

CIPC Company Registration Checklist

Everything you need to register a Pty Ltd and stay compliant

Use this checklist to register a private company (Pty) Ltd with the CIPC, then set up the registrations most new businesses need straight afterwards. Tick each box as you go.

Step 1: Before you apply

- ☐ **Choose 2 to 4 name options**
Names must not be the same as, or confusingly similar to, an existing company.
- ☐ **Reserve your company name**
A reservation is valid for a limited period (currently 6 months), so apply soon after.
- ☐ **Decide on directors**
A private company needs at least one director. Directors must be 18 or older.
- ☐ **Decide on shareholders and share split**
Who owns what percentage? Keep a record of this, you will need it later.
- ☐ **Collect ID copies**
Certified or clear copies of the ID or passport of every director and shareholder.
- ☐ **Confirm your registered office address**
A physical address in South Africa where documents can be delivered.
- ☐ **Choose your Memorandum of Incorporation (MOI)**
Most small businesses use the standard MOI. Ask for advice if you have several shareholders.

Step 2: Register the company

- ☐ Create or log in to your profile on the CIPC BizPortal (bizportal.gov.za)
- ☐ Submit the company registration application with all director and shareholder details
- ☐ Pay the registration fee (check the current fee on BizPortal)
- ☐ Download and save your registration certificate and company documents
- ☐ Keep the registration number, you will need it for every other application

Step 3: Register straight after

- ☐ **SARS income tax**
Your company is linked to SARS through registration. Log in to eFiling to confirm and activate.
- ☐ **VAT**
Compulsory if taxable turnover exceeds R1 million in any 12 months. Voluntary registration is possible above R50,000.
- ☐ **PAYE, UIF and SDL**
Needed once you employ staff or pay salaries.
- ☐ **COIDA (Compensation Fund)**
Employers must register and later submit a return of earnings.
- ☐ **Business bank account**
Take your registration documents, director IDs and proof of address.
- ☐ **CSD registration**
Needed to be paid by government or to apply for state tenders.
- ☐ **B-BBEE affidavit or certificate**
Often requested by clients and required for tenders.

Step 4: Keep the company in good standing

- ☐ **File your CIPC annual return every year**
Due within 30 business days after the anniversary of your registration. Late filing can lead to penalties and deregistration.
- ☐ **Keep your beneficial ownership information up to date**
Companies must record and file who ultimately owns and controls them.
- ☐ **Update CIPC when directors or addresses change**
Changes must be lodged within the required time.
- ☐ **Keep company records**
Share register, director register, MOI, and financial records.

Need help getting this done? Olukuhle Consultants handles CIPC, SARS, COIDA, CIDB, CSD, B-BBEE, tenders, OHS safety files, business plans and company profiles. WhatsApp us on **+27 64 787 6994** or visit **olukuhle.co.za**.

This guide is general information only, not legal or tax advice. Requirements and fees change, so always confirm with the relevant authority or the tender document itself.