CIPC: BizPortal

FREE!

Host Presenter: **Lettie Janse van Vuuren** CA(SA)

Guest Presenter: **Shanee Kelly** CIPC

WELCOME!

2 JUNE 2022

Quick Overview of BizPortal and related information
Complimentary Webinar

Host Presenter

Lettie Janse van Vuuren CA(SA)

- Lettie joined SA Accounting Academy in November 2017 as Head of Technical. She is a Chartered Accountant, Qualified Auditor, Assessor and Moderator.

- She is a **professional trainer and webinar host**, and with her relaxed and humorous presentation style, she is able to hold the attention of an audience. She has a unique ability to communicate with delegates at their respective levels of knowledge and experience. Over the last 20 years, she has trained thousands of partners, managers, trainee accountants and other professionals.

- She is responsible for our MCLU (Monthly Compliance and Legislation Updates).

- She was the Professional Development Manager at SAICA for 4 years and in charge of accrediting new training offices and monitoring existing ones (including the moderation of training offices and trainee assessments).

- Lettie is passionate about improving the efficiency and standardisation at practices. She has extensive experience on a variety of technical and practical topics which she consults on, including: SAICA re-accreditation assistance and preparation, IRBA inspection assistance and preparation, audit file reviews (post-issuance monitoring and EQCR), Quality control implementation, other office-specific manuals, and FASSET skills development facilitation.

Abbreviations used

- **CIPC** = Companies Intellectual Property Commission

WHAT'S ON THE AGENDA?

CONTENTS

- **Introduction to CIPC**

- **Overview of BizPortal**, including:

  o   What is the BizPortal?

  o   What should you know before using BizPortal?

  o   Which services are available?

  o   How does fee payments work?

- **Navigating BizPortal**, including:

  o   Services

  o   BizProfile

  o   Enterprise details

- **Answers/Valuable Info from 10 Main query areas** received by CIPC

- *In Closing…and the way forward…*

GUEST PRESENTATION

Enjoy today's presentation

by Shanee Kelly

Guest Presenter

Ms Shanee Kelly

- Shanee is employed as an Education Specialist at the Corporate Education and Compliance Unit of the CIPC (Companies and Intellectual Property Commission).
- She had started her career at the Department of Trade and Industry in April 2002.
- Shanee is equipped with a BBA degree and has travelled throughout South Africa educating existing and upcoming SMMEs and Entrepreneurs on CIPC Product and Online Services as well as CIPC Business Compliance.
- Since the start of the Covid pandemic she had diverged into online webinars promoting CIPC virtually.
- She also represents CIPC at Presidential and Ministerial outreach events of the dtic.
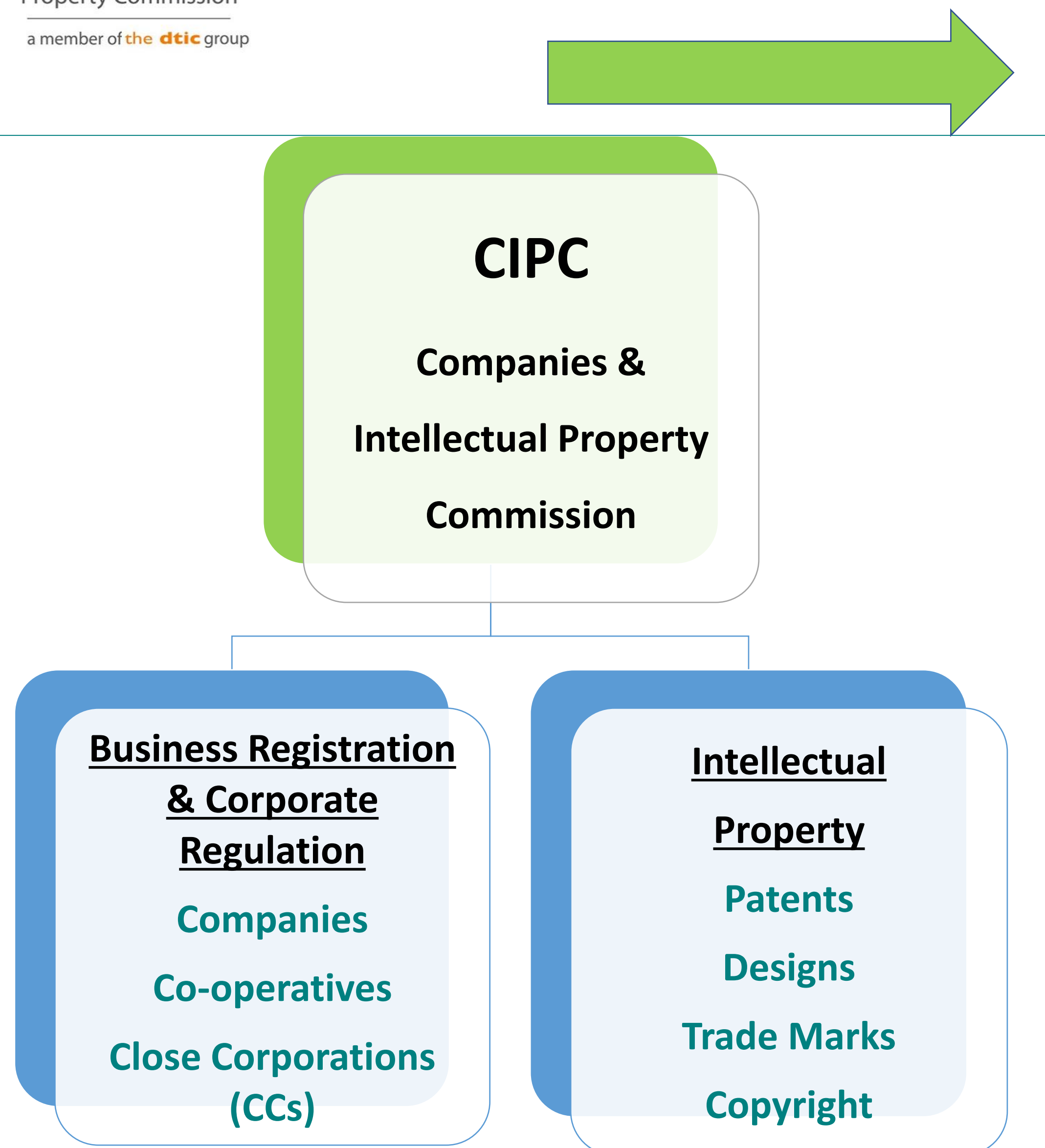
INTRODUCTION

Introduction *to CIPC*

CIPC was brought into existence by the Companies Act, 2008 in terms of section 185(1) of the Companies Act, the commission is established as a juristic person to function as an organ of state within the public administration, but as an institution outside the public service.

CIPC
Companies & Intellectual Property Commission

Business Registration & Corporate Regulation
Companies

Co-operatives

Close Corporations (CCs)

Intellectual Property
Patents

Designs

Trade Marks

Copyright

CIPC OBJECTIVES

- Registration of Companies, Co-operatives and Intellectual Property rights and the maintenance thereof
- Disclosure of information on its registers
- Enforcement of the relevant legislation
- Promotion of education & awareness of Company and Intellectual Property Law
- Licensing of business rescue practitioners
- Monitoring compliance with/and contravention of the financial reporting standards, and making recommendations thereto
- Report, research and advise to the Minister on matters of national policy relating to company and intellectual property law

BizPortal: Let's look at...

Overview of BizPortal

- ❑ What is the BizPortal?
- ❑ What should you know before using BizPortal?
- ❑ Which services are available?
- ❑ How does fee payments work?

Navigation of BizPortal

- ❑ BizPortal Services Page
- ❑ BizProfile
- ❑ Enterprise Details

OVERVIEW OF BIZPORTAL SERVICES

WHAT IS BIZPORTAL?

www.bizportal.gov.za

- CIPC developed this platform to offer company registration & related services in a quick and easy way.

- It is **Paperless (no form & document submission).**

- ✓ **One stop shop.**

- ✓ **All services completed in 24 hours – provided that fee payments are completed in time.**

- Requires members' ID document details and Directors ID and marriage certificate details.

What you should know before you start using BizPortal

❑ You will use your **ID number** as your **Username** to login.

❑ **If you already have a CIPC Customer Code**, your registered details and Password will allow you to login on BizPortal.

❑ **If you do not have a CIPC Customer Code yet**, you will have to complete the User Registration process on BizPortal. The system will allocate you a Customer Code which should be kept for when you want to access services that are not available on BizPortal, and for which some of CIPC's other platforms (e.g. eServices or New eServices) must be used.

❑ **Only South Africans** may register to access BizPortal services for now.

❑ For **Director verification** you will need all Directors' ID document / ID card details, marriage certificate details and Spouse ID numbers.

❑ A private company must have at least 1 Director and a non-profit company a minimum of 3 Directors.

CIPC Services:

- ❑ BizProfile. It is a **search tool** for all CIPC registered entities. Includes generic enterprise information, including partner registration.

  - ✓ One can do up to a 100 free searches per day.

- ❑ Name Reservation (Fee R50)

- ❑ Company Registration (Private and Non-Profit)

- ❑ Company Name Change

- ❑ Company / CC Address Change

- ❑ Annual Return Filing

Other Services:

- ❑ **SARS Services**: *Register with SARS to obtain a Tax Number, UIF and Compensation Fund*

- ❑ **B-BBEE Certificate**: *Obtain a B-BBEE certificate, if business' turnover is less than R10 million*

- ❑ **Domain Name Registration (.co.za website address**) .ZADNA Service (.za Domain Name Authority). Payment made only by debit or credit card. ZADNA is statutory regulator and manager of .za website addresses. . za is the South African internet country code top-level domain. .ZADNA is an agency of South African government under the Department of Telecommunications and Postal Services.

- ❑ Open a **Business Bank Account** (ABSA, FNB, Mercantile Bank/Capitec, Nedbank, Sasfin Bank or Standard Bank)

- ❑ **Google Business Services**: *These services could assist to make your business more visible on Google.*

HOW DOES FEE PAYMENTS WORK?

- **Fee payments can be done:**
  - ❑ With a Customer Code / declining balance payment method

- **The preferred payment method is online with a card, as CIPC will be phasing out the Customer Code / declining balance payment method in the next few months.**

- For the time being, if you use the Customer Code / declining balance payment method, note the following:
  - ❑ The funds must reflect against the Customer Code within 24 from the time of submitting the application, otherwise the application will be rejected.
  - ❑ Payments must be made with Absa, at an ATM, branch or with Absa online banking system.
  - ❑ Payment reference is always you 6 character Customer Code. Payments made with Absa are automatically allocated to your account within 30 minutes.

Customer Code / declining balance payments *(continued)…*

❑ Payments from other banks may not reach CIPC timeously as some banks append additional characters to references, which make the references invalid on CIPC's side. Invalid references cannot be allocated automatically to your Customer Code.

❑ Banks that do not append extra characters, their payments can take up to 48 hours to reach the CIPC Absa account. By that time the transaction will already be rejected.

❑ If the payment was not done correctly and the funds were not correctly allocated to your account at CIPC, you will then have to apply for Allocation of Funds, this will be explained later in this presentation.

NAVIGATION OF BIZPORTAL

BIZPORTAL SERVICES PAGE

SERVICES

BizProfile	Company Registration	SARS Services
Domain Name Registration	B-BBEE Certificates	Compensation Fund
UIF Registration	Business Bank Accounts	Company Name Changes
Company / CC Address Changes	Annual Return Filing	Google Business Services

BIZPROFILE

BIZPROFILE

BizProfile is a search tool for all CIPC registered entities. Information displayed includes generic enterprise information, including any partner registrations like B-BBEE, UIF, Compensation Fund, etc. We offer **100 FREE** searches per day. We will soon be introducing a subscription service for customers who would like to conduct more than **100** searches per day.

SEARCH SUBSCRIPTION

Daily Search Limit: **100**
Searches Conducted Today: **0**
Current Subscription Option: **FREE**
Subscription Expiry Date: **2021-11-26 23:59:59 PM**

SUBSCRIBE NOW

ENTITY SEARCH

Search by ˅   Type in search query   *

Search by
Enterprise Name
Enterprise No.
Director ID No.

SEARCH

ENTERPRISE DETAILS

Daily Search Limit: **100**
Searches Conducted Today: **3**
Current Subscription Option: **FREE**
Subscription Expiry Date: **2021-11-26 23:59:59 PM**

Enterprise No. ⌄ | K2018307993 *

SUBSCRIBE NOW

SEARCH

| 🏪 COMPANY DETAILS | ▶ |

| 👤 DIRECTOR DETAILS | ▶ |

| 💼 AUDITOR & ANNUAL RETURN DETAILS | ▶ |

| 🕘 ENTERPRISE HISTORY | ▶ |

| ✹ B-BBEE DETAILS - EME [EXEMPTED MICRO ENTERPRISE] | ▶ |

| ⊞ OTHER DETAILS | ▶ |

ENTERPRISE DETAILS

COMPANY DETAILS

Enterprise Number	K2018307993
Enterprise Name	AFFORDABLE FOOD SERVICES
Enterprise Type	Private Company
Enterprise Status	AR Deregistration Process
Compliance Notice	NONE
Registration Date	2018-05-22
Physical Address	2 HARPFORD CLOSE WYNBERG CAPE TOWN WESTERN CAPE 7800
Postal Address	2 HARPFORD CLOSE WYNBERG CAPE TOWN WESTERN CAPE 7800

DIRECTOR DETAILS

VALUABLE INFO
FROM 10 MAIN QUERY AREAS
RECEIVED BY THE CIPC CALL CENTRE

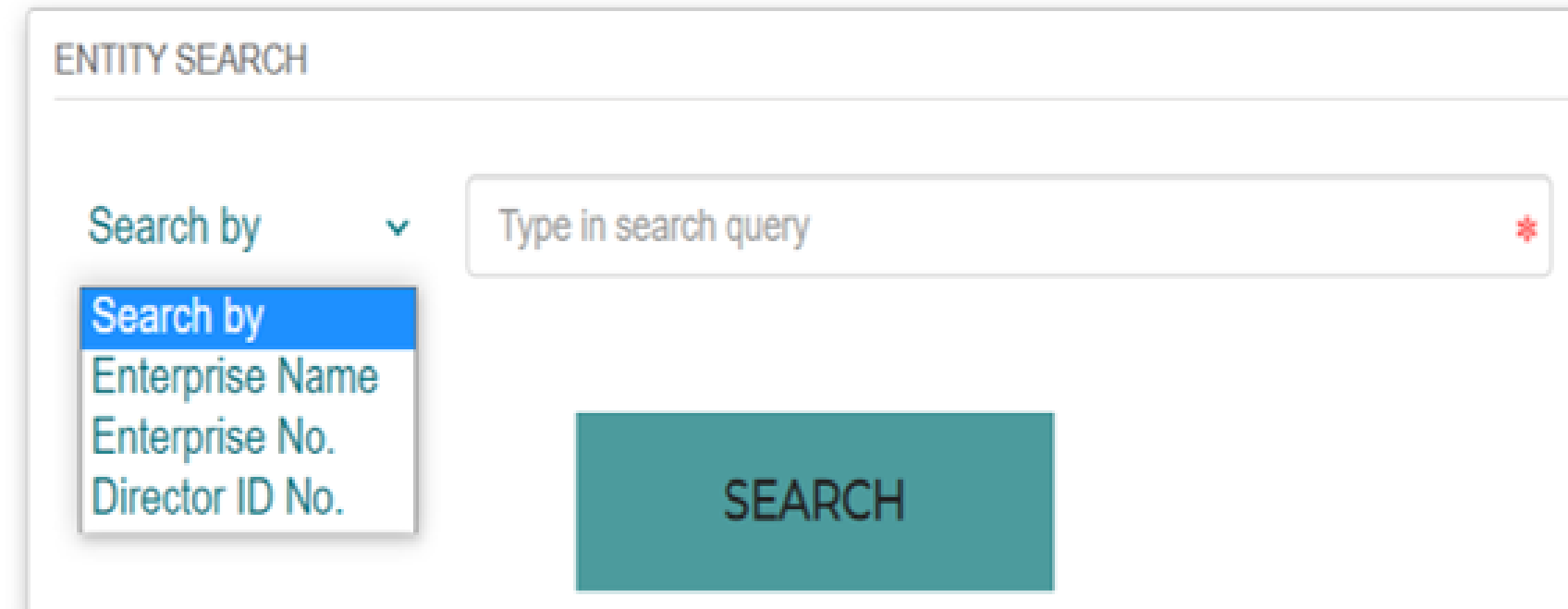# 10 MAIN QUERY AREAS RECEIVED BY CIPC CALL CENTRE

Requirements/Valuable Information arising from the Main Queries received by CIPC Call Centre have been summarized on the following slides, under these headings:

1. Customer Code

2. Password Reset (including *When your cell number & email have changed*)

3. Allocation of Funds

4. Refunds procedure

5. Retrieval of Certificates and Disclosure of Information

6. BizPortal

7. Name Reservation

8. Company Registration Fees

9. Sole proprietorships, Partnerships, Trusts, NGO & Associations

10. B-BBEE Certificate

- Each CIPC customer is allocated a CIPC Customer code.

- The customer code is linked to each person's ID number.

- A Customer Code is used to log into **CIPC eServices**

- Bizportal: The ID number is used to log in (not passport).

- However, the same Password is used for **BizPortal, eServices and to New e-Services**.

- How to find your customer code if you forgot it?

➤ Go to BizPortal

ENTITY SEARCH

Search by ˅

Type in search query   *

| Search by |
| Enterprise Name |
| Enterprise No. |
| Director ID No. |

SEARCH

Password Reset

- In order to Reset a CIPC Password electronically, the phone number OR email address on the customer code profile must be valid.

- To reset the Password:

    ✓ Go to www.bizportal.gov.za and click on Login and then on Reset Password.

    ✓ Type your ID number and click on Continue.

    ✓ An OTP will be sent to both your email and cell number.

    ✓ Provide the OTP to reset the password.

PASSWORD RESET:
When your cell number & email have changed

If your cell phone number and email address are outdated or you struggle to login to the CIPC system, you will first have to follow these steps before you can reset your Password on BizPortal:

- ❑ Visit the enquiry page on the CIPC website (https://enquiries.cipc.co.za)

- ❑ Choose the menu button Password Reset - it is not necessary to log in with your Customer Code and Password.

- ❑ Complete the required fields and attach a certified ID copy (certification not older than 3 months)

- ❑ Our office will update your contact details, after which you can reset your Password via **BizPortal.**

3. ALLOCATION OF FUNDS

- The bank **deposit reference** must be the **Customer Code only**.

- Make sure the correct letters and numbers are reflected when you type or write your Customer Code. If you type a "0" (zero) instead of "O" or a "l" instead of a "1", the code will be incorrect and the money that was deposited will not reflect against your code.

- If the Customer Code was typed or written incorrectly, you will have to request the CIPC Finance unit to allocate the deposit to your Customer Code. To do this log an enquiry on the CIPC website, choose the Category **Finance** and Sub-category **Allocation of Funds**. Submit your request, together with the following:
  - ❖ Certified ID document of the owner of the Customer Code (certification not older than 3 months) .
  - ❖ Proof of payment.
  Keep the ticket number generated by the system until the query is resolved.

- ✓ Allocation of funds will be processed within 10 working days upon receipt of a request provided all the required documentation is submitted.

4. REFUNDS PROCEDURE

If a customer paid money into the CIPC account, and needs it to be refunded, the following is required:

To do this log an enquiry on the CIPC website, choose the Category **Finance** and sub-category **Refunds**. Submit your request, together with the following:

- ❖ Certified ID document of the owner of the Customer Code.
- ❖ Proof of payment.
- ❖ Bank details on the banks' letterhead with a bank stamp.
- ❖ Letter signed by the account holder indicating the reason for the refund, the amount and Customer account.

Keep the ticket number the system generates until the query is resolved.

- ✓ Refunds will be processed within 10 working days upon receipt of a request for refund provided all the required documentation is submitted.

To retrieve the Registration certificate

- Log in to e-services: https://e-services.cipc.co.za

  - ✓ Select Certificates and Disclosures and then select Incorporation (MOI) documents now type in your registration number and generate certificates.

  - ✓ A third party must have **R30** available customer code for company certificate print out.

  - ✓ "Hybrid applications" - You can also go to re-send company documents or "Resend all" and select the relevant tracking number.

- **Directors** can retrieve the documents on either BizPortal or e-Services free of charge.

  - • To retrieve from BizPortal:

  - ✓ Login and then choose Services/Company Registration/ Registration Certificates. All the documents (e.g. certificate (CoR14.3 and MOI) is available.
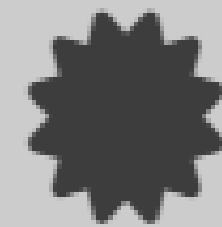
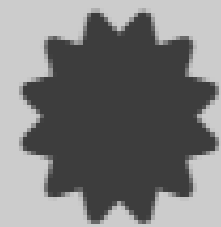# E-Services Certificates and Disclosures
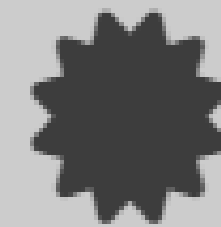
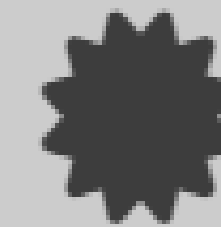## Enterprise Disclosures
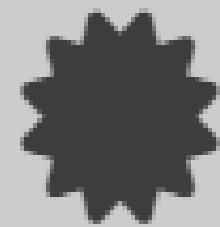
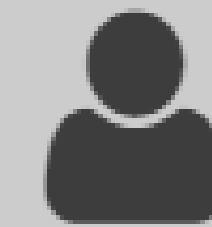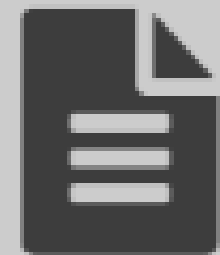| FREE DISCLOSURE	OFFICIAL DISCLOSURE (R30)	INCORPORATION DOCUMENTS (MoI)	B-BBEE CERTIFICATES	APPROVED NAMES	PERSON DISCLOSURE

RE-SEND COMPANY REGISTRATION APPLICATION FORM	RE-SEND DIRECTOR AMENDMENT APPLICATION FORM	RE-SEND MEMBER AMENDMENT APPLICATION FORM	RE-SEND ALL DOCUMENTS
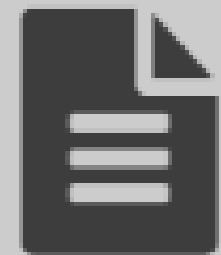
NOTE:
An official disclosure costs R30 per certificate generated.
A free disclosure has limited information and may not be used officially.
MOI documents are only for companies registered under the new companies act.
Person disclosure lists all enterprises a person holds a directorship/membership.

6. BIZPORTAL

- **Every member must have their own email address and cell phone number.**

- **Fee payments can be done with debit and credit cards,** thereby eliminating the misallocation of funds as sometimes experienced with the depository (customer code) payment method.

- For **Name Reservation**, the fee (R50) must be paid on the day of lodgement, otherwise the application will lapse.

- **Fee payments can also be done via customer code.**

7. NAME RESERVATION

❑ **Name Reservations is not compulsory for Company registrations**

❑ **4 names per application – in order of priority**

❑ **Fee: R50**

❑ **IMPORTANT: Name Reservation – filing fee – not refundable**

- Private Company "**Pty Ltd**". **Do <u>not</u> include** this in the Name Reservation application.

- Name Reservation can be done **before applying for Company registration, <u>or</u> during the application process**.

- If not reserved beforehand and the Name chosen during the process is not available, the **Company Registration Number** will also be the Name of the company.

- A Name Change can be done at a later stage by applying to change the Name and amend the Memorandum of Incorporation

- **Name change** from an Enterprise number to a name is free of charge

8. COMPANY REGISTRATION FEES

PRIVATE COMPANIES (Pty Ltd) – **BizPortal**

Fee: R175 (incl. name reservation fee of R50) (CoR15.1C)

NON-PROFIT (NPC)

Without Members & Standardised MOI - **BizPortal**

Fee: **R175** (incl. name reservation)

9. SOLE PROPRIETORSHIP, PARTNERSHIP, TRUST, NPO, ASSOCIATIONS

- CIPC only caters for businesses registered with CIPC
  - (i.e. Companies, CCs, NPOs & Co-operatives).

- Sole Proprietorships, Partnerships, Trust, NGO and Associations are not registered with CIPC.

- *For information on NGOs please enquire from the Department of Social Development.*

10. B-BBEE CERTIFICATES

❑ Exempted Micro Enterprises (Private Companies and Close Corporations) with a turnover of less than R10 million can apply for a B-BBEE Certificate free of charge,

❑ A certificate is valid for 1 year. Once expired a new application must be filed.

❑ Only Directors or Members of the entitie may apply for a B-BBEE Certificate with BizPortal. Intermediaries or third parties are not allowed to apply. Applying on behalf of someone is a criminal offence.

❑ Providing incorrect shareholder information is also a criminal offence.

❑ Read instructions carefully as an application cannot be amended once submitted. Changes can only be recorded when the current certificate expires and a new application is made.

❑ Entities with one or more foreign Director or Member do not qualify for a CIPC B-BBEE Certificate.

❑ Director and Member contact details must be up to date, as a One Time Pin will be sent to each Director or Member, before an application can be concluded. To update details of a Director or Member use the CIPC eServices functionality.

❑ Directors with more than 10 entities linked to their ID numbers will not be able to apply for a CIPC B-BBEE Certificate.

CIPC CONTACT DETAILS

➤ Social media users may follow the BizPortal Facebook and CIPC Facebook pages. Questions may be asked on Facebook Messenger.

CIPC Contact Details:

- **Website:** **www.cipc.co.za** (https://enquiries.cipc.co.za/Index.aspx)

- **Twitter:** **@thecipc**

- **Facebook:** **thecipc** (use Messenger to send questions)

- **Call centre Tel:** **086 100 2472**

Companies and Intellectual Property Commission

a member of **the dtic** group

TO OUR GUEST PRESENTER!

In closing…

o **Remember that BizPortal is a PLATFORM that provides certain services for your convenience as a ONE STOP SHOP**

o BizPortal is paperless

o BizPortal is easy to use

o Where appropriate, you may want to decide to use BizPortal in future, because the turnaround times might be faster than your current avenue's…

o All services are completed in 24 hours – provided that payments are completed in time

www.bizportal.gov.za

Source Document

The following Document is available to you

and will be uploaded to your profile:

❑ **BizPortal INFO with links**

Want more?

WE WANT MORE

WANT MORE ?

Oh, you want more?

We plan to have monthly sessions with CIPC

❑ **You provide input on the TOPICS to be covered**

  ➢ What do you need more information on?

  ➢ **Let's do some POLLS!**

  ➢ You can also let us know **via e-mail…**

   o In general…?

   o In detail…?

❑ **You have the ability to ask questions**

  ➢ Sending questions **before** a monthly session

  ➢ Asking questions **during** a monthly session

  ➢ Sending questions **after** a monthly session

QUESTIONS

for your participation!