Companies and Intellectual Property Commission

a member of the dtic group

Notice: 10 of 2021
15 February 2021

NOTICE TO CUSTOMERS

NAME RESERVATION E-SERVICE PROCESS

The Companies and Intellectual Commission (CIPC) is moving its services to the new e-service system in a phased approach as per the notice published on 09 February 2021.The rollout of name reservations has already been implemented.

1. PROPOSED NAME

The application for name reservation may now be filed using the new e-services system. Customers should visit the following website: www.cipc.co.za , then navigate to the **new e-services system** located in the top menu under online transaction section

Customers who will be accessing the new e-services for the first time will be required to register a new profile and their information on the current e-service system will be migrated to this new e-services system. New customers are also required to register a new profile on the new e-services system before transacting.

Electronic proposed name filing non-refundable fee is R50.

Only 3-D enabled cards (debit and credit cards) will be accepted as a payment method when transacting on the new e-services system. Name reservation applications fee must be paid by midnight of the same day the application is submitted, failure of which the application will be deleted and the application will have to be re-started.

2. RESERVED NAME EXTENSION

The approved or reserved name may be extended by the Commission on a good course shown, on application by the person for whom the name is reserved together with the prescribed fee for a period of 60 business days at a time.

3. **TRANSFER OF THE RESERVED NAME**

Only a person under which the name has been reserved can transfer the name to the other person by filing a signed notice of the transfer together with the prescribed fee.

A transfer of the reserved name from one customer code to the other can only be made using the customer code under which the name has been reserved.

A transfer of reserved name does not affect the extension period or company name change, and the reserved name can only be transferred within its validity period

4. **DEFENSIVE NAME**

Any person may, on application on the prescribed for and on payment of the prescribed fee, apply to the Commission to renew the registration of a name as a defensive name for a period of two years

Please note that an application completed on a particular CIPC platform must be completed on the same platform in order for your application to be processed.

Yours faithfully,



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Adv. Rory Voller
Commissioner: CIPC

Date: ..16... 02 /2021