Companies and Intellectual Property Commission
a member of the dtic group

DISCONTINUATION OF ENTERPRISE SEACH ON THE CIPC E-SERVICES WEBSITE

Notice 36 of 2021

Kindly be advised that the Enterprise Search on e-Services will be discontinued from 13 July 2021. Due to the POPI Act, CIPC needs to be able to determine who is conducting searches on the CIPC database. Customers will be able to do searches on BizPortal once they have logged in. The number of searches will be limited to 20 per day to prevent abuse of the systems and data. Kindly note that CIPC will soon be introducing a subscription service for customers who require to do high volumes of searches per day.

Steps to follow for Enterprise Search on Bizportal

- Visit www.bizportal.gov.za and click on “Login” on the top menu
- Sign in with your ID number and CIPC customer password.
- Select Services / BizProfile / Select Search Option / Type in search query

To view search results, expand each of the sections listed below the search box. An Official Disclosure (R30) can be done on the e-Services website. If Memorandum of Incorporation (MoI) documents are required, a request must be submitted via a relevant channel.

If the company was registered before 16 September 2014, a Paper based Disclosure request must be done. If the company was registered after 16 September 2014, e-Services can be used. It is free of charge for directors, otherwise, the fee is R30. Lastly, if the company was registered using New e-Services, the certificate must be retrieved from New e-Services. It will be available for 30 days after registration, free of charge. Thereafter, the required document will cost R30.

Steps to request registration certificate via Paper based disclosure (only companies registered before 16 September 2014.)

- Visit www.cipc.co.za and click on Enquiries
- Sign in with your customer code and password and select Companies and CCs/Paper based Disclosure/Copies of documents
- Indicate the Enterprise number, and exactly what documents are required
- There must be some money in your customer code. For fees for paper based disclosure visit www.cipc.co.za and click on Access/Disclosure Forms and Fees/Disclosure Fees
- **GOVERNMENT DEPARTMENTS** must request Paper based disclosure via the website www.cipc.co.za Click on Business & IP Search/Copies of Business documents

Steps to request documents via e-Services (companies registered after 16 September 2014 and via E-Services)

- Visit www.cipc.co.za and click on Online Transacting/E-services (or the link https://eservices.cipc.co.za)
- Sign in with your customer code and password and select "Transact" on the top menu.
- Select Certificates and Disclosures / Official disclosure OR Certificates and Disclosures/Incorporation documents for the MOI documents

Steps to request documents via BizPortal (only directors can use this option)

- Visit www.bizportal.gov.za
- Sign in with your ID number and password and select "Services" on the top menu.
- Select Company Registration / Registration Certificates to download MOI documents
- Select company from list provided
- Documents will be queued to be sent to your email address

Steps to request documents on New e-Services (companies registered via the New e-Services)

- Visit www.cipc.co.za and click on Online Transacting/New e-Services
- Sign in using your email address and password.
- Select Services / Documents
- Click on the "Company Registration" tab and Generate to retrieve the required document.
- The fee to retrieve documents older than 30 days is R30

- Click on Financials/Shopping cart to pay for the generated document if required.
- The document will be displayed as a pdf on the top left.

Yours sincerely,



Adv. R. Voller
Commissioner: CIPC

13 /7 /2021