION

## DIRECTOR CONTACT DETAILS

Please type in contact details for each of the directors listed below. The email addresses and cellphone numbers are vital as all communication from CIPC and BizPortal is sent using those two communication mediums.

Contact Details for WILLIAMS REHELDA BIANCA	Contact Details for LUYABA TANDO	Contact Details for SHAKUNG OFENTSE ODIRILE TIRO
<p>What is the director's Cellphone Number?</p> <input type="text" value="Format: 0831234567"/>	<p>What is the director's Cellphone Number?</p> <input type="text" value="Format: 0831234567"/>	<p>What is the director's Cellphone Number?</p> <input type="text" value="Format: 0831234567"/>
<p>What is the director's Email Address?</p> <input type="text"/>	<p>What is the director's Email Address?</p> <input type="text"/>	<p>What is the director's Email Address?</p> <input type="text"/>
<p>Physical Address Line 1</p> <input type="text"/>	<p>Physical Address Line 1</p> <input type="text"/>	<p>Physical Address Line 1</p> <input type="text"/>
<p>Physical Address Line 2</p> <input type="text"/>	<p>Physical Address Line 2</p> <input type="text"/>	<p>Physical Address Line 2</p> <input type="text"/>
<p>Which town/city does this director reside in?</p> <input type="text"/>	<p>Which town/city does this director reside in?</p> <input type="text"/>	<p>Which town/city does this director reside in?</p> <input type="text"/>
<p>Which province does this director reside in?</p> <input type="text" value="Select Province"/>	<p>Which province does this director reside in?</p> <input type="text" value="Select Province"/>	<p>Which province does this director reside in?</p> <input type="text" value="Select Province"/>

# COMPANY REGISTRATION

- FOR EACH DIRECTOR, TYPE IN CONTACT DETAILS.
- REQUIRED CONTACT DETAILS ARE:
  - CELLPHONE NUMBER
  - EMAIL ADDRESS
  - PHYSICAL ADDRESS
- DIRECTORS CANNOT SHARE THE SAME CELLPHONE NUMBER OR THE SAME EMAIL ADDRESS.
- ALL CORRESPONDENCE FROM CIPC WILL BE SENT TO EACH DIRECTOR USING THESE DETAILS.

# COMPANY REGISTRATION

In compliance with the Companies Act and standard Memorandum of Incorporation (MoI) you need to provide us with founding information for the company.

Which month will the company financial year end be?

How many authorised shares will be issued?

What is the physical address of this company?

Address line 2

In which town/city is this address?

In which province is this address?

What is the postal code of this address?



Tick if postal is the same as the physical address

CONTINUE

TYPE IN ALL REQUIRED COMPANY DETAILS.

# COMPANY REGISTRATION

## COMPANY NAME

### NAME ALREADY APPROVED



I have already applied for a name for this company and I have already received confirmation that the name has been approved. An approved name reservation number is required to continue.

SELECT

### APPLY FOR A NEW NAME



I would like to apply for a new name for this company. If all proposed names fail the company will be registered using the registration number as the name. A new name can be reserved then attached to this already registered company using the name change function.

SELECT

### REGISTER WITHOUT A NAME



I would like to register the company without a name attached to it. The registration number will also be used as the company name. At a later stage a name can be reserved then attached to this company by using the name change function.

SELECT

SELECT NAME OPTION.

REFER TO PAGE 5 ABOVE FOR MORE INFORMATION.

# COMPANY REGISTRATION

## COMPANY NAME – PROPOSED NAMES AVAILABILITY CHECK

You are required to provide a minimum of one and a maximum of 4 proposed names, in order of preference. If the first name is not approved then the following names on the list will be tested. Company registration will begin once a name has been approved. If no name gets approved then your company registration will still proceed and the company will be registered using the registration number as the name of the company. You may then reserve a new name at a cost of R50 then apply for name change at no cost.

Proposed Name	Exact Match Result	Status
DIGITAL VIBES		REGISTERED: K2014095639 -> IN BUSINESS
BIZPORTAL		AVAILABLE
CIPC		AVAILABLE
FACEBOOK		AVAILABLE

**Please note:** The results as reflected on this screen is based on a preliminary search conducted on entity names and does not guarantee that one of the proposed names will be reserved. The status "AVAILABLE" does not mean that the name will be automatically approved. You will be notified of the final results via the e-mail address as per your customer profile.

When you click the **CONTINUE** button below you will receive an SMS and email with a name reservation number, that notify you that your name reservation has been lodged. This is not the end of the process. Do not exit or abort the process until you get to the company registration confirmation page, otherwise your transaction will not be recorded.

Please note that if this name reservation is not paid for within 24 hours, you will not be able to apply for this name again. Refer to the rules on the payment page that is coming up to ensure that your payment reaches us in time.

EDIT

CONTINUE

# COMPANY REGISTRATION

## COMPENSATION FUND & UIF REGISTRATION

An employer is obliged to register with the Compensation Fund and Unemployment Insurance Fund (UIF) when they have appointed one or more employees.

DOES THIS COMPANY HAVE EMPLOYEES?

Before you continue please note that the company must have at least one employee. The employee must be working for you for at least 24 (twenty four) hours a month. If that is the same then you must register for both the UIF and Compensation Fund.

Would you like to continue with the registration?

NO

YES

- AVAILABILITY AND PROCESSING DEPENDENT ON DEPARTMENT OF EMPLOYMENT & LABOUR.
- ONLY REGISTER IF COMPANY ALREADY HAS EMPLOYEES.

# COMPANY REGISTRATION

## B-BBEE CERTIFICATES

Start-up companies and companies with a turnover of no more than R10 million are regarded as Exempted Micro Enterprises (EME) and are eligible to apply for B-BBEE certificates at no cost.

WOULD YOU LIKE TO APPLY FOR A B-BBEE CERTIFICATE?

NO

YES

### B-BBEE CALCULATOR

Please note that supplying us with incorrect information is a criminal offence and may lead to prosecution.

**Black People** is a generic term which means Africans, Coloureds and Indians –

- a. who are citizens of the Republic of South Africa by birth or descent; or
- b. who became citizens of the Republic of South Africa by naturalisation-
  - i. before 27 April 1994; or
  - ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

How many shareholders does the enterprise have?

 \*

How many of those shareholders are BLACK?

 \*

Out of the BLACK shareholders, how many are FEMALE?

 \*

CONTINUE

# COMPANY REGISTRATION

## BUSINESS BANK ACCOUNTS

On this page you have to select a bank you would like to open a business bank account with from the list of options available below. Once your company is registered your details will be shared with the bank you have selected and they will start the account opening process. Please note that they might require additional documentation that their processes require.

WOULD YOU LIKE TO OPEN A BUSINESS BANK ACCOUNT?

NO

YES

### CHEAPEST BANK ACCOUNT COMPARISON

<p><b>ABSA</b></p> <p><b>R80</b> /MONTH</p> <p>Pay as you transact</p> <p>24/7 bank on call</p> <p>Free internal debit orders</p> <p>Free inter-account transfers</p> <p>Access to funding</p>	<p><b>FNB</b></p> <p><b>R80</b> /MONTH</p> <p>Pay as you use</p> <p>Free Business Coach [Fundaba]</p> <p>24/7 Business Support</p> <p>eBucks Rewards</p> <p>Free Digital Banking</p>	<p><b>MERCANTILE BANK [CAPITEC]</b></p> <p><b>R65</b> /MONTH</p> <p>One account for all transactions</p> <p>Dedicated Relationship Manager</p> <p>Free 24/7 digital banking</p> <p>Access to credit</p> <p>Simple fee structure</p>
<p><b>NEDBANK</b></p> <p><b>R60</b> /MONTH</p> <p>Pay as you use</p> <p>Overdraft Facility Available</p> <p>Business Credit Card Available</p> <p>Dedicated Relationship Banker</p> <p>Flexible Finance for your Business</p>	<p><b>SASFIN</b></p> <p><b>R50*</b> /MONTH</p> <p>Price for All Business Types</p> <p>Revolving Credit Facility Available</p> <p>Free: Payroll, Quotes &amp; Invoicing</p> <p>Free: Personal Account for Owner</p> <p>24/7 Bankers on Call</p>	<p><b>STANDARD BANK</b></p> <p><b>R5</b> /MONTH</p> <p>Pay as you transact</p> <p>Get started with MyMoBiz</p> <p>Earn interest with MarketLink</p> <p>Card payments with PocketBiz</p> <p>Team of bankers on call</p>

# COMPANY REGISTRATION

## PAYMENT – USE CARD PAYMENT OPTION IF NO CIPC BALANCE

The company details you captured have been saved. The registration process will commence once there are sufficient funds in your customer profile. You can pay either by using your customer balance or a cheque/credit card. Please choose a payment option below.

### PLEASE NOTE

- Payment **MUST** be made on the same day the application is submitted
- Transactions will be rejected if payment is not received after 24 hours from submission.
- Transactions only start once we've received payment.
- Online card payment is the preferred payment method. Payments reflect immediately.
- If you already have credit in your CIPC account, check balance below, then choose the "payment using customer balance" option.
- If you decide to make a deposit after you have submitted your transaction, then:
  - you must pay directly at an Absa branch, Absa internet banking, or use their ATMs. It takes about 30 minutes for payments to reflect on our side.
  - the correct reference, which is always your CIPC customer code, must be used, as displayed below
  - EFT payments from other banks are discouraged as they might not be automatically allocated to your account. Some banks append extra characters to references, which make them invalid on our side. In that case, your deposit cannot be automatically allocated to your account. For the banks that do not append extra characters, it might take up to 48 hours for the payment to reach our Absa account. By that time your application has already been rejected.
- In the case of incorrect references and EFT payments from other banks, you must log a query on the CIPC website under the "Finance" > "Allocation of Funds" category. Attach your proof of payment and certified ID copy. This process takes a maximum of 10 working days.



### ADD TO CART FOR CARD PAYMENT

Amount Due: R175

ADD TO CART



### CUSTOMER BALANCE

Amount Due: R175

Current Balance: R85225,00

Please pay an amount of R0 as soon as possible using the account details below.

Bank: **ABSA**

Account Name: CIPC

Account Number: 4055 68 1017

Branch Name: Van der Walt Street

Payment Reference: 

**NB:** Pay directly at an Absa branch, Absa internet banking, or use one of their ATMs. EFT from other banks might not be allocated as some banks add extra characters to references, which makes them invalid on our side.

SELECT OPTION

# COMPANY REGISTRATION

## ISSUES THAT RESULT IN DELAYS

- NOT MAKING PAYMENT WITHIN 24 HOURS
- PAYING VIA EFT FROM OTHER BANKS
- USING INCORRECT REFERENCE WHEN PAYING
- SUBMITTING MULTIPLE APPLICATIONS, BUT ONLY PAYING FOR 1
- WEEKEND APPLICATIONS ONLY PROCESSED ON MONDAY
- TRYING TO RESERVE THE SAME NAME MORE THAN ONCE

# GET IN TOUCH

## SOCIAL MEDIA



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[YOUTUBE.COM/BIZPORTALGOVZA](https://www.youtube.com/BIZPORTALGOVZA)

QUERIES: [ENQUIRIES.CIPC.CO.ZA](mailto:ENQUIRIES.CIPC.CO.ZA)

CALL CENTRE: 086 100 2472

WE DO NOT ACCEPT EMAIL QUERIES. ALL QUERIES MUST BE LOGGED ON THE CIPC WEBSITE.