

CIPC Guide to submitting company and close corporation applications via dedicated e-mail address.

CIPC emphasised that where the facility is available, customers should make use of the electronic filing and submission of applications, as this improves turnaround times and accuracy and quality of applications processed. Please see methods of filing below for various transactions:

| SERVICE | CHANNEL OF FILING AVAILABLE | DETAILS |
|---|---|--|
| Name reservations | Email | namereservationsandregistrations@cipc.co.za |
| | Post | |
| New on-line company registrations | Email supporting documents for electronic registrations | companiesonline@cipc.co.za |
| | Fax | 086 5270 538 |
| | Drop off box | |
| | Post | |
| New manual company registrations and issue of a certificate | Email | companydocs@cipc.co.za |
| | Fax | 086 6168 960 |
| | Drop off box | |
| | Post | |
| MOI/Special Resolutions | Email | moiamendments@cipc.co.za |
| | Fax | 086 6186 960 |
| | Drop off box | |
| | Post | |
| Company Changes: Registered address and location of company records, and financial year end changes | Email | companychanges@cipc.co.za |
| | Fax | 086 6186 960 |
| | Drop off box | |
| | Post | |
| Conversion of close corporations to companies | Email | companydocs@cipc.co.za |
| | Fax | 086 6186 960 |
| | Drop off box | |
| | Post | |
| Company and close corporation re-instatements (including re-instatement court orders) | Email | re-instatements@cipc.co.za |
| | Drop off box | |
| | Post | |
| Company and Close corporation de-registrations | Email | deregistrations@cipc.co.za |
| | Drop off box | |
| | Post | |
| Liquidations | Email | liquidations@cipc.co.za |
| | Drop off box | |
| | Post | |
| Electronic Filing of Annual Returns | CIPC Website | http://annualreturns.cipc.co.za.aspx |
| Changes in company director details - manual | Email | manualcor39@cipc.co.za |
| | Drop off box | |
| | Post | |
| Changes in company director | Email Supporting docs to | CM29Admin4@cipc.co.za |
| | Email affidavits for change of contact details to | COR39emails@cipc.co.za |
| Changes in CC membership and accounting officer | Email Certified CK2/CK2A form and Supporting docs to | ck2@cipc.co.za |
| | Drop off box | |
| | Post | |
| Resolution of corrections of processing | Email | corrections@cipc.co.za |
| Resolution of disclosure | Email | disclosure@cipc.co.za |
| Credit notes & refunds | Email | revenue@cipc.co.za |