



Companies and Intellectual
Property Commission
a member of **the dtic** group

Step-by-step Guide

Name Reservation

On

CIPC e-Services & BizPortal

December 2022

Ver 1.0

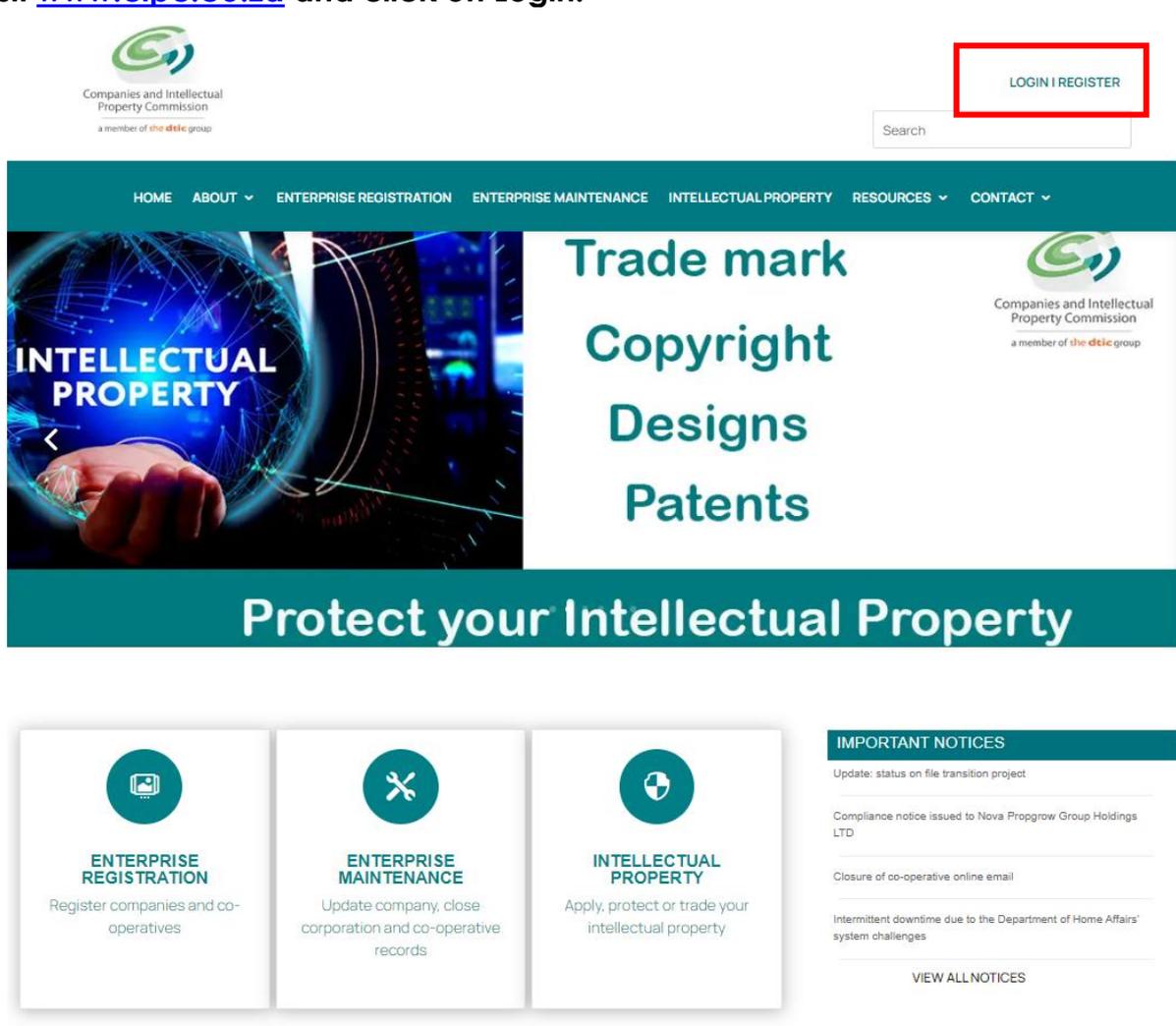
the dti Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001

Call Centre: 086 100 2472

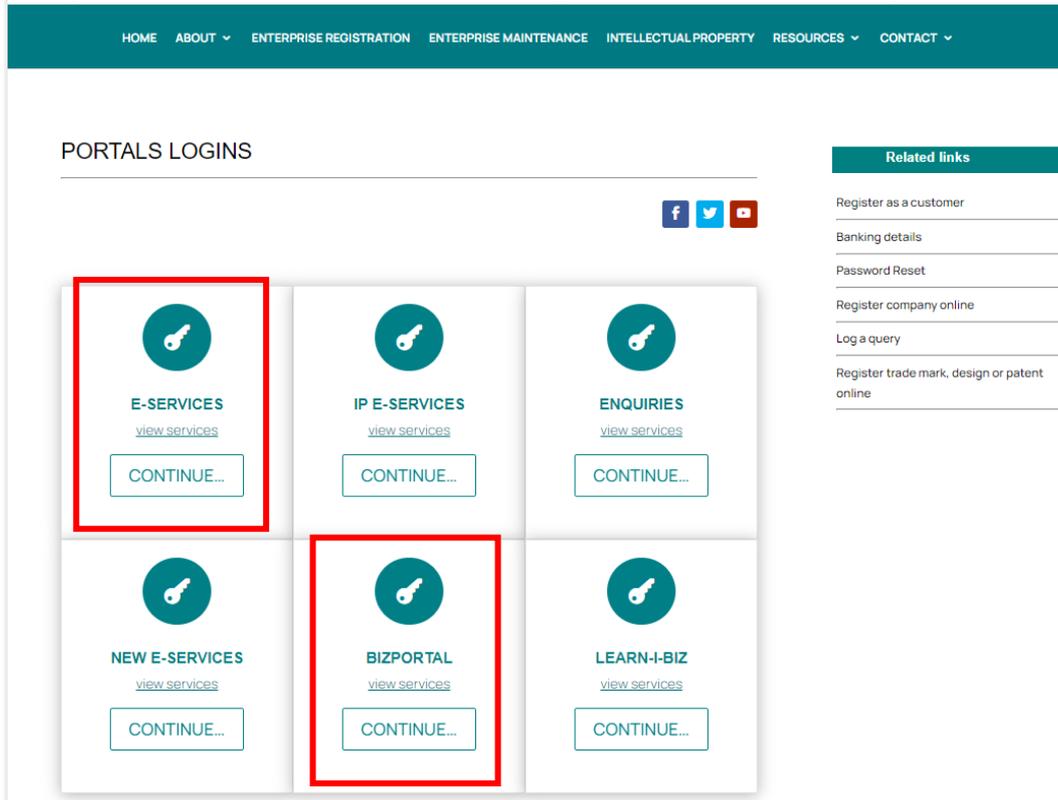
Email: llesejane@cipc.co.za.....Website: www.cipc.co.za

- In order to use this step by step guide, you should have registered as a CIPC customer. Consult the step by step guide for Customer registration for assistance in registering as a CIPC Customer
- Only debit/credit cards are accepted as payment method when utilising e-Services or Bizportal for transacting.

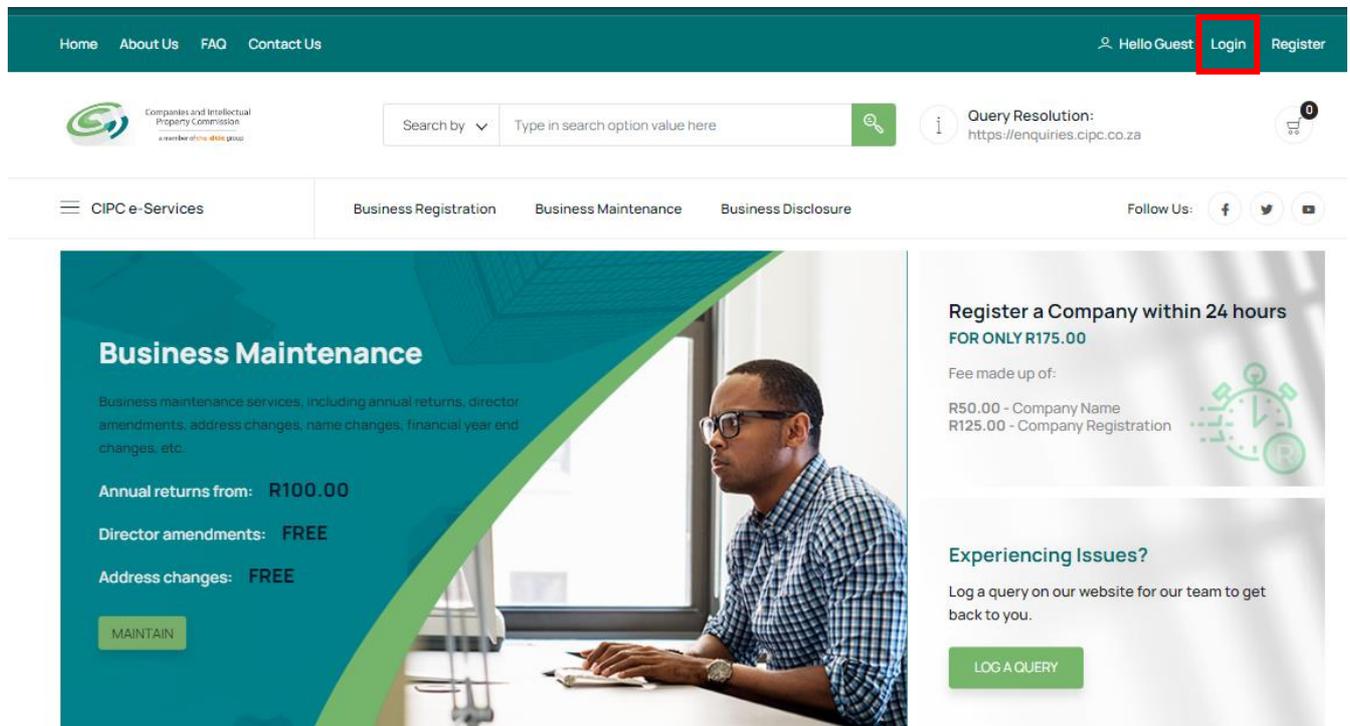
1. Visit www.cipc.co.za and click on Login.



2. Select the preferred channel of transacting i.e. e-Services or Bizportal



3. Click on Login



4. Login as a customer

The Customer Registration screen will display. Type in your South African ID number as your user name, and your CIPC password. If you do not own a SA ID number, click on the green arrow to change the answer to no. Click on **Login**.

Customer Login

Customer Registration

Do you have a South African ID number?

Type in your South African ID number

Type in your password

LOGIN **PASSWORD RESET**

5. Select **Register a Customer** on the Customer Dashboard or alternatively click on main service category **Business Registration**

Customer Dashboard

Quick Links

Change Password	File Annual Returns	Register a Company
Statistics	Contact Us	Customer Transactions

6. Read the information on screen, Disclaimer and select Name Reservation.

Your name reservation application is only registered or reserved upon written confirmation from CIPC in the form of a CoR9.4. The name reservation is valid for 6 months during which period you must have used it on a company or co-operative registration or a change to a company or close corporation name.

PLEASE NOTE:

1. Section 215(2) (e) of the Companies Act – A person commits an offence who knowingly provides false information to the CIPC.
2. Section 216(b) – Any person convicted of an offence in terms of the Companies Act is liable to a fine or to imprisonment for a period not exceeding 12 months, or to both a fine and imprisonment.

By continuing to use any of our services, it means that you understand and agree to the Companies Act sections above.

New Registration

🛒 R125.00

🕒 24 HOURS MAX

Registration Certificates

🛒 FREE OR R30.00

🕒 INSTANT

Name Reservations

🛒 R50.00

🕒 24 HOURS MAX

Step-by-step Guide [PDF]

📄 PDF FILE

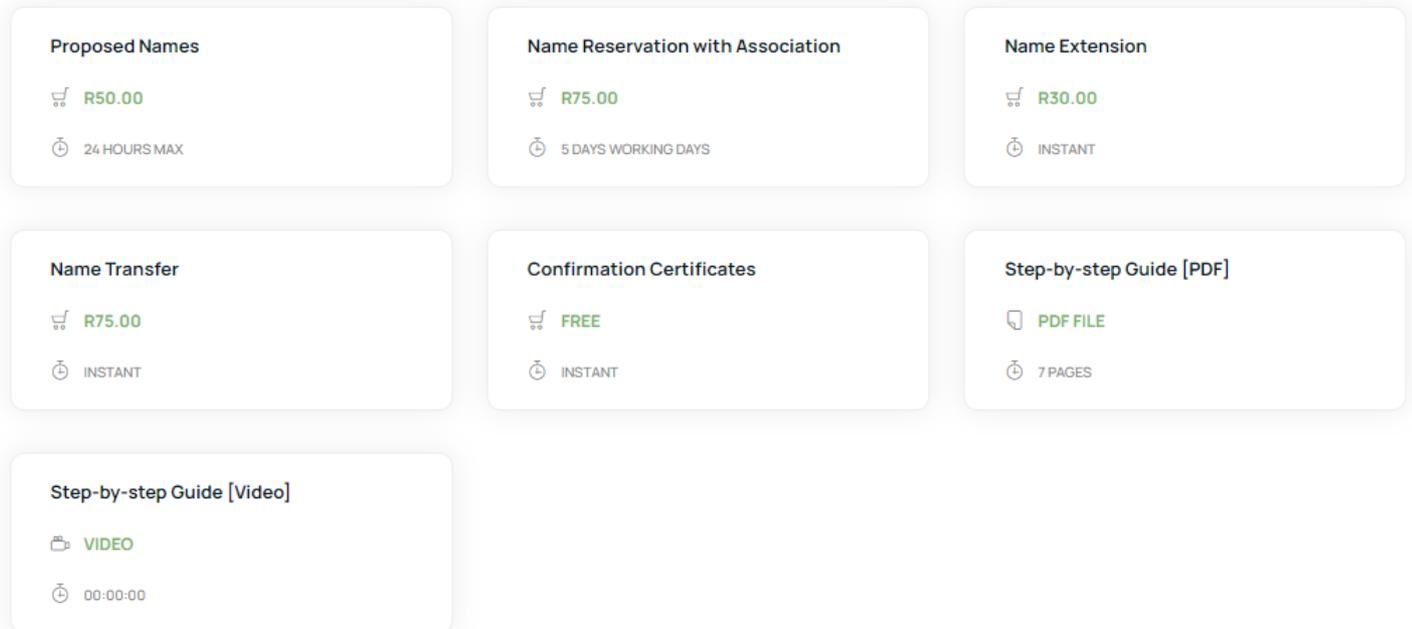
🕒 7 PAGES

Step-by-step Guide [Video]

📺 VIDEO

🕒 00:00:00

- 7.1 If you want to do normal name reservation, select Proposed Name.
- 7.2. If you want to do a name reservation with association, select Name Reservation with Association.
- 7.3. If you want to extend an existing name reservation, select Name Extension.
- 7.4. If you want to transfer an existing name on your customer profile to that of another customer, select Name Transfer.



Proposed Name Service

8. Select up to four names in order of priority and click on **Search**. Before proceedings to submit your proposed names, kindly conduct the following free searches to identify any possible conflicts with existing businesses, domain names and trade marks:

- [Enterprise search](#);
- Browser search via any browser which you use; and
- [Trade Mark search](#)
- Your proposed name may incorporate the following special characters:
 - - Hyphen
 - , Comma
 - . Full stop
 - ' Apostrophe
 - @ At sign
 - # Hash sign
 - + Plus sign
 - = Equal sign
 - & Ampersand
 - % Percent sign
 - () Brackets

Home About Us FAQ Contact Us Hello MARIA MAGDALENA Dashboard Logout

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Search by Type in search option value here

Query Resolution:
https://enquiries.cipc.co.za

CIPC e-Services Business Registration Business Maintenance Business Disclosure Follow Us: f t v

Enterprise Search Home > Name Reservations > Proposed Names

You are required to provide a minimum of one and a maximum of 4 proposed names, in order of preference. If the first name is not approved then the following names on the list will be tested. Once a name passes the test, the rest do not get tested. If all names are rejected, then your application for name reservation also gets rejected.

TYPE IN YOUR PROPOSED NAMES

First proposed name

Second proposed name

Third proposed name

Fourth proposed name

SEARCH

GUIDANCE

Before proceedings to submit your proposed names, kindly conduct the following free searches to identify any possible conflicts with existing businesses, domain names and trade marks:

- Enterprise search;
- Browser search via any browser which you use; and
- Trade Mark search

SPECIAL CHARACTERS

You may use the following special characters:

- Hyphen
- , Comma
- . Full stop
- ' Apostrophe
- @ At sign
- # Hash sign
- + Plus sign
- = Equal sign
- & Ampersand
- % Percent sign
- () Brackets

9. If the name is not available, a red cross will appear next to the name. Click on **Edit** and choose another name.

You are required to provide a minimum of one and a maximum of 4 proposed names, in order of preference. If the first name is not approved then the following names on the list will be tested. Once a name passes the test, the rest do not get tested. If all names are rejected, then your application for name reservation also gets rejected.

TYPE IN YOUR PROPOSED NAMES

First proposed name

Magda's Entertainment studio

*



Second proposed name

Magda Films and theatre productions%%%



Third proposed name

@Ring of Ice###



Fourth proposed name

EDIT

SUBMIT

10. If the name reservation application was successful, the following screen will display:
Name Reservation Confirmation.

Note: Once you have submitted it, it may go to the back office first for examination a name reservation application is only successful once you have received a CoR9.4 Name reservation certificate, confirming that the name was successfully reserved. **Click on Pay to continue.**

IMPORTANT:

- Each name reservation application costs none refundable R50 and since it is regarded as a **filing fee** and not an administrative fee.
- If your initial name reservation application is not approved, you will need to file a new names, at a cost of R50.
- You may have multiple transactions in the shopping card and proceed to payment once you have concluded your transactions for the day.
- Payment must be made on the **same day as the application and or within 24hours**. Unpaid applications will automatically be rejected at midnight.

Enterprise Search Home > Name Reservations > Proposed Names > Confirmation

Name Reservation Confirmation

You have successfully submitted a name reservation application. The submission has been saved under reference number **60000012076**. Once the name reservation application has been processed you will receive a CoR9.4. Processing of this name reservation application will only start once we receive payment. You will only be able to use the approved name once it has been successfully reserved.

Click the pay button below to continue. You will be redirected to the cart for payment.

PAY

GUIDANCE

Payment must be made instantly after the application. Unpaid applications will be automatically rejected at midnight.

Proceed to step 17 for Payment Detail

Name Reservation with Association

11. Follow and refer to steps 8 to 10. At step 8 an option will appear to upload your supporting evidence to the application.

Document Upload

Drop files here

Please select file(s) to upload.

Select File

EDIT **SUBMIT**

Click on **Select File**, and select and click the relevant document within your own repository and then either **Edit** (if you want to change the submitted proposed names) or **Submit** (to finalise application and move to payment).

Document Upload

Drop files here

Select File All Files Uploaded. Please select file(s) to upload.

Step by Step Guide Foreigner Assurance_v1.1.pdf (application/pdf) - 1.07 MB (1 Inloaded)

EDIT SUBMIT

Proceed to step 17 for Payment Detail

Name Reservation Extension

12. Select **Name Reservation Extension** and then select name to be extended from displayed list.

Select an approved name from the list provided below. If there are not names listed, it means that you do not have any approved names under your profile.

SELECT APPROVED NAME

APPROVED NAME	REF. NUMBER	EXPIRY DATE	SELECT
BMW ENTERPRISES	60000013303	01-JAN-2023	
JAYBEER SUPERSTORE	60000013235	01-JAN-2023	

13. Confirm that you want to extend the name reservation by reading message box and clicking **Pay**.

EXTENSION CONFIRMATION

You are about to extend the approved name **BMW ENTERPRISES** for 60 business days. Click the pay button below to proceed to payment. The transfer will only be effected once payment has been received.

PAY

Proceed to step 17 for Payment Detail

Name Transfer

14. Select Name Transfer and then select name to be transferred from displayed list.

Select an approved name from the list provided below. If there are not names listed, it means that you do not have any approved names under your profile.

SELECT APPROVED NAME

APPROVED NAME	REF. NUMBER	EXPIRY DATE	SELECT
BMW ENTERPRISES	60000013303	01-JAN-2023	
JAYBEER SUPERSTORE	60000013235	01-JAN-2023	

15. Provide Identity Number of the customer to whom the name must be transferred and click on magnifying glass icon.

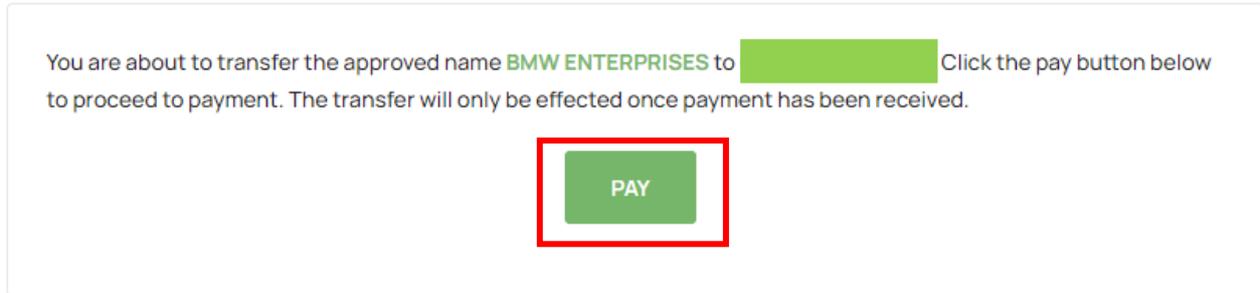
TRANSFER RECIPIENT

Type in ID or passport number of the recipient



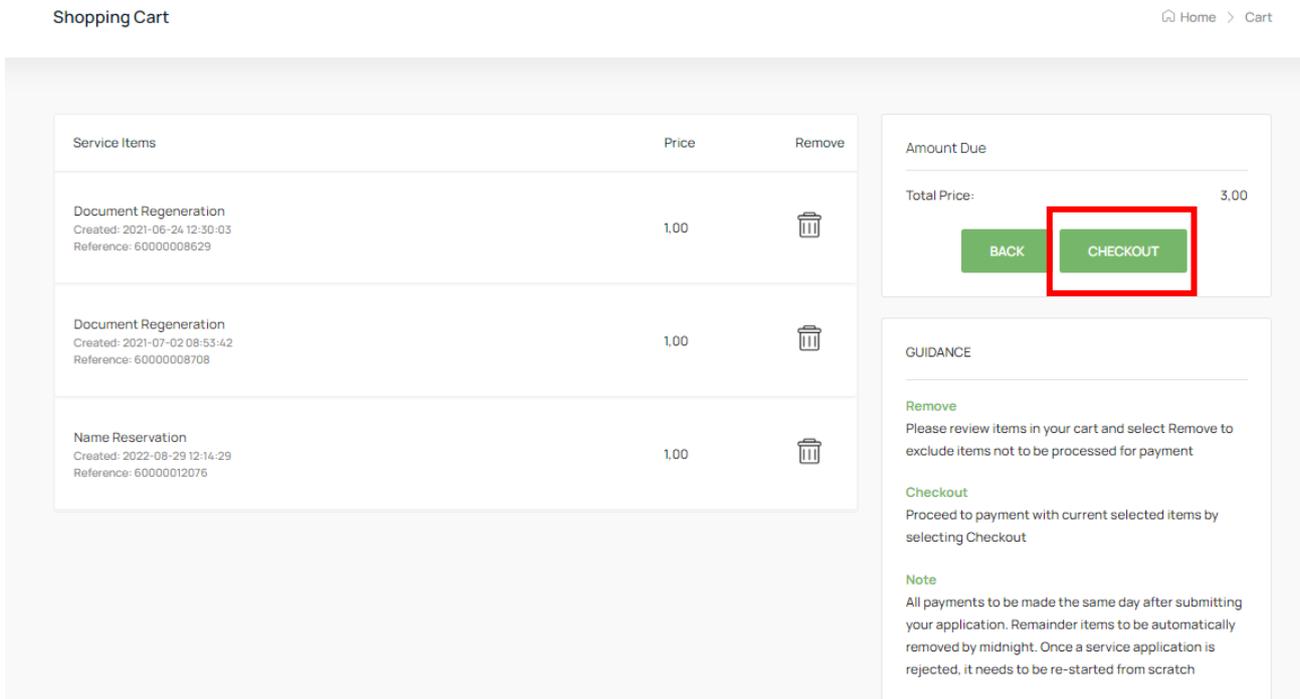
Note that the Transfer Recipient must be a registered customer of CIPC. If recipient is not a registered customer, the recipient must first register as a customer and then the transaction may be completed.

16. Confirm that you want to transfer the name and click on **Pay.**



Proceed to step 17 for Payment Detail

17. All items will be listed in the Shopping Cart. Review the items in your cart and click on the trash can to remove an item or to exclude the item not to be processed for payment. Click on **Checkout to proceed with payment. All payments must be done the same day. Items remaining will be automatically rejected by midnight, and the application needs to be restarted from scratch.**



18. Read and accept the Payment Terms & Conditions if you are in agreement with it.

Payment Terms & Conditions

1. Definitions
2. Service conditions and delivery
3. Hyperlinks, framing, spiders and crawlers
4. Intellectual Property and restrictions on use
5. Access and availability of service and links
6. Submissions / bulletin boards
7. Rules of conduct for the visitor and customer
8. Damages, warranty, indemnity
9. General
10. Agreement to and termination of agreement
11. Electronic Communication Legal Notice
12. Conditions of use and access
13. CIPC account or advance pre-payment method
14. Payment model for advance pre-payment method
15. Payment instruments advance pre-payment method
16. Refunds for advance pre-payment method
17. Online Purchase or PAY-AS-YOU-GO payment method
18. Credit/ Debit Cards method for PAY-AS-YOU-GO Model
19. Security Policy for "Pay-as-you-go" Model
20. Refunds for PAY-AS-YOU-GO payment method
21. Agreement of sale for all payment methods
22. Suspension of accounts
23. General
24. Privacy Statement
25. Contact Us

1. Definitions
"annual return" means an annual return provided for in terms of section 173 of the Companies Act, 1973 (Act No. 61 of 1973), Close Corporations Act 1984, (Act No. 69 of 1984) and the Companies Act, 2008 (Act No. 71 of 2008);

DONT AGREE AGREE

19. Complete the card holder's detail and pay for the transaction.

Shopping Cart

Card Payment Information

Card Holder Name

Card Number

Card Expiry

Card CVC/CVV

20. The relevant name reservation confirmation will be emailed to the email linked to your customer profile.