Companies and Intellectual Property Commission
a member of the dti group

**NOTICE TO CUSTOMERS**

**(Notice No. 41 of 2016)**

**AVAILABILITY OF CIPC FILES DURING THE TRANSITION PERIOD AS A NEW BULK STORAGE CONTRACT IS AWARDED**

Dear Customer,

The CIPC is in the process of appointing a new "Bulk Storage Service Contractor" to take over the six (6) Million plus case files, (Companies, Close Corporation, Cooperatives, Patent, Trade Marks, etc.) which were secured at Metrofile since 2004.

We anticipate a delay in the availability of files during the transition period, which is expected to take a few weeks as the process entails the collection, verification, capturing and storage of files to ensure all files are accounted for.

Please note that CIPC is committed to take any possible actions to normalize the situation and to have this service restored in the interest of our clients and the South African economy.

CIPC and the new service provider both commit to a smooth take-over process with the minimum disruption of business operations, to render the best possible service to you our client.

We apologize for any inconvenience that may occur during this transition process.

Sincerely

R.W. Voller
Acting Commissioner
Date: 8/11/16

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