

Dear Customers

Section 173 of the Companies Act, 1973, which came into operation on 25 August 2003, provides that all companies must lodge an Annual Return with the Registrar. The section further requires that this return must be lodged every year by not later than the end of the month, which follows upon the month within which the anniversary of the date of the company's incorporation occurs.

Annual returns refer to the information that companies and close corporations must submit to the Registrar as confirmation that the company / close corporation is still in business and that the information provided is still valid. It has become imperative that Annual Returns should be introduced for purposes of data integrity and information reliability. Annual Returns are used in most countries across the world to update information kept by the Registrar.

All private Companies are obliged to submit their Annual Returns with effect from May 1, 2005 together with the following prescribed fees:

- Annual turnover less than R10m.....R450.00
- Annual turnover above R10m but less than R50m.....R2 500.00
- Annual turnover R50m and above.....R4 000.00

Since Annual Returns for Private Companies come into effect as from May 1, 2005, this means Companies that were incorporated in May, irrespective of the date and year, will have to submit their Annual Returns by no later than end of the following month, in this case it's June. Those incorporated in June will lodge by no later than end of July, and so on.

Companies will only be allowed to lodge Annual Returns electronically. Electronic transactions will have the effect that CIPRO will not accept or receive paper documents or cash from the companies. All lodgments and payments will be done via an electronic banking system preferably by using credit cards. Alternatively, the required money can be deposited in the **CIPRO bank account at ABSA Bank, Account no. 4055681017, Branch Code 323345**. The reference required on the ABSA deposit slip is most important and all persons wishing to lodge annual returns must first register as a "**customer**" on the CIPRO Website. It must also be noted that only directors and officers of companies who are registered as such with CIPRO will be able to lodge Annual Returns. Annual Returns will be facilitated through our CIPRO website where we will be showing the company what information CIPRO has on the company. The annual return information will be stored separately on our database and will not update the actual database. Companies will still be required to lodge any relevant CM Forms to update changed information.

If a company fails to lodge its Annual Returns and subsequently fails to pay the prescribed fee, an additional fee of R150.00 will be levied on the defaulter. If after successive reminders, the defaulter still fails to lodge and/or pay, the Registrar will, after six months, institute deregistration proceedings against the company.

Please note that this information will also be published in the newspapers and other communication media during the course of the week.

Yours faithfully

REGISTRAR OF COMPANIES

A Beginners Guide to Our Services

Below is a story that highlights the products and services that CIPRO offers to the South African and International business community. It covers the entire registration process that a business may go through during their business life cycle.

Naledi, Kiran, Sizwe and Mpho previously worked for a giant IT company in Johannesburg. All 4 of them were from Mpumalanga and one December, they decided to form their own company in Mpumalanga.

Once they made their decision, things happened very quickly. There was a fortune to do to set up the company – a lot more than any of the four expected. They split up the responsibilities. Mpho and Sizwe would try and elicit support from their old customers, as well as find appropriate office premises and facilities. Naledi and Kiran would focus on all the legal and administrative tasks required to set up a business.

A friend told Kiran that she should go to CIPRO in order to register her business. She was slightly anxious as she has never opened up a business before. She thus went to the CIPRO website www.cipro.co.za to find out more about what she needed to do.

The first thing that they needed to decide was the type of business entity that they wanted. Would it be a CC or a Private Company (Pty)?

After reading about the pros and cons of the different options on the CIPRO website, they decided that a CC would suit them best.

They then needed to decide on and register a name for their CC. CIPRO required that three alternative names are submitted. A great feature of the CIPRO website is a "name search" function. Kiran saved everybody a lot of time by using this online feature to check whether their selected names were available or not.

The team's second choice of "Creation Consulting" was available. Kiran then completed the CK7 name registration form and paid a fee to reserve "Creation Consulting" as their name. Once CIPRO confirmed that the name was reserved, Kiran began the CC registration process. This involved the completion of the CK1 form. They could now also begin with a design of their logo and other sales material.

After a few weeks, CIPRO came back to her, with the Enterprise registration number and the Certificate of Registration. "Creation Consulting" was now an official trading entity. A Business Plan was being formulated whilst the registration of the company took place. This Business Plan identified the company's services, its goals and objectives and the strategies that Creation Consulting will use to achieve their goals.

Kiran and Naledi then began the registration process with the SARS for the various taxes. They needed to obtain a VAT number, a UIF number, SDL number and an Income Tax number. At the same time Creation Consulting opened its first bank account.

While all of this was going on, Mpho and Sizwe were busy with sales and marketing. They rented space, furniture and computer services from an old colleague who had excess capacity and gave them a good deal to help get going.

Within a year Creation Consulting was becoming a recognized force in their industry. Their methods were being noted and in some cases mimicked by competitors. It was time to protect their assets. In the case of Creation Consulting, their biggest asset was their name and their intellectual property.

Kiran registered their logo as a trademark as it represented the strength of their brand. She protected their software through a patent, registered their software packaging as a protected design and ensured that all of her intellectual property had copyright.

Interested competitors approached Creation Consulting and in order to research the competitor structures, Naledi and Kiran looked at the "[Disclosure of Corporate Information](#)" section on the CIPRO website. Creation Consulting was not at this stage interested in merging or becoming a part of a bigger company.

The business was going so well, that [liquidation](#) or [de-registration](#) was never considered. In fact, expansion of the business was a real possibility. Creation Consulting did not have the cash required to fund the expansion so a third party financier was required. They spoke to several potential stakeholders such as the [dtj](#), the IDC and Khula.

For a checklist on what processes to follow, please see below.

Please Note: The checklist is a general description of the steps that a start-up company may follow. Registering for copyright, patents, trademarks and designs are not compulsory for every enterprise.

1. Decide on the type of business entity that you wish to form – a CC or a Company.
2. Think about your enterprise's name and think about at least 2 other alternatives.
3. Undertake a name search on CIPRO's website to ensure that your preferred name has not been reserved by another enterprise.
4. Reserve your name, by completing the relevant forms, available from CIPRO.
5. Draw up your business plan.
6. Await your enterprise registration number from CIPRO.
7. After receiving your enterprise number, apply for your VAT number, income tax number, PAYE, SDL and UIF number from SARS.
8. Register your logo as a trademark with CIPRO.
9. Ensure that all of the enterprise's intellectual property has copyright on them.
10. If you have a unique product that you would like to patent, register this as a patent with CIPRO.

436 Enterprises were found matching your specified criterion. Click on the listed enterprise name to view details of the enterprise (Physical address, postal address, SIC, etc.) or click on the listed enterprise number to view online images of scanned documents.

Please note: - ALL Enterprise numbers are now shown in the Y2K format. To see information on how the Y2K format relates to the old enterprise number format, click [here](#).

Your search returned more than 200 results. Only the first 200 results are shown below. Please be more specific with your search criterion to return a smaller set of results.

Score	Enterprise Name	Enterprise Number
0.40	<u>G C DRAUGHTING SERVICES</u> <u>Translated Name: GENERAL CIVIL DRAUGHTING SERVICES</u>	<u>1997/064694/23</u>
0.39	MASHININI CAD DRAUGHTING	(Reserved No)
0.39	LAVA DRAUGHT AND SERVICES	(Reserved No)
0.39	MOBILE DRAUGHT BEER	(Reserved No)
0.39	<u>MOBILE DRAUGHT BEER</u>	<u>2005/030355/23</u>
0.39	<u>BASIL'S DRAUGHTING DISCIPLINES</u>	<u>2005/018849/23</u>
0.39	<u>J B DRAUGHTING SERVICES</u>	<u>2005/017478/23</u>
0.39	<u>SIYABONGA DRAUGHTING AND CONSTRUCTION</u>	<u>2005/002266/23</u>

0.39	<u>TUDOR DRAUGHTING SERVICE</u>	<u>1987/005736/23</u>
0.39	<u>ULTIMATE DRAUGHTING</u>	<u>2004/115005/23</u>
0.39	<u>DITEBOHO BUILDING DRAUGHTING SERVICE</u>	<u>2004/110669/23</u>
0.39	<u>DRAUGHTING LOUNGE</u>	<u>2004/104173/23</u>
0.39	<u>MABILO DRAUGHTING SOLUTIONS</u>	<u>2004/103391/23</u>
0.39	<u>AFFORDABLE VALUATIONS DRAUGHTING AND ADMINISTRATIVE SERVICES</u>	<u>2004/092501/23</u>
0.39	<u>H K DRAUGHTING</u>	<u>2004/083436/23</u>
0.39	<u>AMK-EXCEL DRAUGHTING</u>	<u>2004/068114/23</u>
0.39	<u>NWAFUNGANI DRAUGHTING AND BUILDING CONSTRUCTION</u> Translated Name: á ~ p ~ , ~ Short Name: Ĩ H	<u>2004/064594/23</u>
0.39	<u>PITSI ARCHITECTURAL DRAUGHTING</u>	<u>2004/058888/23</u>
0.39	<u>GEOGRAPHIC COMPUTER DRAUGHTING</u>	<u>2004/055649/23</u>
0.39	<u>E F KYZER DRAUGHTING SERVICES</u>	<u>2004/036774/23</u>
0.39	<u>HMDK DESIGN AND DRAUGHTING</u>	<u>2004/034855/23</u>
0.39	<u>SOUTH AFRICAN DRAUGHT BEER EQUIPMENT COMPANY</u>	<u>2004/005878/07</u>
0.39	<u>DRAWING BOARD DRAUGHTING ASSISTANCE</u>	<u>2004/017832/23</u>
0.39	<u>JANOSEK MECHANICAL DRAUGHTING SERVICES</u>	<u>2004/007956/23</u>
0.39	<u>PROGRESS SCHOOL OF ARCHITECTURAL DRAUGHTING AND CONSTRUCTION</u>	<u>2004/005727/23</u>
0.39	<u>THE UPPER LEVEL DRAUGHTING AND DESIGNS</u>	<u>2003/107362/23</u>
0.39	<u>BLACK AND WHITE DRAUGHTING</u>	<u>2003/100414/23</u>
0.39	<u>GOLDEN EAGLE DRAUGHTING</u>	<u>2003/099890/23</u>
0.39	<u>VIPER DESIGN AND DRAUGHTING</u>	<u>2003/086145/23</u>
0.39	<u>JOHNNY CURRY MECHANICAL ENGINEERING DRAUGHTING AND DESIGNING SERVICES</u> Short Name: JC MEDDS	<u>2003/082629/23</u>
0.39	<u>LINEAR DRAUGHTING AND SERVICES</u>	<u>2003/071046/23</u>

0.39	<u>THE DRAUGHT HORSE</u>	<u>2003/056098/23</u>
0.39	<u>KMI CONSULTING SERVICES</u>	<u>2003/014370/07</u>
0.39	<u>RJ RAMELA DRAUGHTING SERVICES AND CONSTRUCTION</u>	<u>2003/037369/23</u>
0.39	<u>AT-CAD DRAUGHTING SERVICES</u>	<u>2003/033636/23</u>
0.39	<u>HIGH PERFORMANCE DRAUGHTING</u>	<u>2003/029068/23</u>
0.39	<u>D W G ARCHITECTURAL DRAUGHTING</u> Translated Name: á ~ p ~ , ~ Short Name: Ĩ H	<u>2003/000582/23</u>
0.39	<u>EMNO DRAUGHTING</u>	<u>2002/105853/23</u>
0.39	<u>DIBANISA DRAUGHTING SPECIALISTS</u> Translated Name: á ~ @ ~ 3 ~	<u>2002/028021/07</u>
0.39	<u>ITAL DRAUGHTING</u>	<u>2002/092346/23</u>
0.39	<u>TECHNICAL DESIGN AND DRAUGHTING</u>	<u>2002/089378/23</u>
0.39	<u>POLOKWANE DRAUGHTING SERVICES</u> Translated Name: á ~ p ~ , ~ Short Name: Ĩ H	<u>2002/079465/23</u>
0.39	<u>QUALITY DRAUGHTING SERVICES</u>	<u>2002/022558/07</u>
0.39	<u>SELLO MODIPA'S DRAUGHTING AND CONSTRUCTION</u>	<u>2002/057436/23</u>
0.39	<u>LABDOG DRAUGHTING SERVICES</u>	<u>2002/042952/23</u>
0.39	<u>MJ DRAUGHTING</u>	<u>2002/033194/23</u>
0.39	<u>TOP DRAUGHT DESIGN CREATIONS</u>	<u>2002/028340/23</u>
0.39	<u>EXPONENTIAL DRAUGHTING SERVICES</u> Translated Name: á ~ p ~ , ~ Short Name: Ĩ H	<u>2002/024424/23</u>
0.39	<u>JBS CIVIL AND STRUCTURAL DRAUGHTING</u>	<u>2002/014712/23</u>
0.39	<u>KMI COMMUNICATIONS</u>	<u>2001/059586/23</u>
0.39	<u>PERFORMANCE DRAUGHTING</u>	<u>2001/052055/23</u>
0.39	<u>INNOVATIVE ARCHITECTURAL AND MECHANICAL DRAUGHTING</u>	<u>2001/035008/23</u>
0.39	<u>DREAM DRAW AND DRAUGHTING</u>	<u>2001/028841/23</u>
0.39	<u>KGABOHLARO DRAUGHTING BUILDING AND CIVIL CONTRACTORS</u>	<u>2001/017556/23</u>
0.39	<u>BRAND DRAUGHTING</u>	<u>2001/007831/23</u>

0.39	<u>MNT DRAUGHTING STUDIO</u>	<u>2000/047314/23</u>
0.39	<u>KHAYA ARCHITECTURAL DRAUGHTS PERSONS</u>	<u>2000/043960/23</u>
0.39	<u>GEODRAFT DRAUGHTING SERVICES</u>	<u>2000/033540/23</u>
0.39	<u>MPUMALANGA DRAUGHT SERVICES</u>	<u>2000/033474/23</u>
0.39	<u>PELZER DRAUGHTING SERVICES</u>	<u>2001/064870/23</u>
0.39	<u>ANDRE'S DRAUGHTS</u>	<u>2000/027693/23</u>
0.39	<u>IRIDESCENT DESIGN AND DRAUGHTING</u>	<u>2000/025795/23</u>
0.39	<u>CA DRAUGHTING AND MANUFACTURE</u>	<u>2000/008090/07</u>
0.39	<u>KHWEZI DRAUGHTING AND CONSTRUCTION</u>	<u>2000/011977/23</u>
0.39	<u>COMPUTER CONSULTANCY AND CADD CONTRACT DRAUGHTING</u>	<u>1988/025827/23</u>
0.39	<u>DRAUGHT BEER SERVICES</u>	<u>1995/029068/23</u>
0.39	<u>DRAUGHT BEER SERVICES</u>	<u>1995/029068/23</u>
0.39	<u>COMPUTER CONSULTANCY AND CADD CONTRACT DRAUGHTING</u>	<u>1989/000692/07</u>
0.39	<u>COMPUTER CONSULTANCY AND CADD CONTRACT DRAUGHTING</u>	<u>1988/025827/23</u>
0.39	<u>R B DESIGN AND DRAUGHTING SERVICES</u>	<u>1983/010789/07</u>
0.39	<u>OMNI DRAUGHTING SERVICES</u>	<u>1983/009056/07</u>
0.39	<u>TEDECOM DRAUGHTING SERVICES</u>	<u>1982/002543/07</u>
0.39	<u>E F DRAUGHTING SERVICES</u>	<u>1979/004144/07</u>
0.39	<u>ENGINEERING DRAUGHTING SERVICES HOMES</u>	<u>1977/001657/07</u>
0.39	<u>SHARP DRAUGHTING</u>	<u>2000/002604/23</u>
0.39	<u>MOSKAL'S DRAUGHTING</u>	<u>1999/057886/23</u>
0.39	<u>CLAN DRAUGHTING SERVICES</u>	<u>1999/048864/23</u>
0.39	<u>B A DRAUGHTING ENTERPRISES</u>	<u>1999/039767/23</u>
0.39	<u>TR DRAUGHTING SERVICES</u>	<u>1999/039269/23</u>
0.39	<u>TMC DRAUGHTING AND ENGINEERING SERVICES</u>	<u>1999/037470/23</u>
0.39	<u>EYGELAAR DESIGN AND DRAUGHTING SERVICES</u>	<u>1999/022591/23</u>

0.39	<u>ANCHOR DRAUGHTING AND DESIGN</u>	<u>1999/020677/23</u>
0.39	<u>BERNICON CONSTRUCTION AND DRAUGHTING</u>	<u>1999/036014/23</u>
0.39	<u>D A F ENGINEERING AND DRAUGHTING</u>	<u>1999/029785/23</u>
0.39	<u>COBUS BOTHA DRAUGHTING SERVICES</u>	<u>1999/028867/23</u>
0.39	<u>DR PROGRAMMING ADMIN DRAUGHTING SERVICES</u>	<u>1999/007617/23</u>
0.39	<u>MALONE'S DRAUGHTING AND BUILDING CONSTRUCTION</u>	<u>1998/072725/23</u>
0.39	<u>TOPHAM DRAUGHTING SERVICES</u>	<u>1998/068286/23</u>
0.39	<u>DRAUGHT CRAFT</u>	<u>1998/065862/23</u>
0.39	<u>PRECISION DRAUGHTING SERVICES</u>	<u>1998/064300/23</u>
0.39	<u>WOODROFFE DRAUGHTING SERVICES</u>	<u>1998/057705/23</u>
0.39	<u>DRAUGHT CORP</u>	<u>1998/057265/23</u>
0.39	<u>NATIONAL TECHNICAL DRAUGHTING AND DESIGN</u>	<u>1998/049786/23</u>
0.39	<u>P A S DRAUGHTING</u>	<u>1998/045829/23</u>
0.39	<u>AL AND EM DRAUGHTING</u>	<u>1998/042708/23</u>
0.39	<u>CYCAD DRAUGHTING SERVICES</u>	<u>1998/042426/23</u>
0.39	<u>SOUTHERN CAPE DRAUGHT SERVICES</u>	<u>1998/032664/23</u>
0.39	<u>ATLANTIS DRAUGHTING SERVICES</u>	<u>1998/027011/23</u>
0.39	<u>RJW DRAUGHTING</u>	<u>1998/025453/23</u>
0.39	<u>REFUGE DRAUGHTING AND ENG SERVICES</u>	<u>1998/025061/23</u>
0.39	<u>KMI TRADING</u>	<u>1998/019443/23</u>
0.39	<u>DRAUGHT BEER SERVICES</u>	<u>1998/018175/07</u>
0.39	<u>DRAUGHT FORE TEE</u>	<u>1998/017640/23</u>
0.39	<u>D AND H DRAUGHTING</u>	<u>1998/010922/23</u>
0.39	<u>D2-DESIGN AND DRAUGHTING SOLUTIONS</u>	<u>1998/010745/23</u>
0.39	<u>INTERNET WEB DRAUGHTING</u>	<u>1998/009767/23</u>
0.39	<u>G AND M DRAUGHTING</u>	<u>1998/008930/23</u>
0.39	<u>AMERICAN DRAUGHT BREWERIES</u>	<u>1998/008115/07</u>

0.39	<u>ACADEMY OF HIGH-TECH DRAUGHTING AND DESIGN TRANSFER TECHNOLOGY COURSE</u>	<u>1997/066963/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (HOVELD)</u>	<u>1997/065749/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (VAAL DRIEHOEK)</u>	<u>1997/065746/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (MPUMALANGA)</u>	<u>1997/062481/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (SENTRAAL WES)</u>	<u>1997/062474/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (NOORD)</u>	<u>1997/062466/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (NOORD VRYSTAAT)</u>	<u>1997/062455/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (VRYSTAAT)</u>	<u>1997/062376/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (OOS)</u>	<u>1997/062357/23</u>
0.39	<u>DRAUGHT BEER DISTRIBUTORS (NOORDWES)</u>	<u>1997/062356/23</u>
0.39	<u>PARAGON DRAUGHTING AND ALLIED SERVICES</u>	<u>1997/056935/23</u>
0.39	<u>HENRIETTE'S DRAUGHTING SERVICES</u>	<u>1997/048711/23</u>
0.39	<u>EXECUTIVE DRAUGHTING</u>	<u>1997/044632/23</u>
0.39	<u>J L A DRAUGHTING AND ADMINISTRATION SERVICES</u>	<u>1997/041929/23</u>
0.39	<u>DRAUGHT SANATISING SERVICES</u>	<u>1997/039948/23</u>
0.39	<u>DOMINGOS TORRES DRAUGHTING SERVICES</u>	<u>1997/034313/23</u>
0.39	<u>SASIPHI BUILDING CONSTRUCTION AND DRAUGHTING SERVICE</u>	<u>1997/027009/23</u>
0.39	<u>SHERYL AND LOURENS MARKETING AND DRAUGHTING SERVICES</u>	<u>1997/022818/23</u>
0.39	<u>TDA DRAUGHTING SERVICES</u>	<u>2001/073594/23</u>
0.39	<u>T B DRAUGHTING SERVICES</u>	<u>1997/016148/23</u>
0.39	<u>WILLY'S ARCHITECTURAL DRAUGHTING</u>	<u>1997/010985/23</u>
0.39	<u>CJH DRAUGHTING AND ENGINEERING</u>	<u>1997/003461/23</u>
0.39	<u>C AND M DRAUGHTING AND</u>	<u>1997/002768/23</u>

	<u>ENTERPRISES</u>	
0.39	<u>CAD DRAUGHTING AND DESIGN COLLEGE</u>	<u>1997/001605/23</u>
0.39	<u>HAE DESIGN AND DRAUGHTING CONSULTANTS</u>	<u>1997/001013/23</u>
0.39	<u>ADRIAN FLACK CONTRACT DRAUGHTING</u>	<u>1996/064096/23</u>
0.39	<u>BOUAH DESIGN AND DRAUGHTING SERVICES</u>	<u>1996/061811/23</u>
0.39	<u>D M K DRAUGHTING SERVICES</u>	<u>1996/059384/23</u>
0.39	<u>TURNKEY DRAUGHTING SERVICES</u>	<u>1996/050480/23</u>
0.39	<u>INTERNATIONAL ACADEMY OF DRAUGHTING</u>	<u>1996/050406/23</u>
0.39	<u>ATTENBOROUGH DRAUGHTING SERVICES</u>	<u>1996/048730/23</u>
0.39	<u>HI-TEC EXPERT DRAUGHTING AND CONSTRUCTION</u>	<u>1996/045601/23</u>
0.39	<u>ARIANNAIR DRAUGHTING SERVICES</u>	<u>1996/044280/23</u>
0.39	<u>KMI SPRAY VITAMINS SOUTH AFRICA</u>	<u>1996/040881/23</u>
0.39	<u>K W B'S DRAUGHTING SERVICES</u>	<u>1996/035379/23</u>
0.39	<u>NOVO CASTRIA DRAUGHTING</u>	<u>1996/035089/23</u>
0.39	<u>TO SCALE DRAUGHTING</u>	<u>1996/033712/23</u>
0.39	<u>M LE ROUX DRAUGHTING SERVICES</u>	<u>1996/031357/23</u>
0.39	<u>DAVOD ZOCHOWSKI DRAUGHTING SERVICES</u>	<u>1996/027819/23</u>
0.39	<u>C A P DRAUGHTING SERVICES</u>	<u>1996/027378/23</u>
0.39	<u>D 3 DYNAMIC DESIGN AND DRAUGHTING</u>	<u>1996/026487/23</u>
0.39	<u>RAL-PROFESSIONAL DRAUGHTING SERVICES</u>	<u>1996/026223/23</u>
0.39	<u>MOBILE DRAUGHT</u>	<u>1996/020562/23</u>
0.39	<u>V RUSHBROOK DRAUGHTING SERVICES</u>	<u>1996/020516/23</u>
0.39	<u>GLODEN DRAUGHTING AND CIVIL SERVICES</u>	<u>1996/017948/23</u>
0.39	<u>SELIMAS N DRAUGHT</u>	<u>1996/015128/23</u>
0.39	<u>K C D KOBUS CREATIVE DRAUGHTING</u>	<u>1996/014024/23</u>

	<u>Short Name: K C D</u>	
0.39	<u>CARTELLE DRAUGHTING AND SCANNING</u>	<u>1996/012310/23</u>
0.39	<u>STEENKAMP DRAUGHTING SERVICES</u>	<u>1996/011416/23</u>
0.39	<u>MAF DRAUGHTING SERVICES</u>	<u>1996/004912/23</u>
0.39	<u>DRAUGHT WRIGHT SERVICES</u>	<u>1996/002888/23</u>
0.39	<u>AV DESIGN AND DRAUGHTING</u>	<u>1996/002484/23</u>
0.39	<u>CAD DRAUGHTING AND DESIGN</u>	<u>1995/052506/23</u>
0.39	<u>RADE DESIGN AND DRAUGHTING SERVICES</u>	<u>1995/051794/23</u>
0.39	<u>ANTOINETTE PRETORIUS DRAUGHTING SERVICES</u>	<u>1995/049531/23</u>
0.39	<u>VOGEL DRAUGHTING SERVICES AND CIVILS</u>	<u>1995/045732/23</u>
0.39	<u>CCD COMPUTER CONTRACT DRAUGHTING</u>	<u>1995/045197/23</u>
0.39	<u>A LEONE DRAUGHTING SERVICE</u>	<u>1995/043232/23</u>
0.39	<u>DREWMULL DRAUGHTING SERVICES</u>	<u>1995/031458/23</u>
0.39	<u>LEARMONTH DRAUGHTING SERVICES</u>	<u>1995/028750/23</u>
0.39	<u>NAV A DESIGN AND DRAUGHTING SERVICES</u>	<u>1995/027241/23</u>
0.39	<u>DIXON DRAUGHTING</u>	<u>1995/023737/23</u>
0.39	<u>W R ANDREWS DRAUGHTING SERVICES</u>	<u>1995/021976/23</u>
0.39	<u>FISCINTA DRAUGHTING AND COMPUTER SERVICES</u>	<u>1995/021963/23</u>
0.39	<u>GOLDEN DRAUGHT TAVERN</u>	<u>1995/021459/23</u>
0.39	<u>FOSTER DRAUGHTING</u>	<u>1995/011992/23</u>
0.39	<u>K G B DESIGN DRAUGHTING SERVICES</u>	<u>1995/008706/23</u>
0.39	<u>S J MEYER DRAUGHTING SERVICES</u>	<u>1995/007784/23</u>
0.39	<u>ECT DESIGN AND DRAUGHTING</u>	<u>1995/004137/23</u>
0.39	<u>M AND Y ENGINEERING AND DRAUGHTING SERVICES</u>	<u>1995/004134/23</u>
0.39	<u>DRAUGHT DISPENSE SERVICES</u> <u>Short Name: DDS</u>	<u>1995/001271/07</u>
0.39	<u>P D DRAUGHTING CONSULTANTS</u>	<u>1994/034530/23</u>

0.39	<u>FRANCOIS NORTJE DRAUGHTING SERVICES</u>	<u>1994/033990/23</u>
0.39	<u>LE BON DRAUGHTING CONSULTANT</u>	<u>1994/028123/23</u>
0.39	<u>CIDEK ONTWERP EN TEKENDIENSTE</u> Translated Name: CIDEK DESIGN AND DRAUGHTING SERVICES CC	<u>1994/026362/23</u>
0.39	<u>CAPE ACADEMY OF DRAUGHTING</u>	<u>1994/026288/23</u>
0.39	<u>S L DRAUGHT DESIGN</u>	<u>1994/026042/23</u>
0.39	<u>F J B DESIGN AND DRAUGHTING SERVICES</u>	<u>1994/020975/23</u>
0.39	<u>ACADEMY OF CAD DRAUGHTING</u>	<u>1994/017383/23</u>
0.39	<u>DRAUGHTING RESOURCE CENTRE</u>	<u>1994/016536/23</u>
0.39	<u>TECHNICAL DRAUGHTING SERVICES</u>	<u>1994/014762/23</u>
0.39	<u>C M C DRAUGHTING DESIGNS</u>	<u>1994/013572/23</u>
0.39	<u>P WILSON DRAUGHTING SERVICES</u>	<u>1994/013314/23</u>
0.39	<u>THE ACADEMY OF DRAUGHTING FOUNDATION</u>	<u>1994/010805/08</u>
0.39	<u>WHF CIVIL DRAUGHTING AND DESIGN</u>	<u>1994/000552/23</u>
0.39	<u>JOHN AND ANN DRAUGHTING SERVICES</u>	<u>1993/031677/23</u>
0.39	<u>J H DRAUGHTING SERVICES</u>	<u>1993/026719/23</u>
0.39	<u>ENGINEERING DRAUGHTING DESIGN CENTRE</u>	<u>1993/020473/23</u>
0.39	<u>NAMKA DRAUGHTING</u>	<u>1993/020356/23</u>
0.39	<u>S D DESIGN AND DRAUGHTING SERVICES</u>	<u>1993/008984/23</u>
0.39	<u>H J RUIVO DRAUGHTING SERVICES</u>	<u>1993/008967/23</u>
0.39	<u>JIMRICK CONSTRUCTION AND DRAUGHTING</u>	<u>1993/008850/23</u>

Close Corporations

The Close Corporation (CC) is a more simplified and flexible business than a company. It is ideally suited to small businesses. The managerial and administrative requirements for Close Corporations are less formal than for companies.

In contrast to a company, the CC act has been so designed that the ordinary person would be able to draft the papers and register the corporation by her/himself.

Although a Close Corporation is required to have an Accounting Officer, audited financial statements are not required. The Companies Act prescribes compulsory meetings for Companies, such as annual general meetings. There are no equivalent requirements for Close Corporations. Meetings are usually held between members on an ad hoc basis. The members of CCs do not all have to take an active role in the running of the business. Although in most CCs, the "members" are also the managers of the business.

Close Corporations are governed by the Close Corporations Act 69 of 1984.

Why form a CC?

Members of a CC

Registration Procedure

Deregistration and Liquidation

Completion of CK7 & CK1

Closed Corporations vs Companies

Why Register for a CC?

Small businesses, whose members have a close relationship and want to start up with simple administration and legal procedures, are advised to register for a CC. Other advantages include:

- A CC is a legal entity
- No annual returns are currently required
- Audited financial statements are not required
- Meetings are not compulsory and can be held on an ad hoc basis
- CCs may become shareholders in other companies
- All members may take part in management
- The proprietor or member is not personally liable for the debts of a CC
- The legal procedures for registration and administration are kept relatively simple.

Members of a CC

- The members of a CC are the registered "owners" and are listed as part of the registration process.
- Any changes in respect of the members of the CC must be notified to the Close Corporation Registration Office in Pretoria.
- Non South Africans may be members of a CC, provided that their membership details are authorised by the Registration Office [Procedures to follow.]
- A Close Corporation may have a minimum of one member or a maximum of 10 members. However there are no limitations in respect of the number of employees in a Close Corporation.

Registration Procedure

Basically there are 2 steps that must be followed in the registration process:

1. Application for reservation of the name of the CC
2. Close Corporation Founding Statement

1. Application for Reservation of Name

- Before a CC can be registered it is necessary to apply to have its proposed name vetted, approved and reserved. This procedure involves:
 - Checks being carried out to ensure that the proposed name does not already appear on the names register.
 - The criteria followed for checking the proposed names include:
 - Similar names
 - Comparative names
 - Offensive names
- The form that is required to reserve a name is the [CK7 form](#), "Application for Reservation of Name, or Translated Form, or Shortened Form". [Click here](#) to obtain help to complete this form.
 - Download and print this form by [clicking here](#).
 - This form (CK7) can also be bought from stationers that supply legal forms such as Waltons or Hortors, or some branches of CNA.
 - If not submitted online, the CK7 form must be completed in black ink. The writing must be legible and in capital letters.
 - A fee of R50.00
 - The CK7 must be approved before the lodgement of Form CK1 for registration
- An application for a name reservation, for a company or for a close corporation, can be lodged electronically through a registered [Agent](#).
- Once the proposed name has been checked and approved, the CC Registration Office will confirm approval by way of a confirmation letter, indicating the name that has been confirmed and reserved. This letter is posted to the applicant or can be collected from the counter in [Pretoria](#).
 - Allow 4 – 7 working days for actual processing.
 - The approved name is reserved or is valid for 2 months (if expiry falls over a weekend, the name expires on the previous working day i.e. the Friday).
- If there is a query regarding the proposed names put forward by the applicant, the CK7 form is returned to the application process for modification and re-submission.

[↑ TO THE TOP](#)

2. Close Corporations Founding Statement

- Only when the proposed CC's name has been approved and reserved can the actual registration of the CC be processed.
- The registration process begins with the completion and submission of the "Close Corporation Founding Statement" (CK1). [Click here](#) to obtain help to complete this form.
 - This form calls for important information about the proposed CC such as details of the members, nature of the business, address, etc.
 - CK1 forms can be downloaded and printed by [clicking here](#).
 - CK1 forms can also be obtainable from Waltons or Hortors, or some branches of CNA.
 - The CK1 form is made up of 3 pages:
 - Pages 1 and 2 to be completed for all registration applications
 - Page 3 is only applicable if there are more than 4 members.
 - The form must be completed in black ink, in block letters.
 - No amendments are allowed.
- The original CK1 form is to be completed and submitted to the Close Corporation Registration Office in [Pretoria](#). Photocopies not acceptable.
- On Page 1 of the CK 1 form the name and practice number of the Accounting Officer must be provided
 - An original signed letter from the Accounting Officer, confirming his/her consent to act for the CC must accompany the CK 1 forms.

- The Accounting Officer must be registered with one of the following institutions:
 - The Institute of Administration and Commerce of Southern Africa
 - Accountants and auditors registered in terms of the Public Accountants' and Auditors' Act, 1951.
 - The Chartered Institute of Chartered Accountants.
 - The Southern African Institute of Chartered Accountants.
 - The Southern African Institute of Chartered Secretaries and Administrators.
 - The Chartered Association of Certified Accountants.
 - The Southern African Institute of Business Accountants.
 - The Institute of Commercial and Financial Accountants of Southern Africa.
- The letter confirming the name reservation must accompany the completed CK1 form.
- Allow 5 – 8 working days for processing and on completion a confirmation certificate of the approved CK1 form that includes the registration number and registration date is posted to the CC.
- Non South African citizens who wish to register as members of a CC in the RSA must submit a letter providing their passport number and are required to approach the Department of Home Affairs regarding work or immigration permits.

Notification of Amendments to Founding Statement

When any changes are made in respect of a registered Close Corporation, it is necessary to notify the Close Corporation Registration Office.

Changes may, for example, relate to membership (new members being added, resigned members, etc.) or changes regarding the Accounting Officer, or the postal address of the CC.

- Changes must be recorded on the "Amended Founding Statement" (CK 2) form.
- The CK 2 form is made up of Part A and Part B.
 - Part A relates to changes in respect of the name of the CC or the nature of the business.
 - Part B relates to changes in respect of membership details.
- For changes in respect of the Accounting Officer or registered address, form CK2A must be lodged.
- A fee of R30-00 is payable for changes in respect of Part A, but no fee is payable for changes in respect of Part B.
- The CK2 form must be completed in black ink, using block letters.
- The CK2 form must be submitted to the Close Corporation Registration Office in Pretoria.
- When the changes have been processed, an original CK2 certificate, confirming the registration of the amendments will be posted to the CC.
- No amendments are allowed on the form.

Registration Procedure

Basically there are 2 steps that must be followed in the registration process:

1. Application for reservation of the name of the CC
2. Close Corporation Founding Statement

1. Application for Reservation of Name

- Before a CC can be registered it is necessary to apply to have its proposed name vetted, approved and reserved. This procedure involves:

- Checks being carried out to ensure that the proposed name does not already appear on the names register.
 - The criteria followed for checking the proposed names include:
 - Similar names
 - Comparative names
 - Offensive names
- The form that is required to reserve a name is the [CK7 form](#), "Application for Reservation of Name, or Translated Form, or Shortened Form". [Click here](#) to obtain help to complete this form.
 - Download and print this form by [clicking here](#).
 - This form (CK7) can also be bought from stationers that supply legal forms such as Waltons or Hortors, or some branches of CNA.
 - If not submitted online, the CK7 form must be completed in black ink. The writing must be legible and in capital letters.
 - A fee of [R50.00](#)
 - The CK7 must be approved before the lodgement of Form CK1 for registration
- An application for a name reservation, for a company or for a close corporation, can be lodged electronically through a registered [Agent](#).
- Once the proposed name has been checked and approved, the CC Registration Office will confirm approval by way of a confirmation letter, indicating the name that has been confirmed and reserved. This letter is posted to the applicant or can be collected from the counter in [Pretoria](#).
 - Allow 4 – 7 working days for actual processing.
 - The approved name is reserved or is valid for 2 months (if expiry falls over a weekend, the name expires on the previous working day i.e. the Friday).
- If there is a query regarding the proposed names put forward by the applicant, the CK7 form is returned to the application process for modification and re-submission.

 [TO THE TOP](#)

2. Close Corporations Founding Statement

- Only when the proposed CC's name has been approved and reserved can the actual registration of the CC be processed.
- The registration process begins with the completion and submission of the "Close Corporation Founding Statement" (CK1). [Click here](#) to obtain help to complete this form.
 - This form calls for important information about the proposed CC such as details of the members, nature of the business, address, etc.
 - CK1 forms can be downloaded and printed by [clicking here](#).
 - CK1 forms can also be obtainable from Waltons or Hortors, or some branches of CNA.
 - The CK1 form is made up of 3 pages:
 - Pages 1 and 2 to be completed for all registration applications
 - Page 3 is only applicable if there are more than 4 members.
 - The form must be completed in black ink, in block letters.
 - No amendments are allowed.
- The original CK1 form is to be completed and submitted to the Close Corporation Registration Office in [Pretoria](#). Photocopies not acceptable.
- On Page 1 of the CK 1 form the name and practice number of the Accounting Officer must be provided
 - An original signed letter from the Accounting Officer, confirming his/her consent to act for the CC must accompany the CK 1 forms.
- The Accounting Officer must be registered with one of the following institutions:
 - The Institute of Administration and Commerce of Southern Africa
 - Accountants and auditors registered in terms of the Public Accountants' and Auditors' Act, 1951.

- The Chartered Institute of Chartered Accountants.
- The Southern African Institute of Chartered Accountants.
- The Southern African Institute of Chartered Secretaries and Administrators.
- The Chartered Association of Certified Accountants.
- The Southern African Institute of Business Accountants.
- The Institute of Commercial and Financial Accountants of Southern Africa.
- The letter confirming the name reservation must accompany the completed CK1 form.
- Allow 5 – 8 working days for processing and on completion a confirmation certificate of the approved CK1 form that includes the registration number and registration date is posted to the CC.
- Non South African citizens who wish to register as members of a CC in the RSA must submit a letter providing their passport number and are required to approach the Department of Home Affairs regarding work or immigration permits.

Notification of Amendments to Founding Statement

When any changes are made in respect of a registered Close Corporation, it is necessary to notify the Close Corporation Registration Office.

Changes may, for example, relate to membership (new members being added, resigned members, etc.) or changes regarding the Accounting Officer, or the postal address of the CC.

- Changes must be recorded on the "Amended Founding Statement" (CK 2) form.
- The CK 2 form is made up of Part A and Part B.
 - Part A relates to changes in respect of the name of the CC or the nature of the business.
 - Part B relates to changes in respect of membership details.
- For changes in respect of the Accounting Officer or registered address, form CK2A must be lodged.
- A fee of R30-00 is payable for changes in respect of Part A, but no fee is payable for changes in respect of Part B.
- The CK2 form must be completed in black ink, using block letters.
- The CK2 form must be submitted to the Close Corporation Registration Office in Pretoria.
- When the changes have been processed, an original CK2 certificate, confirming the registration of the amendments will be posted to the CC.
- No amendments are allowed on the form.

A Beginners Guide to Our Services

Below is a story that highlights the products and services that CIPRO offers to the South African and International business community. It covers the entire registration process that a business may go through during their business life cycle.

Naledi, Kiran, Sizwe and Mpho previously worked for a giant IT company in Johannesburg. All 4 of them were from Mpumalanga and one December, they decided to form their own company in Mpumalanga.

Once they made their decision, things happened very quickly. There was a fortune to do to set up the company – a lot more than any of the four expected. They split up the responsibilities. Mpho and Sizwe would try and elicit support from their old customers, as well as find appropriate office premises and facilities. Naledi and Kiran would focus on all the legal and administrative tasks required to set up a business.

A friend told Kiran that she should go to CIPRO in order to register her business. She was slightly anxious as she has never opened up a business before. She thus went to the CIPRO website www.cipro.co.za to find out more about what she needed to do.

The first thing that they needed to decide was the type of business entity that they wanted. Would it be a CC or a Private Company (Pty)?

After reading about the pros and cons of the different options on the CIPRO website, they decided that a CC would suit them best.

They then needed to decide on and register a name for their CC. CIPRO required that three alternative names are submitted. A great feature of the CIPRO website is a "name search" function. Kiran saved everybody a lot of time by using this online feature to check whether their selected names were available or not.

The team's second choice of "Creation Consulting" was available. Kiran then completed the CK7 name registration form and paid a fee to reserve "Creation Consulting" as their name. Once CIPRO confirmed that the name was reserved, Kiran began the CC registration process. This involved the completion of the CK1 form. They could now also begin with a design of their logo and other sales material.

After a few weeks, CIPRO came back to her, with the Enterprise registration number and the Certificate of Registration. "Creation Consulting" was now an official trading entity. A Business Plan was being formulated whilst the registration of the company took place. This Business Plan identified the company's services, its goals and objectives and the strategies that Creation Consulting will use to achieve their goals.

Kiran and Naledi then began the registration process with the SARS for the various taxes. They needed to obtain a VAT number, a UIF number, SDL number and an Income Tax number. At the same time Creation Consulting opened its first bank account.

While all of this was going on, Mpho and Sizwe were busy with sales and marketing. They rented space, furniture and computer services from an old colleague who had excess capacity and gave them a good deal to help get going.

Within a year Creation Consulting was becoming a recognized force in their industry. Their methods were being noted and in some cases mimicked by competitors. It was time to protect their assets. In the case of Creation Consulting, their biggest asset was their name and their intellectual property.

Kiran registered their logo as a trademark as it represented the strength of their brand. She protected their software through a patent, registered their software packaging as a protected design and ensured that all of her intellectual property had copyright.

Interested competitors approached Creation Consulting and in order to research the competitor structures, Naledi and Kiran looked at the "Disclosure of Corporate Information" section on the CIPRO website. Creation Consulting was not at this stage interested in merging or becoming a part of a bigger company.

The business was going so well, that liquidation or de-registration was never considered. In fact, expansion of the business was a real possibility. Creation Consulting did not have the cash required to fund the expansion so a third party financier was required. They spoke to several potential stakeholders such as the dti, the IDC and Khula.

For a checklist on what processes to follow, please see below.

Please Note: The checklist is a general description of the steps that a start-up company may follow. Registering for copyright, patents, trademarks and designs are not compulsory for every enterprise.

1. Decide on the type of business entity that you wish to form – a CC or a Company.
2. Think about your enterprise's name and think about at least 2 other alternatives.
3. Undertake a name search on CIPRO's website to ensure that your preferred name has not been reserved by another enterprise.
4. Reserve your name, by completing the relevant forms, available from CIPRO.

5. Draw up your business plan.
6. Await your enterprise registration number from CIPRO.
7. After receiving your enterprise number, apply for your VAT number, income tax number, PAYE, SDL and UIF number from SARS.
8. Register your logo as a trademark with CIPRO.
9. Ensure that all of the enterprise's intellectual property has copyright on them.
10. If you have a unique product that you would like to patent, register this as a patent with CIPRO

Deregistration and Liquidation

In the lifecycle of the CC, it may cease to operate and wish to be deregistered or it may be "dissolved" as a result of liquidation. These situations are usually quite complicated and technical and specialist information should be sought.

- Liquidation and deregistration are not the same thing:
 - Liquidation implies that the business is not able to pay its debts.
- Liquidation further implies that the business will cease to operate (generally as a result of financial problems).
 - The liquidation may come about as a result of a legal court process, or by the Creditors or it may be voluntary liquidation i.e. applied for by members of the CC.
 - In the case of voluntary liquidation a CK6 form is submitted in duplicate together with R40-00.
- De-registration implies that a business may choose to de-register (e.g. cease to be registered as a CC) and is able to pay its debts. The business can continue in a different form eg. Sole proprietor, after the deregistration.
- Once a CC has been de-registered, an application can be made to have it restored, provided that the following procedures are followed:
 - First confirm the status of the CC with the office because an application may have been lodged by the Receiver of Revenue for the CC's deregistration. If it is confirmed that it is deregistered, the following procedure for restoration should be followed:
 - Lodge the CK3 form in duplicate accompanied by R150-00. Obtain an affidavit by members wherein they state their reasons for applying for restoration.
 - If there was any fixed property owned by the CC, a written confirmation must be obtained by the Department of Public Works as well as the Department of State Expenditure that they have no objection to the CC being restored. Such an intention will have to be advertised in the local newspaper to try to determine public interest in the corporation being restored. If any objections are raised the Registrar will have to be notified of such objections within 30 days from date of publication

Acts and Treaties

CIPRO has an obligation to subscribe to and maintain certain acts and treaties in South Africa and the Global market place.

Companies & Close Corporations

- BUSINESS NAMES ACT, 1960
- CLOSE CORPORATIONS ACT, 1984
- COMPANIES ACT, 1973
- RATIONALISATION OF CORPORATE LAWS ACT 45 OF 1996

- SHARE BLOCKS CONTROL ACT 59 OF 1980

Intellectual Property

- AGREEMENT ON TRADE-RELATED ASPECTS OF INTELLECTUAL PROPERTY RIGHTS (TRIPS AGREEMENT), 1994
- BERNE CONVENTION FOR THE PROTECTION OF LITERARY AND ARTISTIC WORKS, 1886
- BUSINESS NAMES ACT 27 OF 1960
- COPYRIGHT ACT 98 OF 1978 AS AMENDED
- COPYRIGHT REGULATIONS
- COUNTERFEIT GOODS ACT 37 OF 1997
- DESIGNS ACT 195 OF 1993
- INTELLECTUAL PROPERTY LAWS RATIONALISATION ACT 107 OF 1996
- INTELLECTUAL PROPERTY LAWS RATIONALISATION ACT 38 OF 1997
- PARIS CONVENTION FOR THE PROTECTION OF INDUSTRY PROPERTY, 1883
- PATENT COOPERATION TREATY (PCT), 1970
- PATENTS ACT 57 OF 1978
- PERFORMER'S PROTECTION ACT 11 OF 1967
- REGISTRATION OF COPYRIGHT IN CINEMATOGRAPH FILMS ACT 62 OF 1977
- REGULATIONS ON REGISTRATION OF COPYRIGHT IN CINEMATOGRAPH FILMS, 1980
- MERCHANDISE MARKS ACT OF 1941 AS AMENDED
- STEM VAN SUID-AFRIKA COPYRIGHT ACT 2 OF 1959
- THE BUDAPEST TREATY ON THE INTERNATIONAL RECOGNITION OF THE DEPOSIT OF MICROORGANISMS FOR THE PURPOSES OF THE PATENT PROCEDURE, 1977
- THE INTERNATIONAL CONVENTION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS (UPOV), 1961
- TRADE MARKS ACT 62 OF 1963
- TRADE MARKS ACT 194 OF 1993
- TRADE MARKS REGULATIONS, 1995
- UNAUTHORISED USE OF EMBLEMS ACT 37 OF 1961
- VLAGLIED COPYRIGHT ACT 9 OF 1974
- WIPO CONVENTION FOR THE ESTABLISHED WORLD INTELLECTUAL PROPERTY ORGANISATION, 1967

These Acts can be accessed on the following website: www.acts.co.za