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SAA | ACCOUNTING
ACADEMY

Connect. Partner. Succeed.



How to register and maintain a business

Presenter: Russel Ngobeni

Business Accountant in Practice (Saiba)

General Tax Practitioner (Sait)

About SAAA

Creating opportunities to connect our partners to succeed

SAAA offers CPD training for accountants, auditors, bookkeepers and tax practitioners. We offer a range of webinars, seminars, conferences and courses.

The CPD policy is compliant with IFAC IES7

All training offered by SAAA is recognised for CPD hours by the relevant professional bodies including: SAICA, AAT, ACCA, SAIPA, ICBA, SAIBA, IAC, IIA and CIMA.

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These rewards include discounts, reduced premiums and free stuff.

Reward Partners



Presenter



Russel Ngoben

Entrepreneur

Business Accountant

Tax Practitioner

Motivational Speaker

Small Business Mentor

Business Strategist

Webinar Housekeeping

The webinar recording and presentation will be available at the end of the webinar within your SAAA profile.

These can be accessed from your profile by logging in and navigating to your “My Dashboard” > “View Events” and then clicking on “Links & Resources” next to the webinar title.

The webinar is available under the “Recording(s)” tab and the presentation under the “Files” tab.

Claiming CPD Hours

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This can be accessed from your profile by logging in and navigating to your “My Dashboard” > “View Events” and then clicking on “Links & Resources” next to the webinar title.

The “Claim My CPD” option is available under the “CPD” tab. Once claimed you will be able to view and download your certificate.

Disclaimer

Disclaimer

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Ask Questions

To ask questions and interact during the webinar please use the chat sidebar to the right of the video / presentation on the screen.

Feel free to ask your questions during the webinar in the chat, these will be address in the formal Q & A at the end of the presentation.

Course Outline

Table of Content

At the end of the webinar you will know:

- How to register a private company
- How to register a Non-Profit Company, Personal Liability Company (Inc.), or Cooperatives.
- How to change/update director/company information
- How to file Annual Returns with the CIPC

Theory

Company Registrations:

Types of Companies:

- State-Owned Companies (SOEs)
- Close Corporations (CCs)
- Cooperatives (Co-ops)
- Non-Profit Companies (NPC/NPO)
- Personal Liability Companies (Inc.)
- Private Companies (PTYs)

Company Registrations:



Companies and Intellectual
Property Commission

a member of **the dti** group

 **gov.za**
BIZ PORTAL

The Biz Portal logo features a stylized teal 'b' with an orange dot in the center. To its right, the text 'gov.za' is written in a smaller, teal, sans-serif font. Below this, the words 'BIZ PORTAL' are written in a large, teal, outlined, sans-serif font.

Company Registrations:



Companies and Intellectual
Property Commission

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Selected Functions of the Commission

- Registration of Companies, Co-operatives and Intellectual Property Rights (trade marks, patents, designs and copyright) and maintenance thereof
- Disclosure of Information on its business registers
 - Monitoring compliance with and contraventions of financial reporting standards, and making recommendations thereto to Financial Reporting Standards Council (FRSC)

Company Registrations:



BizPortal is a platform developed by the Companies and Intellectual Property Commission (CIPC) to offer company registration and related services in a simple seamless digital way which is completely paperless.

It was developed in response to the quest of improving the ease of doing business in South Africa, specifically, starting a business.

Company Registrations:



Companies and Intellectual
Property Commission

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<https://eservices.cipc.co.za/>

Company Registrations:



Companies and Intellectual
Property Commission

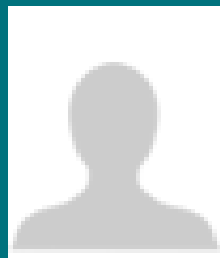
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Processes

CIPC Register / Login Screen:



HOME



Welcome GUEST

PLEASE LOG IN TO
START TRANSACTING

CUSTOMER LOGIN

PASSWORD RESET

CUSTOMER REGISTRATION

ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

SOCIAL MEDIA

follow us on social media to interact with us and to get the latest updates

You are here: CIPC eServices » Login

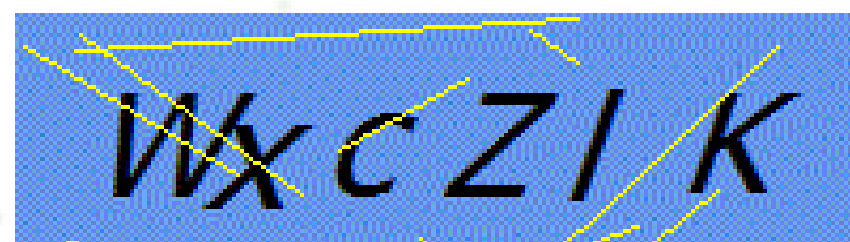
Login to CIPC eServices

Customer Code

R05935

Customer Password (case sensitive)

.....



Enter security code displayed above. (case sensitive)

Tick to accept the CIPC Terms & Conditions

LOGIN



FORGOT PASSWORD



Before you login make sure you have a **valid email address**, you will not be able to transact if you don't have one. You can register for a free email address at Gmail.

If you are experiencing problems resetting your password, send an email to resetpassword@cipc.co.za with the following:

- Certified identity copy (certification not older than three months)
- **Password Reset Request Form**

Once you receive notification that your details have been updated, reset your password online. [Click here](#) to view the step by step guide.

First Screen



Welcome R05935

RUSSEL NGOBENI

EDIT CUSTOMER DETAILS

LOGOUT

BALANCE: R 280,00

ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

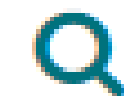
SOCIAL MEDIA

follow us on social media to interact with us and to get the latest updates

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

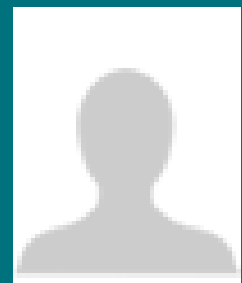
Search by



ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2018279930	SGC FRESH PRODUCE MARKET	IN BUSINESS	PRIVATE COMPANY	NO	
K2017507094	SGC MINING AND CONSTRUCTION PROJECTS	AR DEREGISTRATION PROCESS	PRIVATE COMPANY	NO	
K2017497798	BRILLIANT SGC PROJECTS	AR DEREGISTRATION PROCESS	PRIVATE COMPANY	NO	
K2016231490	SGC ACCOUNTANTS	IN BUSINESS	PRIVATE COMPANY	NO	
K2015007449	SGC TRAINING CONSULTANTS	IN BUSINESS	PRIVATE COMPANY	NO	
K2014136591	K2014136591	AR DEREGISTRATION PROCESS	PRIVATE COMPANY	NO	
K2014104810	SHINYAWANI GROUP OF COMPANIES	IN BUSINESS	PRIVATE COMPANY	NO	

Transact Screen



Welcome R05935

RUSSEL NGOBENI

EDIT CUSTOMER DETAILS

LOGOUT

BALANCE: R 280,00

ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

SOCIAL MEDIA

follow us on social media to interact with us and to get the latest updates

You are here: CIPC eServices » Home » Transact

 COMPANY REGISTRATION	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CC MEMBER DETAILS	 NAME RESERVATIONS	 FILE ANNUAL RETURNS	 AUDITORS & ACC. OFFICERS
 CO & CC ADDRESS CHANGES	 FINANCIAL YEAR END CHANGES	 CERTIFICATES & DISCLOSURES	 ENTERPRISE ENQUIRY	 TRANSACTION STATUS	 CUSTOMER TRANSACTIONS
 NAME CHANGES	 DOCUMENT UPLOAD	 THIRD PARTIES	 HOW-TO VIDEOS	 BANKING DETAILS	 EXTERNAL COMPANY REPRESENTATIVES
 DISQUALIFIED DIRECTORS REGISTER	 DOMAIN NAME REGISTRATION	 AUTHORISED SHARE CHANGES	 UPDATE DIRECTOR / MEMBER CONTACTS	 B-BBEE CERTIFICATES	 BALANCE TOP-UP

Registering Co-operatives

Co-operatives

Registering a Co-operative

- Register as a CIPC Customer
- Deposit R215 for co-operative registration into the CIPC bank account.
- Register your co-operative manually:

Co-operatives

Registration / Application Forms

Form CR1:

Part 1: Application Statement

Part 2: Founding Statement

Part 3: Directors (must all be members) minimum of 2 directors Part 4:
Address & contact details

Part 5: Stats info - Primary co-op only

Part 6: Certified ID copies of all members & person lodging application

Co-operatives

Registration / Application Forms

- Form CR5 - used to apply for a co-operative name.
- Form CR4 – used to appoint an auditor.
- Form CR8 - to obtain exemption from the audit requirements for an initial period of three year.
- A constitution must be submitted as part of the application.

Co-operatives

Additional documents to submit:

Confirmation notice of name reservation - CoR9.4 (if applicable)

Certified identity copy of members

Power of attorney (if applicable)

Proof of payment

Cooperativesonline@cipc.co.za;

Service turnaround time: 21 working days from date of tracking.

Registering Non-Profit Companies

Definition

- A non-profit company is a company incorporated for public benefit or other object relating to one or more cultural or social activities, or communal or group interest.
- A non-profit company must have at least three incorporators and three directors and may be registered with or without members. A non-profit company is not required to have members.
- If you wish to receive grants or donor-funding, you are required to register with the [Department of Social Development.](#)

Registration

A Non-Profit Company without members and with a standard MOI(CoR15.1C) may be registered manually and electronically.

- Register as a CIPC Customer
- Deposit R175 (R50 for Name Reservation) for registration into the CIPC bank account.
- Print & complete forms:
 - CoR14.1 - Notice of Incorporation
 - CoR14.1A - Notice of Incorporation Initial Directors of the Company
 - CoR15.1C - Memorandum of Incorporation

Submission

Additional documents to submit:

- Confirmation notice of name reservation - CoR9.4 (if applicable)
- Certified identity copy of applicant
- Certified identity copies of all incorporators & directors
- Power of attorney (if applicable)
- Proof of payment

companydocs@cipc.co.za; or and for electronic signed application documents please use Upload functionality on the website.

Service turnaround time: 25 working days from date of tracking.

Registering A Personal Liability Company

Definition

- The directors and past directors (where applicable) of personal liability companies are jointly and severally liable together with the company for any debts and liabilities arising during their periods of office.

Registration

A personal liability company may only be registered manually.

Register as a CIPC Customer

- Deposit R475 (R50 for Name Reservation) for registration into the CIPC bank account.
- Print & complete forms:
 - CoR14.1 - Notice of Incorporation
 - CoR14.1A - Notice of Incorporation Initial Directors of the Company
 - CoR15.1B - Memorandum of Incorporation (or draft own)
 - CoR14.1 Annexure D – Voluntary appointment of an auditor

Submission

Additional documents to submit:

- Confirmation notice of name reservation - CoR9.4 (if applicable)
- Certified identity copy of applicant
- Certified identity copies of all incorporators & directors
- Power of attorney (if applicable)
- Proof of payment

companydocs@cipc.co.za; or and for electronic signed application documents please use Upload functionality on the website.

Service turnaround time: 25 working days from date of tracking.

Trusts

10 MIN BREAK

Registering a Private Company (An online demonstration)

Company Registrations:



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Registration Documents

BEE Certificate

Share Certificate

Filing of Annual Returns (Demonstration)

Q&A

Please use the chat sidebar to the right of the video / presentation on the screen to ask your questions.

If you would like to e-mail a question please use:

technicalquestions@accountingacademy.co.za

**Thank you for your
participation**

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