

- (2) An exchange must provide the necessary information to the Panel to enable it to administer the fees contemplated in sub-regulation (1).
- (3) The fees and levies to be paid to the Panel must be published in the *Gazette*.
- (4) Other fees payable to the panel are as set out in Table CR 2A.

172. Regulatory agency notices

- (1) A regulatory agency must publish any notice required or contemplated by the Act or these regulations—
 - (a) in the *Gazette*, if expressly required to do so by the Act or these regulations; or
 - (b) on its website, in any other case.
- (2) Whenever a regulatory agency is required, either in terms of the Act or these regulations, to publish a notice in the *Gazette*, that notice must contain at least the following information:
 - (a) The name of any person directly affected by the notice.
 - (b) The file number assigned by the regulatory agency to the relevant matter.
 - (c) The provision of the Act or regulations in terms of which the notice is being issued.
 - (d) A brief and concise description of the nature of the relevant matter.
 - (e) If the notice invites submissions, the last date on which submissions may be received.
 - (f) If the notice reports a decision—
 - (i) a brief and concise description of the nature of the relevant decision;
 - (ii) a statement indicating whether reasons for the decision have been published, and if so, how a copy of those reasons may be obtained; and
 - (iii) a statement of any right of review of, or appeal from, that decision, including the period during which a review or appeal may be lodged.
 - (g) The name, address and contact numbers of the person in the regulatory agency responsible for publishing the notice.

173. Issuing documents by regulatory agency

If the Act or these regulations require a regulatory agency to issue a document—

- (a) the document will have been issued by the regulatory agency when it has been signed, and delivered to any person to whom it is addressed; and

- (b) the document may be signed and delivered at any time of day, despite regulation 165 (2).

174. Content and standards for Commission registers

- (1) A regulatory agency must keep any register required in terms of the Act in an official language of the Republic, in a manner sufficient to provide an adequate information base to—
 - (a) enable the regulatory agency to satisfy all reporting requirements applicable to it, in terms of the Act or any other applicable law;
 - (b) provide simple and efficient access to the public to information required to exercise any right in terms of the Act, or any other applicable law.
- (2) The registers required to be kept by the Act must be kept in such a manner as—
 - (a) to provide adequate precautions against—
 - (i) theft, loss or intentional or accidental damage or destruction; and
 - (ii) falsification; and
 - (b) to facilitate the discovery and correction of any error or falsification.
- (3) If a regulatory agency keeps any register partially or completely in electronic form, the regulatory agency must—
 - (a) provide adequate precautions against loss of the records as a result of damage to, or failure of, the media on which the records are kept; and
 - (b) ensure that information in the register is capable of being retrieved to a readable and printable form, including by converting the records from legacy to later storage media, or software, to the extent necessary from time to time.
- (4) Each regulatory agency may determine the specific form of any register, and the particular manner in which information is recorded in or compiled from any register.

175. Form of Annual Report

The Annual Report to be submitted by a regulatory agency in terms of the Act must be divided into the following Parts:

- (a) **Statement of Progress**, being a statement setting out the progress during the preceding year towards realization of the purposes of the Act, to the extent applicable to the particular regulatory agency.
- (b) **The Proceedings of the Regulatory Agency**, being a summary report of the regulatory agency's work in relation to its functions.
- (c) **The External Relations of the Regulatory Agency**, being a summary report on the following matters:

- (i) The regulatory agency's public awareness programs.
- (ii) Relationships between the regulatory agency and other regulatory authorities.
- (iii) Relationships between the regulatory agency and foreign agencies.
- (iv) Research activities undertaken by the regulatory agency and any proposals for law reform published by the regulatory agency.
- (d) **The Administrative Activities of the Regulatory Agency**, being a summary report concerning the regulatory agency's management, staff, infrastructure, and related matters.
- (e) **The Regulatory Agency's Finances**, including any information required in terms of the Public Finance Management Act.

Part B - Access to Regulatory Agency Information and Records**176. Restricted information**

- (1) The provisions of this Part are subject to the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), and the provisions of that Act prevail in the case of a conflict between any such provisions and any provision of this Part.
- (2) For the purpose of this Part, the following five classes of information are restricted:
 - (a) Information that has been determined to be confidential information in terms of section 212;
 - (b) Identity of a complainant, in the following circumstances:
 - (i) A person who provides information in terms of section 159 may request that the Commission or Panel treat their identity as restricted information; but that person may be a complainant in the relevant matter only if they subsequently waive the request in writing.
 - (ii) If a person has requested in terms of sub-paragraph (i) that the Commission or Panel treat their identity as restricted information—
 - (aa) The Commission or Panel must accept that request; and
 - (bb) That information is restricted unless the person subsequently waives the request in writing.
 - (c) Information that has been received by the Commission or Panel in a particular matter, other than that referred to in paragraphs (a) and (b), as follows:
 - (i) The description of conduct attached to a complaint, and any other information received by the Commission or Panel during its investigation of the complaint, is restricted information until the Commission or Panel issues a referral or notice of non-referral in respect of that complaint, but a completed Form CoR 135.1 is not restricted information.
 - (d) A document—
 - (i) that contains—
 - (aa) an internal communication between officials of a regulatory agency, or between one or more such officials and their advisors;
 - (bb) an opinion, advice, report or recommendation obtained or prepared by or for a regulatory agency;
 - (cc) an account of a consultation, discussion or deliberation that has occurred, including, but not limited to, minutes of a meeting, for the purpose of assisting to formulate a policy or take a decision in

the exercise of a power or performance of a duty conferred or imposed on a regulatory agency by law; or

- (ii) the disclosure of which could reasonably be expected to frustrate the deliberative process of a regulatory agency by inhibiting the candid -
 - (aa) communication of an opinion, advice, report or recommendation; or
 - (bb) conduct of a consultation, discussion or deliberation; or
- (iii) the disclosure of which could, by premature disclosure of a policy or contemplated policy, reasonably be expected to frustrate the success of that policy.
- (e) Any other document to which a public body would be required or entitled to restrict access in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

177. Access to information

- (1) Any person, upon payment of the prescribed fee, may inspect or copy any record of a regulatory agency—
 - (a) if it is not restricted information; or
 - (b) if it is restricted information, to the extent permitted, and subject to any conditions imposed, by—
 - (i) this regulation; or
 - (ii) an order of the Tribunal, or a Court.
- (2) In a particular complaint, the Commission or Panel may release otherwise restricted information, other than confidential information, relating to a possible agreement of terms of an appropriate order, or the consent of a complainant for an order to include an award of damages, to—
 - (a) The respondent; or
 - (b) Any person who, in signing Form CoR 138 in respect of that complaint, has consented to the inclusion of an order of damages in a consent order, as contemplated in regulation 138 (3).
- (3) In addition to the provisions of sub-regulation (1) and (2), a regulatory agency may release restricted information to, or permit access to it by, only the following persons:
 - (a) the person who provided that information to the regulatory agency;
 - (b) the person to whom the confidential information belongs;

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- (c) a person who requires it for a purpose mentioned in the Act; or
 - (d) any other person, with the written consent of the person to whom the information belongs.
- (4) When a regulatory agency submits a Complaint Referral to the Tribunal, or supplies any other information to the Tribunal, or the Minister, the regulatory agency must identify any information included in its submission—
- (a) in respect of which a claim has been made in terms of Section 212 that has not yet been determined by the Tribunal; or
 - (b) that has been finally determined to be confidential information.

Part C— Exercise of Commission Exemption Functions**178. Procedures relating to requests for exemption in terms of Section 9**

- (1) In this Part, 'requester' means a person who has requested the Minister to grant an exemption in terms of section 9 (2).
- (2) Upon receiving a request for advise respecting a proposed exemption, referred by the Minister in terms of section 9 (3), the Commission, by issuing Form CoR 178 to the requester, may require the requester to provide the necessary particulars before the request will be considered, if the application does not specify sufficient particulars of—
 - (a) the specific company or categories of state owned companies for whom the exemption is sought;
 - (b) the specific provisions of the Act from which exemption is sought; or
 - (c) the specific relevant alternative legislation contemplated in section 9 (2).
- (3) If the requester—
 - (a) does not respond to the Commission within 40 business days after receiving Form CoR 178, the request will be deemed to have been abandoned; or
 - (b) responds to the Commission, but does not, to the satisfaction of the Commission, meet the requirements set out in Form CoR 178 as issued, the Commission, by issuing a new Form CoR 178 to the requester, may again stipulate any further information, or clarification, required before the application will be considered, and the provisions of this sub-regulation (3) apply afresh to any such new Form CoR 178.
- (4) If a request is deemed to have been abandoned in terms of sub-regulation (3), the Commission may close its file on that application by giving notice of that fact to the Minister, but without providing any further advice to the Minister as contemplated in section 9 (3).
- (5) After receiving adequate information to begin consideration of a request, the Commission—
 - (a) must publish in the *Gazette* the notice of the request; and
 - (b) may request further information from any person who submits a representation in response to a notice published in terms of paragraph (a).

179. Procedures related to withdrawing exemptions

- (1) An exemption granted by the Minister in terms of section 9 is valid until withdrawn by the Minister in accordance with this section.
- (2) The Commission—

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- (a) must monitor any national legislation that forms the basis on which an exemption is granted in terms of section 9 (2); and
 - (b) may recommend to the Minister that an exemption be withdrawn if the national legislation contemplated in section 9 (2), and on the basis of which the exemption was granted, has subsequently been amended or repealed to the extent that the grounds for the exemption no longer exist.
- (3) If the Commission is contemplating making a recommendation to the Minister in terms of sub-regulation (2)(b), the Commission must so notify the Minister, the Minister of Public Enterprises, or the Minister responsible for Local Government Affairs, as the case may require, and the company concerned, in writing, of the possible intention to do so, as well as publishing a notice of that intention in the *Gazette*.
 - (4) The Commission may request further information from a person who submits a representation in response to a notice published in terms of sub-regulation (3).
 - (5) After considering any submissions or other information received in relation to the proposed withdrawal of exemption, the Commission must advise the Minister whether or not to withdraw the exemption.

Annexure 1**Table CR 1 - Prescribed Forms***(in terms of Regulation 5)*

- (1) For ease of reference, the Form number corresponds with the number of the relevant regulation.
- (2) Whenever a document is required—
- (a) in terms of a section of the Act or a provision of these regulations as listed in column 1 of this Table; and
 - (b) for a purpose listed in column 2,

the document must be substantially in the form of the annexure listed opposite that section number in column 3, and must be produced, delivered, or filed as the case may be subject to any conditions or requirements listed opposite that section number in column 4.

1 Authority	2 Purpose of Form	3 Form	4 Conditions
S. 12 (1) R. 9	Application to reserve a company name	CoR 9.1	Must be accompanied by a filing fee of R75 if filed manually, or R50 if filed electronically; and any relevant documentation or evidence required in terms of regulation 8.
S. 12 (4) R. 9	Application for extension of name reservation	CoR 9.2	Must be accompanied by filing fee of R50 if filed manually, or R30 if filed electronically; and a statement required by in regulation 9 (2)(b), and evidence required by regulation 9 (2)(c), if applicable.
R. 9 (3)(a)	Notice requiring further particulars in respect of name reservation, issued by the Commission	CoR 9.3	
R. 9 (3)(b)	Confirming notice of name reservation, issued by the Commission	CoR 9.4	
R. 9 (3)(c)	Notice refusing name reservation or defensive registration, issued by the Commission	CoR 9.5	
S. 12 (3)(a) R. 9 (4)(a)	Notice of potentially contested name, issued by the Commission	CoR 9.6	

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1 Authority	2 Purpose of Form	3 Form	4 Conditions
S. 12 (3)(b) R. 9 (4)(b)	Notice of potentially offensive name, issued by Commission	CoR 9.7	
S. 12 (9) R 10(1)	Application for Defensive Name Registration	CoR 10.1	Must be accompanied by a filing fee of R250 if filed manually, or R200 if filed electronically, and evidence of a direct and material interest in the name.
S. 12 (9) R. 10 (2)	Application for Renewal of Defensive Name Registration	CoR 10.2	Must be accompanied by a filing fee of R50 if filed manually, or R30 if filed electronically, and evidence of a direct and material interest in the name.
S. 12 (5) R. 11	Application to transfer reserved or defensive name	CoR 11.1	Must be accompanied by a filing fee of R100 if filed manually, or R75 if filed electronically, and evidence as required by regulation 11 (1)(b).
S. 12 (5) R. 11	Notice refusing name transfer, issued by the Commission	CoR 11.2	
S. 12 (6) R. 12	Notice alleging reservation system abuse, issued by the Commission	CoR 12.1	
S. 13 (2) R. 14	Notice of Incorporation	CoR 14.1	<p>Payment of a filing fee, subject to a credit—</p> <p>(a) for any amount previously paid to reserve the company's name; or</p> <p>(b) of an amount equal to the fee for name reservation, if the company has chosen to be known by its registration number alone.</p> <p>Must have Memorandum of Incorporation attached.</p> <p>Refer to Annexure 2, Table CR 2B for Incorporation fees.</p>

1 Authority	2 Purpose of Form	3 Form	4 Conditions
S. 13 (4) R. 14 (5)	Notice rejecting a Notice of Incorporation, issued by the Commission	CoR 14.2	
S. 14 (1)(b) R 14 (6)	Registration Certificate	CoR 14.3	
S. 13 (1)(a) R. 15 (1)	Standard Form Memorandum of Incorporation	CoR 15.1	Refer to Annexure 2, Table CR 2B for Incorporation fees. May be in any of Form A, B, C, D or E as allowed by regulation 15 (1)
S. 16 (1)(b) R 15 (2)	Notice of Amendment to the Memorandum of Incorporation	CoR 15.2	Payment of a filing fee, unless it is the first such filing by a pre-existing company, as contemplated in Schedule 5, Item 4 (2). Must be accompanied by either the Special Resolution of the company setting out- a) the amendment to the Memorandum of Incorporation, or b) a copy of the complete Memorandum of Incorporation, as amended. Payment of a filing fee of R250.
17 (1)(a) R. 15 (5)	Notice of Alteration of Memorandum of Incorporation	CoR 15.3	Payment of filing fee of R250.
s. 17 (4) R. 15 (6)	Notice of Translation of Memorandum of Incorporation	CoR 15.4	Payment of a filing fee of R250. Must be accompanied by a copy of the translated Memorandum of Incorporation, and a sworn statement, as required by section 17 (4).

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1 Authority	2 Purpose of Form	3 Form	4 Conditions
S. 17 (6) R. 15 (7)	Notice of Consolidation of Memorandum of Incorporation	CoR 15.5	Payment of R 250 fee. Must be accompanied by the consolidated revision of the Memorandum of Incorporation, together with a sworn statement, or a statement of an attorney or notary public, as required by section 17 (6).
S. 17 R. 15 (8)	Notice to consolidate the Memorandum of Incorporation, to be issued by Commission	CoR 15.6	
S. 15 (3)-(5) R. 16 (1)	Notice concerning company rules	CoR 16.1	Payment of a filing fee of R100.
S. 15 (3)-(5) R. 16 (2)	Notice of result of vote on company rules	CoR 16.2	Payment of a filing fee of R100.
S. 13 (5) R. 17	Application to transfer registration of foreign company	CoR 17.1	Must be accompanied by R 400 fee and all materials listed in regulation 17.
S. 13 (6)-(7) R. 17 (2)	Notice requiring further particulars of foreign company	CoR 17.2	
S. 13 (6)-(7) R. 17 (2)	Registration Certificate of domesticated company	CoR 17.3	
S. 13 (6)-(7) R. 17 (3)	Notice of Refusal to transfer registration of a foreign company	CoR 17.4	
Schedule 2 R. 18	Application to convert a close corporation	CoR 18.1	Must be accompanied by a filing fee, the Memorandum of Incorporation, and the consents required by regulation 18(1)(a). Refer to Annexure 2, Table CR 2B for fees related to incorporation.
Schedule 2 R. 18	Notice Requiring Further Particulars of conversion of close corporation	CoR 18.2	
Schedule 2 R. 18	Registration Certificate	CoR 18.3	
S. 22 R. 19	Notice to show cause regarding reckless trading or trading under insolvent circumstances, to be issued by the Commission	CoR 19.1	
S. 22 R. 19	Confirmation notice	CoR 19.2	

1 Authority	2 Purpose of Form	3 Form	4 Conditions
S.23 (3) R. 20	Notice of Registration of External Company	CoR 20.1	Payment of R 400 filing fee. Must be accompanied by a copy of the certificate of registration or comparable document issued by the jurisdiction within which the company was incorporated, and other items required by regulation 20.
S. 23 R. 20	Registration certificate of External Company	CoR 20.2	
S. 23 (3)(ii) R. 21	Notice of change of Registered Office	CoR 21.1	The prescribed fee is Nil.
S23 R. 20	Notice of change of particulars of person to accept service	CoR 21.2	The prescribed fee is Nil
S. 25 R. 22	Notice of Location of Company records	CoR 22	To be filed only if company records are not kept at its registered office.
S. 26 R. 24	Request for Access to company information	CoR 24	
S. 27(4) R. 25	Notice of Change of Financial year end	CoR 25	Payment of a filing fee of R100.
S. 33 R. 30	Annual return	CoR 30.1	Refer to Annexure 2, Table CR 2B for fees related to Annual Returns.
S. 33 R. 30 (4)	Financial Accountability Supplement to Annual Return	CoR 30.2	To be filed only by companies that do not file audited or independently reviewed annual financial statements
S. 33 R. 30 (7)	Annual return for External companies	CoR 30.3	Refer to Annexure 2, Table CR 2B for fees related to Annual Returns
Schedule 5 Item 6 R. 31	Notice of Board Resolution to convert par value shares	CoR 31	No fee to be charged
S. 21 R. 35	Notice of Pre-incorporation contract	CoR 35.1	
S. 21 R. 35	Notice of action concerning Pre-Incorporation contract	CoR 35.2	
Various sections R 36	General security holder notice to company and proxy form	CoR 36.1	Not to be filed with commission
Various section R. 36	General company notice to security holders	CoR 36.2	Not to be filed with commission
R 36 (3)	General company notice to holders of beneficial interest	CoR 36.3	Not to be filed with commission

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1 Authority	2 Purpose of Form	3 Form	4 Conditions
S. 75 R. 36	Notice of directors personal financial interest	CoR 36.4	Not to be filed with commission
S. 70 (6) R. 39	Notice of Change of company and external company Directors	CoR 39	Prescribed fee is Nil.
S. 80 to 82 R. 40	Notice of special resolution to wind up solvent company	CoR 40.1	Payment of R250 filing fee.
S. 80 to 82 R. 40	Notice of foreign registration of company	CoR 40.2	Payment of R250 filing fee.
S. 80 to 82 R. 40	Demand notice concerning inactive company or external company, to be issued by Com mission	CoR 40.3	
S. 80 to 82 R. 40	Notice of pending de- registration of company or external company, to be issued by Com mission	CoR 40.4	
S. 80 to 82 R. 40	Application for re- instatement of de- registered company or external company	CoR 40.5	Payment of R200 fee.
S. 84 (6), R. 50(12) R. 44	Notice of change of auditor or company officials	CoR 44	
s. 97 (2) R. 46	Notice of Employee Share Scheme	CoR 46.1	
s. 97 (2) R. 46	Annual certificate of Employee Shares Scheme	CoR 46.2	
s. 99 (7) R. 46	Application concerning rights offer exclusion	CoR 46.3	Payment of R 100 filing fee.
s. 99 R. 46	Registration of Prospectus or Letter of Allocation	CoR 46.4	Must have prospectus appended Refer to Annexure 2, Table CR 2B for fees.
s. 99 R. 46	Registration Certificate of Prospectus or Letter of Allocation	CoR 46.5	
s. 99 R. 46	Application to exclude information from Prospectus	CoR 46.6	Payment of R 300 filing fee.
S.116 (3) R 89	Notice of Amalgamation or Merger	CoR 89	Payment of R 250 filing fee, plus ancillary fees for any registration of new company, or de-registration of existing company.

1 Authority	2 Purpose of Form	3 Form	4 Conditions
R 84	Declaration of coming into or out of concert	TRP 84	To be filed with the Panel
R 98	Notice of disclosure of dealings in securities	TRP 98	To be filed with the Panel
S 122 (1) R 121	Notice of disclosure of acquisition or disposal of securities	TRP 121.1	
S 122 (3) R 121	Notice of acquisition or disposal of securities	TRP 121.2	To be filed with the Panel
S. 129, 131 R.123	Notice of beginning of Business Rescue Proceedings	CoR 123.1	
S. 129 (7) R. 123 (3)	Notice of appointment of Business Rescue Practitioner	CoR 123.2	
S. 129 (7) R. 123 (5)	Notice of decision not to begin business rescue proceedings	CoR 123.3	
s. 132, 141 R. 125	Notice of Business Rescue Status	CoR 125.1	
125 (4)	Notice of Termination of Business Rescue Proceedings	CoR 125.2	
R 125 (5)	Notice of Substantial Implementation of a Business Rescue Plan	CoR 125.3	
S. 138 R. 126	Application for Business Rescue Practitioners licence	CoR 126.1	Payment of R 500 application fee
S. 138 R. 126	Certificate of Business Rescue Practitioner License	CoR 126.2	

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Regulation 179

1 Authority	2 Purpose of Form	3 Form	4 Conditions
S 166 R 132	Application for ADR	CTR 132.1	
S 166 R 132	Referral for ADR	CTR 132.2	
S 166 R 132	Certificate of failed ADR	CTR 132.3	
s. 166 R 134	Application for accreditation (as ADR provider)	CoR 134.1	Payment of R 500 application fee.
s. 166 R 134	Registration certificate as ADR provider	CoR 134.2	
s. 168 R. 135	Complaint to Commission	CoR 135.1	
s. 169 R. 135	Commission Notice of Non-investigation	CoR 135.2	
R 137	Commission Notice to Investigate	CoR 137.1	
R 137	Commission Summons	CoR 137.2	
R 137	Commission request for additional information	CoR 137.3	
R 137	Commission Demand for corrected information	CoR 137.4	
R 138	Consent to Order	CoR 138	
R 139	Compliance Notice	CoR 139.1	
R 139	Compliance Certificate	CoR 139.2	
R 140	Referral by Commission or Panel to another regulator	CoR 140.1	
R 140	Commission Notice of Non referral	CoR 140.2	
R 140	Commission referral to Tribunal	CTR 140	
R 142	Application to Tribunal	CTR 142	
R 145	Notice of Motion	CTR 145	
R 147	Request for Condonation	CTR 147	
R 148	Notice of Withdrawal	CTR 148	
R 151	Tribunal Notice of Hearing	CTR 151	

1 Authority	2 Purpose of Form	3 Form	4 Conditions
R 160	Tribunal Summons	CTR 160	
R 168 (6)	Notice challenging filed information	CTR 168	
s. 9 R 188	Request for particulars regarding requested exemption	CoR 178	

Annexure 2

Table CR 2A— Panel Fee Schedule
(in terms of Regulations 122, 155, 170 and 171)

1. The fees chargeable (inclusive of VAT) for the several categories of service rendered by the Panel, and referred to in regulation 122 (1) are as follows:
 - (a) No fees will be charged for services under regulation 122 (1)(a).
 - (b) Services under regulation 122 (1)(b) will be charged at the rate of R1 710 per billable hour of work or part thereof.
 - (c) Services under regulation 122 (1)(c) will be charged at the rate of R3 420 per billable hour of work or part thereof.
 - (d) Services under regulation 122 (1)(d), including a circular dealing with a waiver, payable upon first submission of documentation for which a VAT invoice will be issued by the Panel, will depend on the value of the offer, being the consideration payable for acquiring, merging or amalgamating the securities or assets/undertaking of each/all offeree regulated company/ies involved, and will be charged according to the scale set out below:

Consideration value of affected transaction (R million)	Fee including VAT (R)
Up to 50	57 000
Over 50 to 100	85 500
Over 100 to 250	114 000
Over 250 to 500	142 500
Over 500 to 1 000	171 000
Over 1 000 to 10 000	228 000
Over 10 000	285 000

2. Fees to be levied by the Panel in terms of regulation 171 will be as published from time to time in the *Gazette*.

Annexure 2 : Table CR 2B— Commission Fee Schedule

Regulation 179

Table CR 2B— Commission Fee Schedule
(in terms of Regulation 170)

1. Except as set out below, the fee for filing any particular document with the Commission is as set out in Annexure 1, with respect to that document.
2. The fee for filing a **Notice of Incorporation** of a company varies, depending on the form of the company's attached Memorandum of Incorporation, as follows:
 - (a) If the Memorandum is in Form 15.1 A or 15.1 C, the filing fee is R 175, subject to any reduction allowed in terms of regulation 14 (2).
 - (b) In any other case, the filing fee is R 475, subject to any reduction allowed in terms of regulation 14 (2).
3. The fee for filing a **Notice of Conversion** of a close corporation to a company is—
 - (a) Nil, if filed within three years after the effective date, and the current name of the close corporation is retained as the name of the company; or
 - (b) the same as filing a Notice of Incorporation, in any other case.
4. The fee for filing a **Notice of Amendment of the Memorandum of Incorporation**, with the special resolution and amendment attached, subject to any fee exemption set out in a particular regulation, is R 250, in any other case.
5. The fee for **filing any special resolution** not otherwise addressed in Annexure 1 or this Table, is R 80.
6. The fee for **filing a Prospectus to be registered** is R 5000 for each day or part thereof
7. The fee for **filing a letter of allocation** is R100.
8. The fee for **filing an annual return** varies according to the company or external company turnover, and time of filing, as set out below:

Annual Turnover	Filing within 30 business days after anniversary	Filing more than 30 business days after anniversary
Less than R1 Million	R 100	R 150
At least R 1 Million, but less than R 10 Million	R 450	R 600
At least R 10 Million, but less than R 25 Million	R 2000	R 2500
R 25 Million or more	R 3000	R 4000

9. The Commission may perform the ancillary services, and charge the fees, set out below:

Service to be provided	Fee
Vetting a draft of a proposed amendment to the Memorandum of Incorporation	R 150
Vetting a draft prospectus	R 2000
Issuing an electronic certificate	R 30
Allowing inspection of a company file	R 100
Certifying a copy of a document on file	R 20
Issuing a certificate relating to company information	R 50
Providing photocopies of documents	R 1.50 per page
Providing data extracts and reports of standard information on the registry, in electronic form.	R 10, plus R .04 per record
Providing data extracts and reports of standard information on the registry, in paper form, to a maximum of 500 records.	R 10, plus R .04 per record

10. For the purpose of Item 9, the fee for a data extract and report will be based on the following rules:
- (a) Basic company information constitutes a single record.
 - (b) Information concerning directors or auditors, constitutes a single record per director or auditor.
 - (c) A request for a paper report that exceeds 500 records will be divided, with every 500 record increment, or part thereof, constituting a separate request.

Annexure 3 : Table CR 3— Methods and Times for Delivery of Documents

Regulation 179

Annexure 3**Table CR 3— Methods and Times for Delivery of Documents***(in terms of Regulation 7)*

A notice or document to be delivered for any purpose contemplated in the Act or these regulations may be delivered in any manner set out in this Table.

Subject to regulation 7 (2)(b), a document delivered by a method listed in the second column of this Table will be deemed to have been delivered to the intended recipient on the date and at the time shown opposite that method, in the third column of that table.

Nature of Person to whom the document is to be delivered	Method of Delivery	Date and Time of Deemed delivery
ANY PERSON	<p>By faxing the notice or a certified copy of the document to the person, if the person has a fax number; or</p> <p>By sending the notice or a copy of the document by electronic mail, if the person has an address for receiving electronic mail; or</p> <p>By sending the notice or a certified copy of the document by registered post to the person's last-known address; or</p> <p>By any other means authorised by the High Court; or</p> <p>By any other method allowed for that person in terms of the following rows of this Table.</p>	<p>On the date and at the time recorded by the fax receiver, unless there is conclusive evidence that it was delivered on a different date or at a different time.</p> <p>On the date and at the time recorded by the computer used by the sender, unless there is conclusive evidence that it was delivered on a different date or at a different time.</p> <p>On the 7th day following the day on which the notice or document was posted as recorded by a post office, unless there is conclusive evidence that it was delivered on a different day.</p> <p>in accordance with the order of the High Court.</p> <p>As provided for that method of delivery.</p>

Annexure 3 : Table CR 3— Methods and Times for Delivery of Documents

Regulation 179

Nature of Person to whom the document is to be delivered	Method of Delivery	Date and Time of Deemed delivery
ANY NATURAL PERSON	<p>By handing the notice or a certified copy of the document to the person, or to any representative authorised in writing to accept service on behalf of the person; or</p> <p>By leaving the notice or a certified copy of the document at the person's place of residence or business with any other person who is apparently at least 16 years old and in charge of the premises at the time; or</p> <p>By leaving the notice or a certified copy of the document at the person's place of employment with any person who is apparently at least 16 years old and apparently in authority.</p>	<p>On the date and at the time recorded on a receipt for the delivery.</p> <p>On the date and at the time recorded on a receipt for the delivery.</p> <p>On the date and at the time recorded on a receipt for the delivery.</p>
THE TRIBUNAL	<p>By entering the required information in an electronic representation of that form on the internet website, if any, maintained by the Tribunal, if the document is a prescribed form; or</p> <p>By transmitting the document as a separate file attached to an electronic mail message addressed to the recording officer of the Tribunal; or</p> <p>By sending a computer disk containing the document in electronic form, by registered post addressed to the recording officer of the Tribunal; or</p> <p>By handing the document, or a computer disk containing the document in electronic form, to the recording officer of the Tribunal.</p>	<p>On the date and at the time recorded by the Tribunal's computer system, as verified by fax reply to the sender of the information.</p> <p>On the date and at the time recorded by the Tribunal's computer system, unless, within 1 business day after that date, the recording officer advises the sender that the file is unreadable.</p> <p>On the date and at the time of delivery of the registered post to the recording officer of the Tribunal, as recorded by the post office, unless, within 1 business day after that date, the recording officer advises the sender that the disk is unreadable.</p> <p>On the date and at the time noted in a receipt issued by the recording officer of the Tribunal unless, the document is on a computer disk, and, within 1 business day after that date, the recording officer advises the sender that the disk is unreadable.</p>
Nature of Person to whom the document is	Method of Delivery	Date and Time of Deemed delivery

COMPANIES REGULATIONS, 2011

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Annexure 3 : Table CR 3— Methods and Times for Delivery of Documents

Regulation 179

to be delivered		
THE COMMISSION	<p>By entering the required information in an electronic representation of that form on the internet website, if any, maintained by the Commission, if the document is a prescribed form; or</p> <p>By transmitting the document as a separate file attached to an electronic mail message addressed to the Commission; or</p> <p>By sending a computer disk containing the document in electronic form, by registered post addressed to the Commission; or</p> <p>By handing the document, or a computer disk containing the document in electronic form, to the Commission, or a responsible employee who is apparently in charge of the Commission's office.</p>	<p>On the date and at the time recorded by the Commission's computer system, as verified by fax reply to the sender of the information.</p> <p>On the date and at the time recorded by the Commission's computer system, unless, within 1 business day after that date, the Commission advises the sender that the file is unreadable.</p> <p>On the date and at the time of delivery of the registered post to the Commission, as recorded by the post office, unless, within 1 business day after that date, the Commission advises the sender that the disk is unreadable.</p> <p>On the date and at the time noted in a receipt issued by the Commission unless, the document is on a computer disk, and, within 1 business day after that date, the Commission advises the sender that the disk is unreadable.</p>
A COMPANY OR SIMILAR BODY CORPORATE	<p>By handing the notice or a certified copy of the document to a responsible employee of the company or body corporate at its registered office or its principal place of business within the Republic; or</p> <p>If there is no employee willing to accept service, by affixing the notice or a certified copy of the document to the main door of the office or place of business.</p>	<p>On the date and at the time recorded on a receipt for the delivery.</p> <p>On the date and at the time sworn to by affidavit of the person who affixed the document, unless there is conclusive evidence that the document was affixed on a different date or at a different time.</p>
THE STATE OR A PROVINCE	By handing the notice or a certified copy of the document to a responsible employee in any office of the State Attorney.	On the date and at the time recorded on a receipt for the delivery.
A MUNICIPALITY	By handing the notice or a certified copy of the document to the town clerk, assistant town clerk or any person acting on behalf of that person.	On the date and at the time recorded on a receipt for the delivery.

: Table CR 3— Methods and Times for Delivery of Documents

Regulation 179

Nature of Person to whom the document is to be delivered	Method of Delivery	Date and Time of Deemed delivery
A TRADE UNION	<p>By handing the notice or a certified copy of the document to a responsible employee who is apparently in charge of the main office of the union or for the purposes of section 13(2), if there is a union office within the magisterial district of the firm required to notify its employees in terms of these regulations, at that office.</p> <p>If there is no person willing to accept service, by affixing a certified copy of the notice or document to the main door of that office.</p>	<p>On the date and at the time recorded on a receipt for the delivery.</p> <p>On the date and at the time sworn to by affidavit of the person who affixed the document, unless there is conclusive evidence that the document was affixed on a different date or at a different time.</p>
EMPLOYEES OF FIRM	By fixing the notice or certified copy of the document, in a prominent place in the workplace where it can be easily read by employees.	On the date and at the time sworn to by affidavit of the person who affixed the document, unless there is conclusive evidence that the document was affixed on a different date or at a different time.
A PARTNERSHIP, FIRM OR ASSOCIATION	<p>By handing the notice or a certified copy of the document to a person who is apparently in charge of the premises and apparently at least 16 years of age, at the place of business of the partnership, firm or association; or</p> <p>If the partnership, firm or association has no place of business, by handing the notice or a certified copy of the document to a partner, the owner of the firm, or the chairman or secretary of the managing or other controlling body of the association, as the case may be.</p>	<p>On the date and at the time recorded on a receipt for the delivery.</p> <p>On the date and at the time recorded on a receipt for the delivery.</p>
A STATUTORY BODY OTHER THAN THE COMMISSION AND TRIBUNAL	By handing the notice or a certified copy of the document to the secretary or similar officer or member of the board or committee of that body, or any person acting on behalf of that body.	On the date and at the time recorded on a receipt for the delivery.

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Form CoR 9.1

- This form is issued in terms of sections 11 and 12 of the Companies Act, 2008 and Regulations 8 and 9 of the Companies Regulations, 2011, which set out the requirements for allowable names.
- You may list up to 4 alternative names, which will be considered for reservation in the listed order. Only one name will be reserved.
- If the applicant is a juristic person, please attach a separate sheet providing contact details of the person authorised to discuss the application.
- A fee of R 50, for the names listed must accompany this application, if the application is submitted electronically, or R 75 for the names, in any other case.
- Every word of the proposed name must be expressed using the alphabet that is commonly used for writing in an official language of the Republic, and any number, other than a date, must be expressed in words, or Roman or Arabic numerals.
- A proposed name is not reserved for use until the Commission has issued a Confirmation Notice in Form CoR 9.4.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001

Republic of South Africa
tel: 0861 843 384

www.cipc.co.za

Application to Reserve a Name

Applicant: _____

Customer code: _____

(Name, identity or registration number, and address of Applicant:)

The Applicant applies in terms of section 12 of the Companies Act, 2008 to reserve the first eligible name from among the following:

(Insert the proposed name or names to be considered in order for reservation)

1)	_____
2)	_____
3)	_____
4)	_____

1. Does any proposed name -

(a) include any word in a language that is not an official language of the Republic? Yes No

(b) include any word, number or other element that constitutes a registered trade mark, mark in respect of which an application for registration has been filed in the Republic, or a well-known trade mark as contemplated in section 35 of the Trade Marks Act, 1993? Yes No

(c) fall within the category of names restricted in terms of section 11 (2)(c) of the Companies Act, or regulation 8 (5)? Yes No

2. Is any proposed name similar to that of another company, close corporation or co-operative? Yes No

If the answer to any question above is "Yes", please attach a separate sheet setting out the information or satisfactory evidence required by Regulation 8 (3) to (6), as applicable, with respect to each name.

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature

Date

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For Commission Use Only:

Commission file number: _____

Date filed: _____

**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION
REPUBLIC OF SOUTH AFRICA**

Form CoR 9.2

Application to Extend a Name Reservation

- This form is issued in terms of section 12 (4) of the Companies Act, 2008 and Regulations 8 & 9 of the Companies Regulations, 2011.
- A separate application must be filed for each reserved name and each extension of a reserved name.
- A fee of R 30 must accompany this application, if the application is submitted electronically, or R 50, in any other case.
- The reservation of a name is not extended until the Commission has issued a Confirmation Notice in Form CoR 9.4 in response to this application.

Applicant: _____

Customer code: _____

(Name, identity or registration number, and address of Applicant:)

The Applicant applies to extend the reservation of the following name in terms of s. 12 (4) of the Companies Act, 2008:

(Insert the reserved name, and the reservation number, as shown on Form CoR 9.4)

Reserved name: _____

Reservation number: _____

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO-BOX 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384

www.cipc.co.za

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature

Date

Commission file number: _____ Date filed: _____

For Commission Use Only:

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Notice CoR 9.3

Notice Requiring Further Particulars in respect of Name Reservation

About this Notice

- This notice is issued in terms of Regulation 9, 10, 11 or 14 of the Companies Regulations, 2011.
- The Commission will not proceed to consider the application in this matter further until the Applicant has provided the information required by this Notice.
- There is no fee for filing the information required by this Notice.

Date: _____

Concerning:

<i>(Name, address and file number of Application:)</i>	
Name:	_____
Address:	_____

File number:	_____

In order to complete its consideration of the application identified above, the Commission requires the Applicant to provide the following additional information:

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa
 Postal Address: PO box 429
 Pretoria 0001
 Republic of South Africa
 tel: 0861 843 384

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

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**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION
REPUBLIC OF SOUTH AFRICA**

Notice CoR 9.4

About this Notice

- This notice is issued in terms of Regulation 9, 10 or 11 of the Companies Regulations, 2011.
- In terms of sections 12 (3) (b), and 160 of the Companies Act, 2008, any person with an interest in the use of the reserved name, or registered defensive name, as set out in this Notice, may apply to the Companies Tribunal for an order confirming or varying this Notice in whole or in part, or setting aside this Notice and directing the Commission to cancel the reservation, or defensive registration, of the name.
- An application to the Companies Tribunal as discussed above may be made in Form CTR 142 any time within 3 months after the date on which that person received a copy of this Notice, or later with leave of the Tribunal for good cause.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384

www.cipc.co.za

**Confirmation Notice of
Name Reservation**

Date: _____

Concerning:

<p><i>(Name, address and file number of Application:)</i> Name: _____ Address: _____ _____</p> <p>File number: _____</p>
--

The Commission confirms that the application identified above has been approved, and the name

<p><i>(Insert the name reserved, or registered)</i> Name: _____ _____</p>

has been:

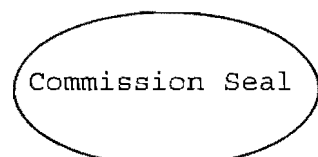
- reserved in the name of the person shown below, under reservation number # _____;
- defensively registered in the name of the person shown below, under registration number # _____;
- transferred to the person shown below.
(name) _____

In conjunction with this notice, the Companies Commission:

- Has not issued another Notice contemplated in s. 12 (3);
- Has issued a Notice of a Potentially Contested Name;
- Has issued a Notice of a Potentially Offensive Name.

Name and Title of person signing on behalf of the Commission:

Authorized Signature:



COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Notice CoR 9.5

About this Notice

- This notice is issued in terms of Regulation 9, 10 or 14 of the Companies Regulations, 2011.
- In terms of section 160 of the Companies Act, 2008, and Regulation 13 of the Companies Regulations, 2011, the person to whom this notice is delivered may apply to the Companies Tribunal for an order confirming or varying this Notice in whole or in part, or setting aside this Notice and directing the Commission to reserve the name as applied for.
- An application to the Companies Tribunal as discussed above may be made in Form CTR 142 any time within 20 business days after the date of this Notice, or later with leave of the Tribunal.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384

www.cipc.co.za

Notice Refusing Name Reservation or Defensive Registration

Date: _____

Concerning:

<p><i>(Name, address and file number of Application:)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>File number: _____</p>
--

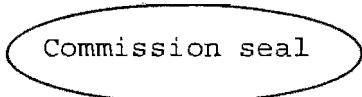
The Commission notifies the Applicant that the application identified above has been refused, because the proposed name

<p><i>(insert the name as applied for)</i></p> <p>Name: _____</p> <p>_____</p>
--

- does not satisfy the requirements of section 11 of the Act, or Regulation 8, or both; or
- is a name that the applicant is not entitled to use, in terms of section 12 (2) of the Act, or is not entitled to register in terms of section 12 (9) of the Act; or
- is identical or confusingly similar to the following comparative names :

Name and Title of person signing on behalf of the Commission:

Authorised Signature:



**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION
REPUBLIC OF SOUTH AFRICA**

Notice CoR 9.6 Notice of Potentially Contested Name

About this Notice

- This notice is issued in terms of Section 12 (3) of the Companies Act, 2008, and Regulation 9, 10 or 14 of the Companies Regulations, 2010.

Date: _____

To:

(Name and Address of person for whom a name has been reserved or defensively registered and Commission file number)
 Name: _____
 Address: _____

 File number: _____

Concerning the name:

(Insert the name that has been reserved or registered)
 Name: _____

Which has been reserved or defensively registered as notified in Confirmation Notice # _____, dated _____

The Commission advises that the Applicant's right, in terms of Section 11 of the Companies Act, to use the reserved or defensively registered name may be contestable by one or more persons who appear to have an interest in the use of the name, or a substantially similar name.
 Comparative name: _____

The Commission requires the Applicant to serve a copy of the Application, and Confirmation Notice # _____, on the following:
(Name and Address of person or persons who may have an interest in the use of the reserved name)

Name: _____
 Address: _____

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address : PO Box 429
 Pretoria 0001
 Republic of South Africa
 tel: 0861 843 384

www.cipc.co.za

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Notice CoR 9.7

Notice of Potentially Offensive Name

About this Notice

- This notice is issued in terms of Section 12 (30) of the Companies Act, 2008, and Regulation 9 or 10 of the Companies Regulations, 2011.
- In terms of sections 12 (3)(b), and 160 of the Companies Act, 2008, the South African Human Rights Commission may apply to the Companies Tribunal for an order varying or cancelling the reservation of a name referred to in this Notice.
- An application to the Companies Tribunal as discussed above may be made in Form CTR 142 any time within 3 months after the date on which the South African Human rights Commission received a copy of this Notice, or later with leave of the Tribunal for good cause.

Date: _____

To the South African Human Rights Commission, and to:

<p><i>(Name and Address of person for whom a name has been reserved or registered and file number)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>File number: _____</p>
--

Concerning the name:

<p><i>(Insert the name reserved)</i></p> <p>Name: _____</p> <p>_____</p>
--

Which has been reserved, or defensively registered, as notified in Confirmation Notice # _____, dated _____

The Commission advises that the Applicant's right, in terms of Section 11 of the Companies Act, to use the reserved or defensively registered name may be contestable on the grounds that the name is not permitted to be used, in terms of section 11 (2)(d) of the Act.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384

www.cipc.co.za

Name and Title of person signing on behalf of the Commission:

Authorised Signature: _____

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COMPANIES AND INTELLECTUAL PROPERTY COMMISSION

REPUBLIC OF SOUTH AFRICA

Form CoR 10.1

Application For Defensive Name Registration

- This form is issued in terms of section 12(9) of the Companies Act, 2008 and Regulation 10 of the Companies Regulations, 2010.
- If the applicant is a juristic person, please attach a separate sheet providing contact details of the person authorised to discuss the application.
- Evidence that the applicant has a direct and material interest in the name to be reserved must accompany this application.
- A fee of R 200 must accompany this application if the application is submitted electronically, or R 250 in any other case.
- Every word of the proposed name must be expressed using the alphabet that is commonly used for writing in an official language of the Republic, and any number, other than a date, must be expressed in words, or Roman or Arabic numerals.
- A name is not defensively registered until the Commission has issued a Confirmation Notice in Form CoR 9.4.

Applicant: _____

Customer code: _____

(Name, Address an identity or registration number of Applicant:)

Name: _____

Address: _____

Identity/Reg No: _____

The Applicant applies for a defensive registration of the following name in terms of s. 12(9) of the Companies Act, 2008:

(Insert the proposed name to be reserved)

Name: _____

1. Does the name -

- (a) include any word in a language that is not an official language of the Republic? Yes No
- (b) include any word, number or other element that constitutes a registered trade mark, mark in respect of which an application for registration has been filed in the Republic, or a well-known trade mark as contemplated in section 35 of the Trade Marks Act, 1993? Yes No
- (c) fall within the category of names restricted in terms of section 11 (2)(c) of the Companies Act, or Regulation 8(5)? Yes No

2. Is the name similar to that of another company, close corporation or co-operative? Yes No

If the answer to any question above is "Yes", please attach a separate sheet setting out the information or satisfactory evidence required by Regulation 8 (3) to (6), as applicable.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001

Republic of South Africa
tel: 0861 843 384

www.cipc.co.za

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature

Date

Commission file number: _____ Date filed: _____

For Commission
Use Only:

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Form CoR 10.2

Application to Renew a Defensive Name Registration

- This form is issued in terms of section 12 (9) of the Companies Act, 2008 and Regulation 10 of the Companies Regulations, 2011.
- A fee of R 30 must accompany this application, if filed electronically, or R 50 in any other case.
- Evidence that the applicant still has a direct and material interest in the registered name must accompany this application.
- The registration of a name is not renewed until the Commission has issued a Confirmation Notice in Form CoR 9.4 in response to this application.

Applicant: _____

Customer code: _____

(Name, Address and identity or registration number of Applicant:)

Name: _____

Address: _____

Identity/Reg.No: _____

The Applicant applies to renew the registration of the following in terms of s.12(9)(b) of the Companies Act, 2008:

(Insert the registered name, and the registration number, as shown on Form CoR 9.4)

Name: _____

Registration no.: _____

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature _____ Date _____

Commission file number: _____ Date filed: _____

For Commission Use Only: _____

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Form CoR 11.1

- This form is issued in terms of section 12 (5) of the Companies Act, 2008 and Regulation 11 of the Companies Regulations, 2011.
- A separate application must be filed for each name to be transferred, and may be filed by or on behalf of either the transferor or transferee.
- If either the applicant or the transferee is a juristic person, please attach a separate sheet providing contact details of the person authorised to discuss the application, unless the person filing the application is the same person who filed the application to reserve or register the name.
- A fee of R 75 must accompany this application if the application is submitted electronically, or R 100 in any other case.
- If any question on Form CoR 9.1 relating to the reservation of this name was answered "Yes", or if this application seeks to transfer a defensive name registration, please attach a separate sheet setting out the satisfactory evidence required by Regulation 8 (3) to (6), 10 (1)(b)(ii) and 11 (1)(b), as applicable.
- The reservation of a name is not transferred until the Commission has issued a Confirmation Notice in Form CoR 9.4 in response to this application.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Application to Transfer a Reserved or Defensively Registered Name

Applicant: _____
Customer code: _____

(Name, Address and identity or registration number of Applicant:)
Name: _____
Address: _____

Identity/Reg No.: _____

The Applicant applies to transfer the reservation or registration of the following name in terms of s.12(5) of the Companies Act, 2008

(Insert the reserved name, and the reservation number, or defensive name or registration number as shown on Form CoR 9.4)
Name: _____
Number: _____

The reserved or registered name is to be transferred from the Applicant, as identified above to the following person:

(Name, address and identity or registration number of Transferee:)
Name: _____
Address: _____

Identity/Reg.No.: _____

(If the Applicant is not the Transferor of the name concerned, the Transferor must complete the following Declaration:)

I consent to the transfer of a name as applied for in this application.

Signature _____ **Date** _____

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature _____ **Date** _____

Commission file number: _____ Date filed: _____

For Commission Use Only:

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Notice CoR 11.2

Notice Refusing Name Transfer

About this Notice

- This notice is issued in terms of Regulation 11 of the Companies Regulations, 2011.
- In terms of section 160 of the Companies Act, 2008, and Regulation 13 of the Companies Regulations, 2011, the person to whom this notice is delivered may apply to the Companies Tribunal for an order confirming or varying this Notice in whole or in part, or setting aside this Notice and directing the Commission to transfer the reserved name as applied for.
- An application to the Companies Tribunal as discussed above may be made in Form CTR 142 anytime within 20 business days after the date of this Notice, or later with leave of the Tribunal.

Date: _____

Concerning:

(Name, address and file number of Application:)
 Name: _____
 Address: _____

 File number: _____

The Commission notifies the Applicant that the application identified above to transfer the reservation or defensive registration of the name

(Insert the name reserved)
 Name: _____

has been refused, because the proposed transferee appears to be not entitled to use that name, in terms of section 12 (2) of the Act.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address:
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Name and Title of person signing on behalf of the Commission:

 Authorised Signature:

**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION
REPUBLIC OF SOUTH AFRICA**

Notice CoR 12.1

Notice Alleging Reservation System Abuse

About this Notice

- This notice is issued in terms of Section 12 (6) of the Companies Act, 2008, and Regulation 12 of the Companies Regulations, 2011.
- If this Notice requires a person to show cause, the person must respond within 40 business days after the date of this Notice, or the relevant Application will be refused.
- In terms of section 160 of the Companies Act, 2008, and Regulation 13, if this Notice serves any other purpose, the person to whom this notice is delivered may apply to the Companies Tribunal for an order confirming or varying this Notice in whole or in part, or setting aside this Notice and directing the Commission to reserve a name, or extend or transfer a reserved name, as applied for.
- An application to the Companies Tribunal, as discussed above, may be made in Form CTR 142 any time within 20 business days after the date of this Notice, or later with leave of the Tribunal.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Date: _____

To:

(Name and Address of Applicant, or Transferee)
Name: _____
Address: _____

Concerning the name:

(Insert the reserved, registered or proposed name)
Name: _____

The Commission advises that the Commission reasonably believes that the Applicant, Registrant, or Transferee in the application referred to above may be attempting to abuse the name reservation system for the purpose of selling access to names, or trading in or marketing names.

The Commission's belief is founded upon the following:

The Companies Commission

- requires the applicant to show cause why the application should be granted, as contemplated in section 12 (6)(a) of the Act.
- refuses to extend the name reservation or registration, in terms of s 12 (6)(b).
- refuses to transfer the reserved name, in terms of s. 12 (6)(c).
- cancels the name reservation, in terms of s. 12 (6)(d).

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Form CoR 14.1

- This form is issued in terms of section 13 of the Companies Act, 2008 and Regulation 14 of the Companies Regulations, 2011.
- A profit company may be incorporated by an organ of state, or by one or more persons. A non-profit company may be incorporated by an organ of state, a juristic person, or by three or more persons.
- At each of Paragraphs 1, 2, 3, 6 and 7, you must select one option, by ticking the appropriate box.
- Annexure A must be completed and attached.
- Annexure B is required only if you tick the 3rd option at paragraph 6.
- Annexure C is required only if you tick the 2nd option at paragraph 7.
- The basic filing fee is R 175 if the company's Memorandum of Incorporation is in Form 15.1A or 15.1C, or R 475 in any other case. If you tick the 1st option at paragraph 6, the basic fee is reduced by R 50.
- An MOI in form CoR15.1A, 15.1B, 15.1C, 15.1D or 15.1E or unique to the company must attached.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Notice of Incorporation

Customer code: _____

From: _____
(Name, address and identity or registration number of Incorporator.)

If there are multiple incorporators, each must be listed. Use a separate sheet)

Name: _____

Address: _____

Identity/Reg.No.: _____

1. The incorporators have incorporated a juristic person to be registered as a:

<input type="checkbox"/> State owned company	<input type="checkbox"/> Public company
<input type="checkbox"/> Personal Liability company	<input type="checkbox"/> Private company
<input type="checkbox"/> Non Profit Company	
2. The incorporation of the company is to take effect on:
 - The date the Registration Certificate is issued;
 - _____, if later than the registration date.
3. The company's first financial year will end on _____.
4. The company's registered office address is: _____
5. There are _____ initial directors of the company, as listed in Annexure A.
6. The company name is to be:
 - The company's registration number, followed by the elements required by section 11 (3).
 - The name currently reserved or registered under # _____ for use by _____
 - The first of the names set out on Annexure B that proves to be eligible, in terms of Regulation 14 (1)(b)(iii).
7. The company's Memorandum of Incorporation, attached in form CoR _____ (indicate form number) or unique (tick if appropriate).
 - Has no provisions of the type contemplated in section 15 (2) (b) or (c).
 - Has provisions of the type contemplated in section 15 (2) (b) or (c), as listed in Annexure C.

I declare that the information in this Notice and the Annexures is true. If I am not one of the incorporators, I declare that I have been authorised by the Incorporator(s) to file this Notice.

Signature

Date

Commission file number: _____ Date filed: _____

For Commission Use Only:

**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION
REPUBLIC OF SOUTH AFRICA**

**Form CoR 14.1
Annexure A**

**Notice of Incorporation
Initial Directors of the Company**

- This form is issued in terms of section 13 of the Companies Act, 2008 and Regulation 14 of the Companies Regulations, 2011.
- Annexure A must be completed and attached to the Notice of Incorporation when it is filed.
- A public company, or a state-owned company, must have at least 3 initial directors.
- A Non profit company must have at least 3 initial directors.
- A private company, or a personal liability company, must have at least 1 initial director.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3.

The Incorporators confirm that each person named below has consented to being appointed in terms of s 66 (7) (b) as a director of the company, whose Memorandum of Incorporation is attached.

Full name/former name, if any: _____
 Identity number: _____
 Nationality: _____
 Passport number, if not South African: _____
 Date of appointment: _____
 Designation in company: _____
 Residential address: _____

 Business address: _____

 Postal address: _____

 Occupation: _____
 South African resident: _____ (yes) _____ (no)

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Commission file number: _____ Date filed: _____

For Commission Use Only:

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

Form CoR 14.1 Annexure B

Notice of Incorporation Alternative Names for the Company

- This form is issued in terms of section 13 of the Companies Act, 2008 and Regulation 14 of the Companies Regulations, 2011.
- Annexure B must be completed and attached to the Notice of Incorporation when it is filed only if the incorporators have chosen the third option at paragraph 6 of the Notice.
- You may list up to 4 alternative names, which will be considered for use in the listed order. Only one name will be assigned to the company. This form is not an application to reserve names for future use. Any name listed on this form that is not assigned to the company will be disregarded.

The Incorporators request the Commission to assign to the company the first eligible name from among the following:

(Insert the proposed name or names in the order you wish them to be considered by the Commission.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

- Every word of each proposed name must be expressed using the alphabet that is commonly used for writing in an official language of the Republic, and any number, other than a date, must be expressed in words, or Roman or Arabic numerals.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3.

1. Does any proposed name -
 - (a) include any word in a language that is not an official language of the Republic?
 - (b) include any word, number or other element that constitutes a registered trade mark, mark in respect of which an application for registration has been filed in the Republic, or a well-known trade mark as contemplated in section 35 of the Trade Marks Act, 1993?
 - (c) fall within the category of names restricted in terms of section 11 (2)(c) of the Companies Act, or regulation 8 (5)?
2. Is any proposed name similar to that of another company, close corporation or co-operative?

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429,
Pretoria 0001
Republic of South Africa
Tel: 0861 843 384
www.cipc.co.za

If the answer to any question above is "Yes", please attach a separate sheet setting out the information or satisfactory evidence required by Regulation 8 (3) to (6), as applicable, with respect to each name.

Commission file number: _____ Date filed: _____

For Commission Use Only: _____

Companies and Intellectual Property Commission Republic of South Africa

Form CoR 14.2 Notice Rejecting a Notice of Incorporation

Date: _____

Concerning:

(Name and file number of Notice of incorporation)

Name: _____

File Number: _____

The Commission informs the Incorporators who filed the Notice of incorporation shown above that their Notice has been rejected in terms of section 13 (4) of the

Companies Act, 2008, because:

The Notice of Incorporation is incomplete or improperly completed.

The Notice of Incorporation does not identify a sufficient number of qualified initial directors of the company. In particular—

The number of identified directors does not satisfy the requirements of the Act.

The Commission believes that
(Name and identity number of disqualified person)

Name: _____ Identity No.: _____

identified as an initial director is disqualified to serve in that capacity, and the number of remaining directors does not satisfy the requirements of the Act.

About this Notice

- This notice is issued in terms of Section 13 (4) of the Companies Act, 2008 and Regulation 14 of the Companies Regulations, 2011.
- The person to whom this notice is delivered may apply to the Companies Tribunal for an order confirming or varying this Notice in whole or in part, or setting aside this Notice and directing the Commission to accept the Notice of Incorporation and register the company.
- An application to the Companies Tribunal as discussed above may be made in Form CTR 142 anytime within 20 business days after the date of this Notice, or later with leave of the Tribunal.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001

Republic of South Africa
Tel: 0861 843 364
www.cipc.co.za

Name and Title of person signing on behalf of the Commission:

Authorised Signature: _____

Companies and Intellectual Property Commission Republic of South Africa

Form CoR 14.3

About this Notice

- This notice is issued in terms of Section 14 of the Companies Act, 2008 and Regulation 14 of the Companies Regulations, 2011.
- If the Commission has altered the name of the company, in terms of section 14 (2)(b), the company may file an amended Notice of Incorporation to change the name.
- If the Commission has issued a Notice of a Potentially Contested Name in conjunction with the Certificate, the company must serve that notice on each person identified in the Notice, and any such person has the right to challenge the use of the name, by the company.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
Tel: 0861 843 384
www.cipc.co.za

Registration Certificate

Date: _____

Concerning:

(Name and Registration Number of Company)

Name: _____

Registration number: _____

The above named company has been registered in terms of section 14 of the Companies Act, 2008. In accordance with the Notice of Incorporation, the registration of the company takes effect on—

The date shown above.

_____ (Later Date as shown on Notice of Incorporation)

The Company's name, as shown above—

is in accordance with the name option selected on the Notice of Incorporation.

has been altered by the Commission in terms of section 14 (2)(a).

has been assigned by the Commission as an interim name in terms of section 14 (2)(b). The Company is invited to file an amended Notice of Incorporation to change the name.

In conjunction with this Certificate, the Companies Commission:

Has not issued another Notice contemplated in section 12 (3).

Has issued a Notice of a Potentially Contested Name.

Has issued a Notice of a Potentially Offensive Name.

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

Seal of Commission