

No. R. 655

24 August 2012



Companies and Intellectual
Property Commission
a member of the dti group

**GUIDANCE NOTE 2 of 2012
COMPANIES ACT, 2008**

**APPLICATION FOR DEREGISTRATION OF COMPANIES AND CLOSE
CORPORATIONS**

The Companies Act, 2008 allows the Commission to deregister a company or close corporation upon request from the company or close corporation or any other party, provided that the company or close corporation:-

- (a) has ceased to carry on business; and
- (b) has no assets or, because of the inadequacy of its assets, there is no reasonable probability of the company being liquidated.

In order for the CIPC to process the deregistration request, the following information is required on an original letter head of either the company or close corporation or any other person applying for deregistration:-

- statement confirming that the company or close corporation is not carrying on business or is dormant, and has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated,
- tax number (if available),
- if the company or close corporation submits the request, the letter must be signed by each active director, member or the company or close corporation's duly authorised representative or otherwise by the person who is requesting the deregistration, and
- a certified ID copy of any of the persons signing the letter must be attached.

The request for deregistration will be returned to the applicant for correction if any of the above stated requirements are not complied with.

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Commissioner: CIPC
Date: 21/2/2012

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