NAME RESERVATION

This a compulsory step for non-profit companies

- Optional for for-profit companies
- Apply for up to 4 names per application – fee applicable
- If no name is reserved, the registration number becomes the company name (with "South Africa" as a suffix)
- You can reserve a name later, but it requires a name change and update to the Memorandum of Incorporation (MoI)
  TIP: Do a trademark search before applying to avoid extra costs
- Your name is only reserved once you receive a CoR9.4 confirmation from CIPC (usually within two days).
- The reservation is valid for six months from approval.
- You must use the name for registration or a name change within this period.
- Extensions cost applicable and valid for 60 business days. An extension application must be submitted by the individual who submitted the name reservation.
- Extensions must be requested within the month before expiry—no extensions after expiration.

HOW DO I RESERVE A NAME FOR MY COMPANY?

Name reservation can be done via any of the following platforms:

- E-services: https://eservices.cipc.co.za/
- BizPortal: https://www.bizportal.gov.za/
- CIPC Mobile App
- Self-Service Terminal
- Banks (as part of the company registration process)
- Associated name reservations or names requiring supporting documentation namereservationsandregistrations@cipc.co.za.



COMPANY REGISTRATION

- Registration fee applicable
- If no name is reserved, the registration number becomes the company name (you can add a name later).
- Private companies need at least one (1) director
- Non-profit companies require a minimum of three (3) directors

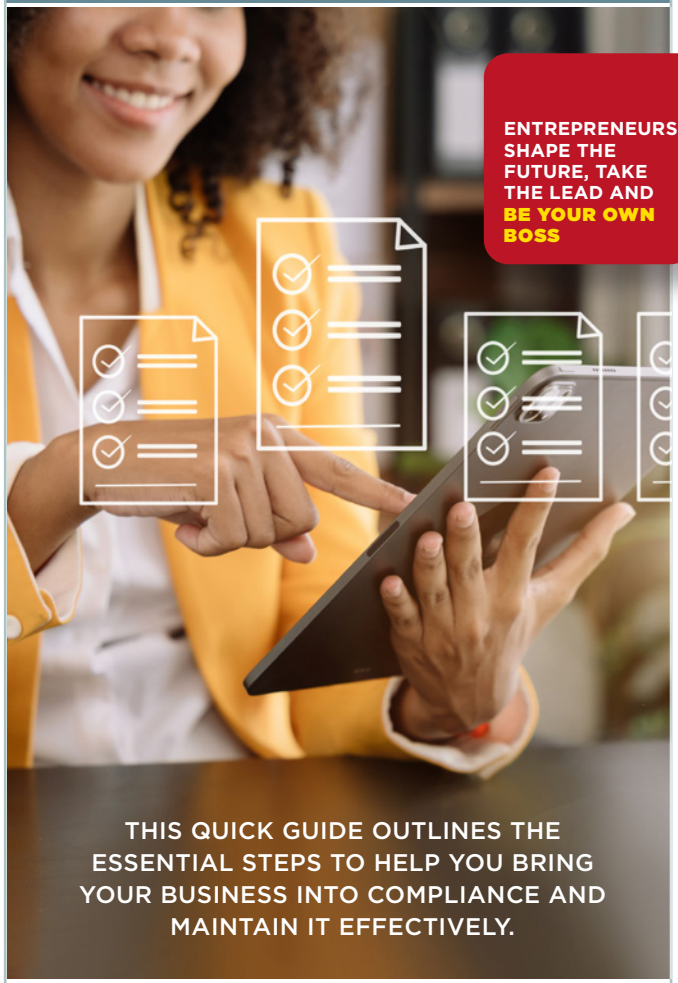
Once, your company is successfully registered with CIPC, SARS will automatically generate an income tax reference number for your company.

CONTACT INFORMATION

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Western Cape Government
FOR YOU

BUSINESS COMPLIANCE



THIS QUICK GUIDE OUTLINES THE ESSENTIAL STEPS TO HELP YOU BRING YOUR BUSINESS INTO COMPLIANCE AND MAINTAIN IT EFFECTIVELY.

Department of Economic Development and Tourism

Western Cape Government
FOR YOU

WHAT IS BUSINESS COMPLIANCE?

Business compliance is the process through which companies ensure they operate in accordance with all applicable laws, regulations, standards, and ethical practices.



THE BUSINESS LEGAL ENTITY

Your business's legal structure shapes how it operates, pays taxes, and manages risk. Common structures include: Sole Proprietor, Partnership, Non-Profit Companies and Private/Public Company. Each has unique legal and financial implications. Seek professional advice before you finalise your business model to help you understand which structure is most suitable for you, before drafting the plan.

STATUTORY REQUIREMENTS TO REGISTER A BUSINESS

Whatever your structure, Government still requires you to register your business, and register for income tax, VAT, UIF, COIDA, PAYE. You may need to apply for certain licenses depending on your industry, your size, and whether you are employing staff.



REGISTER YOUR BUSINESS

You can register your company by using the following online methods:

- **BizPortal:** www.bizportal.gov.za
  This is an online system that you can use to register your company.
- **eServices:** https://www.cipc.co.za/

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) – CAPE TOWN

- **Location:** Shop 03, Norton Rose House, Thibault Square, Riebeek Street, Cape Town
- **What You'll Need:** All directors must be present, Valid South African ID, Active cellphone number and email address

This is an online system with access to various services from the CIPC. You will first need to register as a customer and then log in. After you have logged in, you will click on company registration.