

Company Registration Requirements & Guidance

This Matrix is meant to be a guide to how to register relevant companies. Please note this is only a guide, the CIPC may change requirements or procedures.

	MAIN FORMS	SECONDARY FORMS	SUPPORTING DOCUMENTS	FEES	OUTPUT DOCUMENTS	ADDITIONAL INFORMATION
NEW COMPANY REGISTRATIONS						
PRIVATE COMPANY SHORT FORM <i>For simply straight forward private companies. Please file in duplicate.</i>	CoR 14.1 - Notice of Incorporation, and	CoR 14.1 A - Notice of incorporation: Initial directors of the company	CoR9.4 - Confirmation Notice of Name Reservation <i>(Note: The same customer code should be used for the name reservation and the new company application.)</i>	If previously approved name manually: (R175-R75) = R100 (Option 2 on CoR14.1)	CoR 14.3 - Registration Certificate	Incorporators are regarded as the first directors of the company and will be disclosed as directors in the absence of CoR14.1 A being filed. The filing of CoR14.1 A at incorporation is advised even if the directors are the same as incorporators. This will ensure that the CIPC has all relevant information of the directors.
	CoR 15.1 A Memorandum of Incorporation - Short Standard Form for Private Companies. <i>(Note this should only be filed if adopting the standard short for, please consider the alterable provisions.)</i>	CoR 14.1 B - Notice of incorporation: Alternative Names for the Company <i>(Note: If name is to be reserved at Incorporation and has not been previously reserved)</i>	Certified ID copy of applicant	If previously approved name electronically (R175-R50) = R125 (Option 2 on CoR14.1)	Disclosure certificate <i>(may not being issued at moment due to backlog)</i>	In the instance where the minimum number of director are indicated as more than 1 on the MOI, and the number of natural incorporators are below such number, it is recommended that the CoR14.1 A may be filed with incorporators, or a CoR 39 must be filed within 40 business days after incorporation.
		CoR 14.1 D - Notice of incorporation: Notice of Company Appointments <i>(Note: if auditor and/or secretary needs to be appointed)</i>	Certified ID copy of ALL Incorporators and Directors	If name reservation filed with CoR14.1 : R175 (Option 3 on CoR14.1)	CoR15.1A with Registration number (if filed in duplicate)	CoR14.1 Annexure D for the appointment of auditor and/or company secretary may be filed if the company elected to appoint an auditor or company secretary. If not submitted at incorporation, CoR44 must be lodged within 40 business days after date of incorporation.
			Power of attorney (if applicable)	If registration number to be name: (R175-R75) = R100 (Option 1 on CoR14.1)		Incorporators may be natural or juristic persons. A minor may be an incorporator but not a director. If there are no natural persons as incorporators a CoR14.1A must be filed to avoid rejection of application. Documents available on CIPC website: Practice Note 1 of 2011: Postal and Physical Address Requirements Practice Note 4 of 2011: Details of Incorporators Practice Note 5 of 2011: Details of Directors Guidance Note 2 of 2011: New Company Registrations
PROFIT COMPANY LONG FORM <i>Please file in duplicate.</i>	CoR 14.1 - Notice of Incorporation, and	CoR 14.1 A - Notice of incorporation: Initial directors of the company	CoR9.4 (if applicable)	If previously approved name manually: (R475 - R75) = R400 (Option2 on CoR14.1)	CoR 14.3 - Registration Certificate	The type of company which must be indicated on the form may be one of the following: Private Company; Personal liability company; State owned company; and Public company.
	CoR 15.1 B Memorandum of Incorporation - Long Standard Form for Private Companies.	CoR 14.1 B - Notice of incorporation: Alternative Names for the Company <i>(Note: If name is to be reserved at Incorporation and has not been previously reserved)</i>	Certified ID copy of applicant	If previously approved name electronically: (R475 - R50) = R425 (Option 2 on CoR14.1)	Disclosure certificate <i>(may not being issued at moment due to backlog)</i>	CoR14.1 C may only be filed under CoR15.1 B, D or E. The article number within the memorandum and the purpose of the conditions/restriction/limitation must be provided.
		CoR14.1 C - Notice of incorporation: Notice of Ring Fencing Provisions (Note: Only if ring fencing provisions applicable)	Certified ID copy of all incorporators and directors	If name reservation filed with CoR14.1 : R475 (Option 3 on CoR14.1)	CoR15.1B with Registration number (if filed in duplicate)	CoR14.1 D for the appointment of auditor and/or company secretary may be filed if the company elected to appoint an auditor or company secretary. If not submitted at incorporation, CoR44 must be lodged within 40 business days after date of incorporation.
		CoR 14.1 D - Notice of incorporation: Notice of Company Appointments <i>(Note: if auditor and/or secretary needs to be appointed)</i>	Power of attorney (if applicable)	If registration number to be name: (R475-R75) = R400 (Option 1 on CoR14.1)		Documents available on CIPC website: Practice Note 1 of 2011: Postal and Physical Address Requirements Practice Note 4 of 2011: Details of Incorporators Practice Note 5 of 2011: Details of Directors Guidance Note 2 of 2011: New Company Registrations

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NEW COMPANY REGISTRATIONS						
NON PROFIT COMPANY WITHOUT MEMBERS SHORT STANDARD FORM	CoR 14.1 - Notice of Incorporation, and	CoR 14.1 A - Notice of incorporation: Initial directors of the company	CoR9.4 (if applicable)	If previously approved name manually: (R175-R75) = R100 (Option 2 on CoR14.1)	CoR 14.3 - Registration Certificate	In view of the fact that the company does not have members that appoint directors, the incorporators must specify the method to be used to appoint them. The method must be indicated on the CoR15.1C
	CoR 15.1C Memorandum of Incorporation -Short Standard Form for Non Profit Companies without members.	CoR 14.1 B - Notice of incorporation: Alternative Names for the Company (Note: If name is to be reserved at Incorporation and has not been previously reserved)	Certified ID copy of applicant	If previously approved name electronically (R175-R50) = R125 (Option 2 on CoR14.1)	Disclosure certificate (may not being issued at moment due to backlog)	Documents available on CIPC website: Practice Note 1 of 2011: Postal and Physical Address Requirements Practice Note 4 of 2011: Details of Incorporators Practice Note 5 of 2011: Details of Directors Guidance Note 2 of 2011: New Company Registrations
		CoR 14.1 D - Notice of incorporation: Notice of Company Appointments (Note: if auditor and/or secretary needs to be appointed)	Certified ID copy of all incorporators and directors	If name reservation filed with CoR14.1 : R175 (Option 3 on CoR14.1)	CoR15.1C with Registration number (if filed in duplicate)	
Power of attorney (if applicable)	If registration number to be name: (R175-R75) = R100 (Option 1 on CoR14.1)					
NON PROFIT COMPANY WITHOUT MEMBERS LONG STANDARD FORM	CoR 14.1 - Notice of Incorporation, and	CoR14.1 A	CoR9.4 (if applicable)	If previously approved name manually: (R475 - R75) = R400 (Option2 on CoR14.1)	CoR 14.3 - Registration Certificate	Documents available on CIPC website: Practice Note 1 of 2011: Postal and Physical Address Requirements Practice Note 4 of 2011: Details of Incorporators Practice Note 5 of 2011: Details of Directors Guidance Note 2 of 2011: New Company Registrations
	CoR 15.1D Memorandum of Incorporation - Long Standard Form for Non Profit without members	CoR14.1 B (if name to be reserved at incorporation)	Certified ID copy of applicant	If previously approved name electronically: (R475 - R50) = R425 (Option 2 on CoR14.1)	Disclosure certificate (may not being issued at moment due to backlog)	
		CoR 14.1 C (if ring fencing)	Certified ID copy of all incorporators and directors	If name reservation filed with CoR14.1 : R475 (Option 3 on CoR14.1)	CoR15.1D with Registration number (if filed in duplicate)	
		CoR14.1 D (if auditor, audit committee members and/or company secretary is appointed)	Power of attorney (if applicable)	If registration number to be name: (R475-R75) = R400 (Option 1 on CoR14.1)		
NON PROFIT COMPANY WITH MEMBERS LONG STANDARD FORM	CoR 14.1 - Notice of Incorporation, and	CoR14.1 A	CoR9.4 (if applicable)	If previously approved name manually: (R475 - R75) = R400 (Option2 on CoR14.1)	CoR14.3 Registration Certificate	Documents available on CIPC website: Practice Note 1 of 2011: Postal and Physical Address Requirements Practice Note 4 of 2011: Details of Incorporators Practice Note 5 of 2011: Details of Directors Guidance Note 2 of 2011: New Company Registrations
	CoR 15.1E - Memorandum of Incorporation - Long form for Non Profit with Members	CoR14.1 B (if name to be reserved at incorporation)	Certified ID copy of applicant	If previously approved name electronically: (R475 - R50) = R425 (Option 2 on CoR14.1)	Disclosure Certificate (may not being issued at moment due to backlog)	
		CoR14.1 C (If ring fencing)	Certified ID copy of all incorporators and directors	If name reservation filed with CoR14.1 : R475 (Option 3 on CoR14.1)	CoR 15.1E with registration (if filed in duplicate)	
		CoR14.1 D (if auditor, audit committee members and/or company secretary is appointed)		If registration number to be name: (R475-R75) = R400 (Option 1 on CoR14.1)		

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REGISTRATION OF EXTERNAL COMPANY	CoR20.1 and	CoR21.1	Certified copy of MOI, Certified copy of Certificate of Incorporation or comparable document registered in the foreign jurisdiction	Fee: R 400	CoR 20.2	Both the physical and postal address of the principal office of the external company are required. This should be for within and outside of the republic.
	CoR20.1 A	CoR21.2 (local natural person)	Certified copy of current Registration Certificate, if different Translated copies of any such document if the original is not in an official language of the republic		Disclosure Certificate	Person Authorised to Accept Service of document on behalf of External company may only be a Natural person with a physical and postal address in the Republic. The following additional information is required on CoR 20.1 and CoR 21.1: Name and Surname; SA ID Number; if foreign national - passport number, date of birth and country of origin; Postal and physical address in Republic; email or cell phone number. The CoR20.1 A erroneously reflects that directors must be natural persons. Directors of external companies may either be natural or juristic. In instances where a director is a juristic person the reference to full name/former name will refer to the name of the juristic person and ID number to the registration number. Reference to occupation may be ignored. Documents available on CIPC Website: Practice Note 6 of 2011: Detail Required for Registration of External Companies Guidance Note 2 of 2011: New Company Registrations