

Step-by-step Guide

Foreigner Assurance

On

CIPC e-Services

14 November 2023 Ver 2.1 Created by Glory Moumakwe

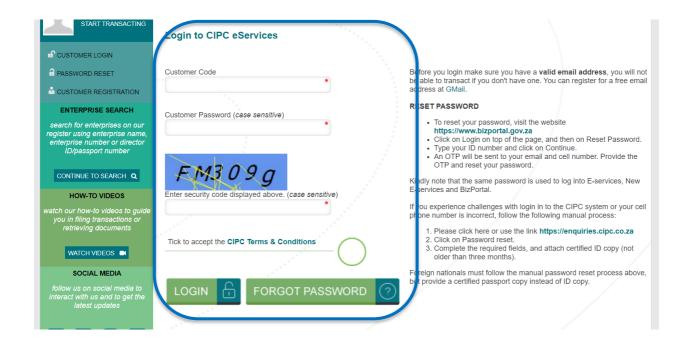




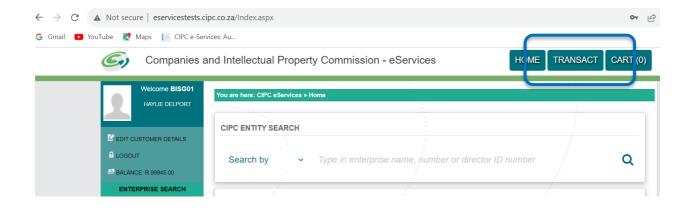


STEP 1. Visit the CIPC website: www.cipc.co.za

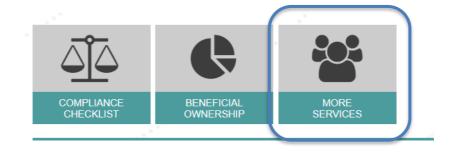
Click on LOGIN



STEP 2. Select Transact



STEP 3. Select More Services On the dashboard



The dtic Campus (Block F – Entfutfukweni), 77 Meintjies Street, Sunnyside, Pretoria, P O Box 429, Pretoria, 0001

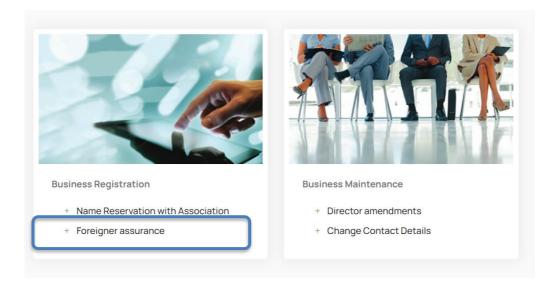
Call Centre: 086 100 2472 | Website: www.cipc.co.za







STEP 4. Under Business Registration click Foreigner Assurance and then New Verification



Foreigner Assurance

Foreign Nationals must be verified before transacting with CIPC. A passport or official country identification card or document can be used for this purpose. Ensure that the verification documents submitted are valid. A certified copy (certification not older than 3 month) of either document must be uploaded.

This is a once-off verification that will be valid until submitted document expires. Once a document expires, a new verification must be done before the document owner is able to transact again.

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 Verification ☐ FREE ☐ 24 HOURS MAX Check Status ☐ FREE ☐ PDF FILE ☐ VIDEO ☐ VIDEO ☐ 00:00:00







STEP 5. Enter Passport or foreign ID number



Select document type Select passport expire date Select Date of Birth

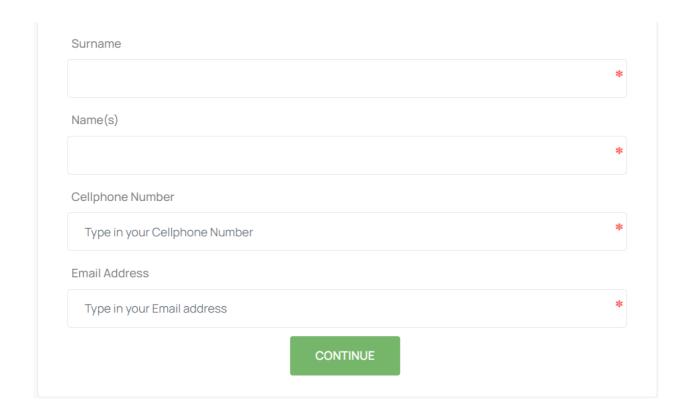
STEP 6. Enter passport or foreigner details

Enter Surname Enter Name

Enter cell number

Enter email address

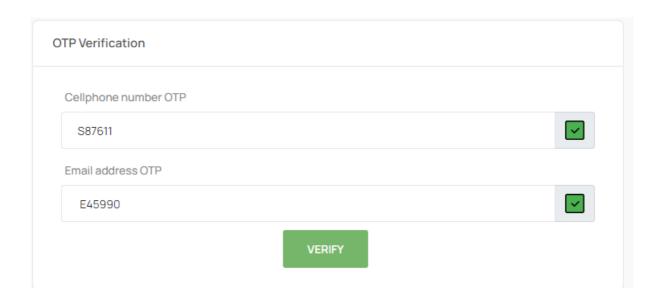
Click on continue



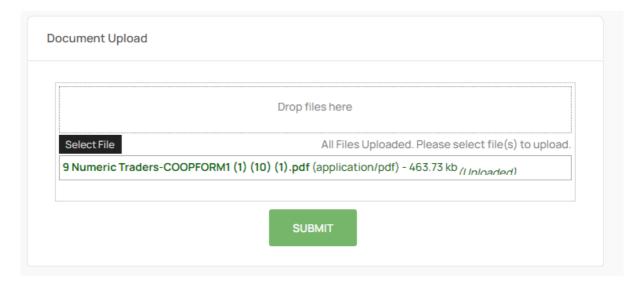




STEP 7. You will receive OTP's through SMS and Email, insert both OTP'S on the space provided and click verify.

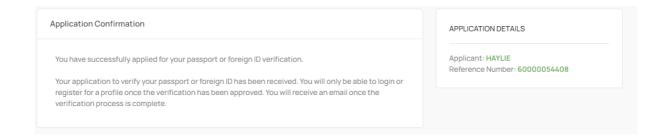


STEP 8. Upload Passport document click Submit



Note:

- Size limitation is 5 MG.
- Refer to Practice Note 1 of 2022 regarding certification requirements.



STEP 9. Confirmation will be automatically dispatched to the email address linked with customer code.



Note:

• If application is rejected, the process must be restarted, and a new reference must be created.

END OF STEP-BY-STEP

