

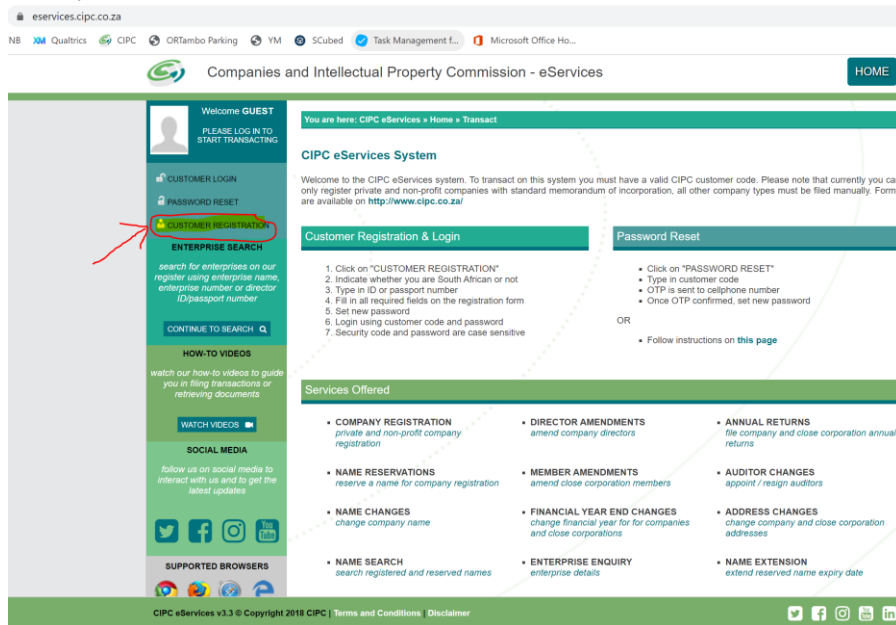
How to access the CIPC Disqualified Director Register (DDR)

(This document is extracted from Annexure E in IoDSA [Director Misconduct Paper](#))

Step 1: Create a CIPC Customer Account

Website:

Click on Customer Registration link found on the left hand column (see red arrow and circled area below)



eservices.cipc.co.za

NB XM Qualtrics CIPC ORTambo Parking YM SCubed Task Management f... Microsoft Office Ho...

Companies and Intellectual Property Commission - eServices

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

SUPPORTED BROWSERS

You are here: CIPC eServices » Home » Transact

CIPC eServices System

Welcome to the CIPC eServices system. To transact on this system you must have a valid CIPC customer code. Please note that currently you can only register private and non-profit companies with standard memorandum of incorporation, all other company types must be filed manually. Forms are available on <http://www.cipc.co.za/>

Customer Registration & Login

1. Click on "CUSTOMER REGISTRATION"
2. Indicate whether you are South African or not
3. Type in ID or passport number
4. Fill in all required fields on the registration form
5. Set new password
6. Login using customer code and password
7. Security code and password are case sensitive

Password Reset

- Click on "PASSWORD RESET"
- Type in customer code
- OTP is sent to cellphone number
- Once OTP confirmed, set new password

OR

- Follow instructions on [this page](#)

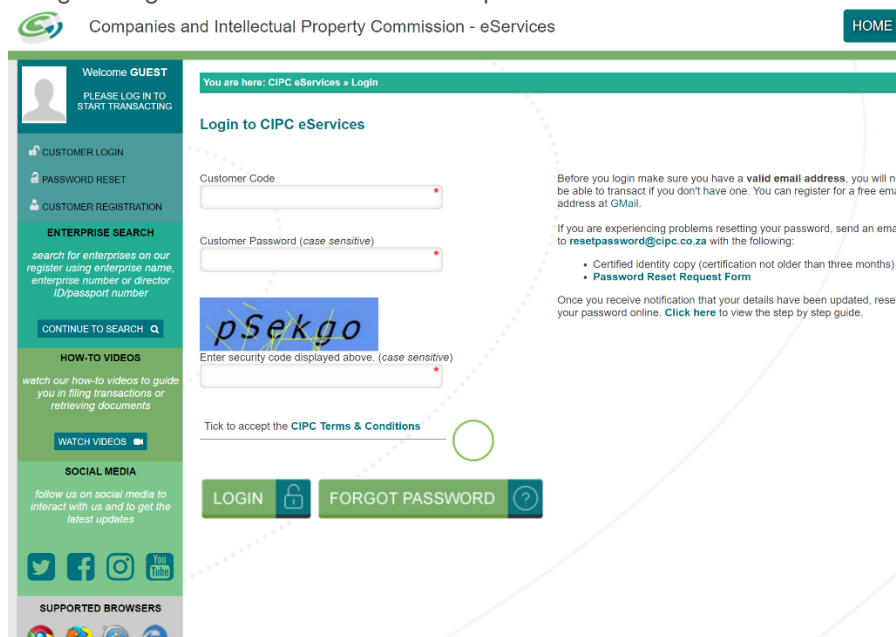
Services Offered

- COMPANY REGISTRATION**
private and non-profit company registration
- NAME RESERVATIONS**
reserve a name for company registration
- NAME CHANGES**
change company name
- NAME SEARCH**
search registered and reserved names
- DIRECTOR AMENDMENTS**
amend company directors
- MEMBER AMENDMENTS**
amend close corporation members
- FINANCIAL YEAR END CHANGES**
change financial year for companies and close corporations
- ENTERPRISE ENQUIRY**
enterprise details
- ANNUAL RETURNS**
file company and close corporation annual returns
- AUDITOR CHANGES**
appoint / resign auditors
- ADDRESS CHANGES**
change company and close corporation addresses
- NAME EXTENSION**
extend reserved name expiry date

CIPC eServices v3.3 © Copyright 2018 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

Step 2: Login in

Click on the Customer Login link found on the left hand column and login into your customer account using the login details created under Step 1.



Companies and Intellectual Property Commission - eServices

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

SUPPORTED BROWSERS

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

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.

Step 3: Option 1: Click Transaction and select DDR

The screenshot shows the CIPC eServices homepage. The 'TRANSACTION' button in the top navigation bar is circled in red and labeled 'Option 1'. An arrow points from this button to the 'DISQUALIFIED DIRECTORS REGISTER' icon in the services grid, which is also circled in red. Another arrow points from the 'Search by' dropdown in the 'CIPC ENTITY SEARCH' section, labeled 'Option 2', to the search input field below.

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome [User Name]

You are here: CIPC eServices » Home

Option 1

Option 2

CIPC ENTITY SEARCH

Search by [Dropdown] Type in enterprise name, number or director ID number

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

The ID number linked to your customer code does not belong to a director or member in any of our registered companies or close corporat

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

SUPPORTED BROWERS

LATEST eSERVICES UPDATES

INTRODUCING BIZPORTAL

2019-11-15 12:00:00 AM

PAPERLESS COMPANY REGISTRATION & RELATED SERVICES.

CONTACT DETAILS

Cellphone Number [Redacted]

Email Address [Redacted]

DISQUALIFIED DIRECTORS REGISTER

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

FINANCIAL STATEMENTS

COMPLIANCE CHECKLIST

DOMAIN NAME REGISTRATION

AUTHORISED SHARE CHANGES

UPDATE DIRECTOR / MEMBER CONTACTS

B-BBEE CERTIFICATES

BALANCE TOP-UP

Option 2: On front page – from drop down list select ID

CIPC ENTITY SEARCH

Director ID No. ▼ Type in enterprise name, number or director ID number



Step 4: Enter individual's RSA ID number of Passport number

Results of search will then be displayed.