

DEPARTMENT OF TRADE AND INDUSTRY

NO. 178

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Companies and Intellectual
Property Commission
a member of the dti group

PRACTICE NOTE 6 OF 2011 (revised)
COMPANIES ACT, 2008
DETAIL REQUIRED FOR REGISTRATION OF EXTERNAL COMPANIES

The original practice note 6 of 2011 issued in terms of Regulation 4 of the Companies Regulation, 2011 during May 2011 is hereby revised. The content of the original practice note incorrectly referred to CoR21.1 in paragraph 3, instead of CoR21.2.

In order to ensure that the CIPC has relevant and usable information relating to external companies additional information as per CoR20.1, CoR20.1 Annexure A and CoR21.2 is required.

On the CoR20.1, the CIPC requires both the physical and postal address of the principal office of the external company both within and outside of the Republic.


The person who is authorised to accept service of documents on behalf of the external company may only be a natural person and the physical and postal address must be within the Republic. The following additional information of such person, on both the CoR20.1 and CoR21.2 is required:

- Name and surname
- If South African his/her identity number
- If foreign national his/her passport, date of birth and country of origin
- Postal address within the Republic
- Physical address within the Republic
- E-mail or cell phone number

CoR20.1 Annexure A reflects that only natural persons may be directors of an external company which is erroneous. In instances where a director is a juristic person the reference to full name/former name will refer to the name of the juristic person and identity number and passport number refer to its registration number. The e-mail address and/or cell phone number of the director (regardless whether juristic or natural) must be provided. Lastly, reference to occupation may be ignored.

It should be noted that the indicated additional information is mandatory and forms will be rejected if they do not comply.

Yours faithfully,


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Adv Rory W Voller
Commissioner: CIPC
...../2018