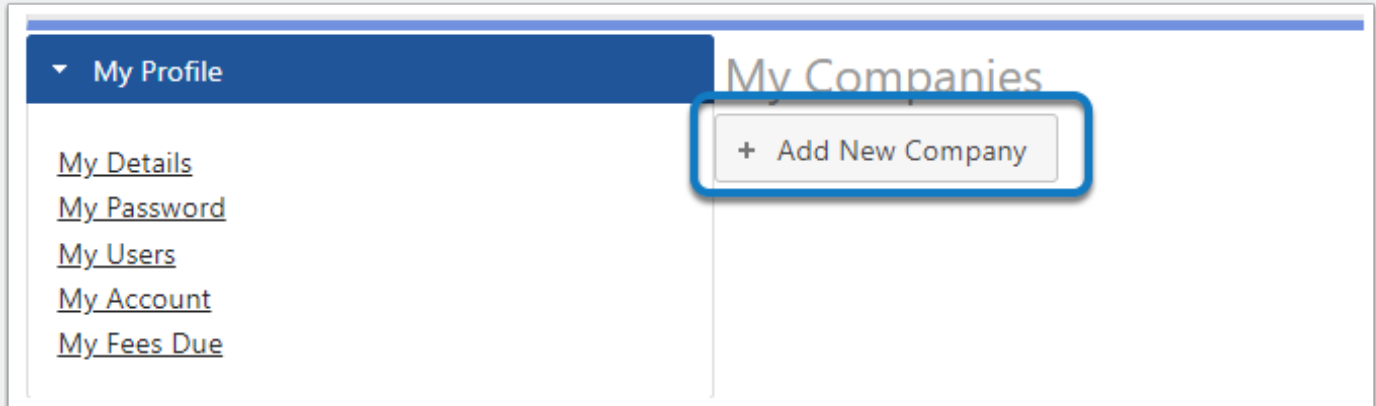


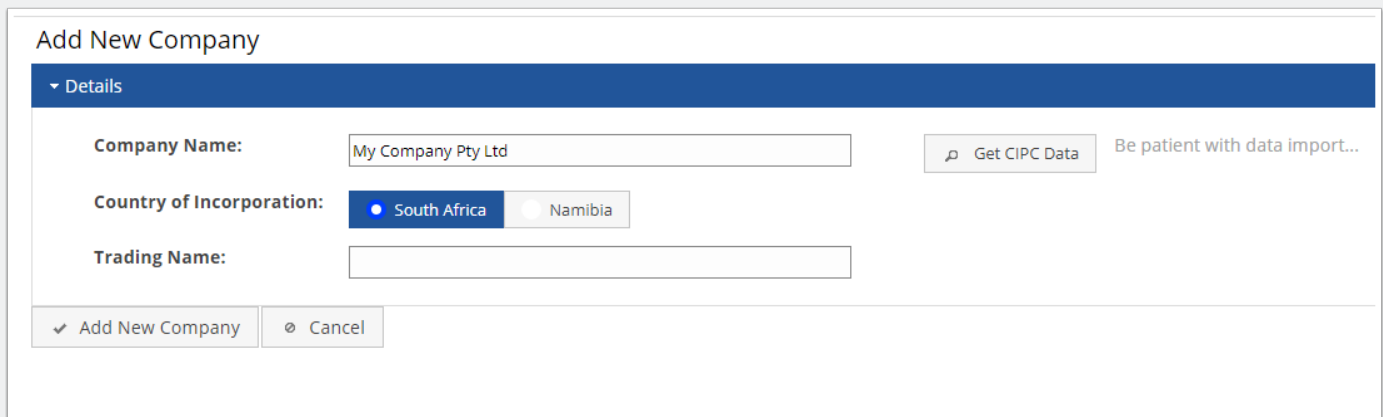
# Adding Your First Company to Company Registers

## Adding a Company

Login to My Company Registers and click Add New Company on the My Companies page.



Type in the company's name. Click 'Add New Company' and the company will be added and will appear in the 'My Companies' list.

A screenshot of a form titled 'Add New Company'. The form has a dark blue header with a dropdown menu labeled 'Details'. Below the header, there are three input fields: 'Company Name' with the value 'My Company Pty Ltd', 'Country of Incorporation' with radio buttons for 'South Africa' (selected) and 'Namibia', and 'Trading Name' which is empty. To the right of the 'Company Name' field is a button labeled 'Get CIPC Data' and a note 'Be patient with data import...'. At the bottom of the form, there are two buttons: 'Add New Company' with a checkmark icon and 'Cancel' with a close icon.

# Adding Your First Company to Company Registers

## Get CIPC Data

This new feature will perform a CIPC search on the Company name and return a list of similar company names registered at CIPC.

Company Name:   Be patient with data import...

A maximum of 200 entities will be shown.

Select Company to Import from CIPC

Name	Reg No.	Status	
ALL MY LIFE STYLE COMPANY CENTRE	2016/345941/07	REGISTERED	
IN MY ELEMENT DANCE COMPANY	2020/011750/07	REGISTERED	
M Y MY COMPANY	2019/405415/07	REGISTERED	
MY AND K COMPANY	2019/482536/07	REGISTERED	
MY AUDIT TOOL COMPANY	2010/000231/07	REGISTERED	
MY BIZZ COMPANY SERVICES	2019/216745/07	REGISTERED	
MY CHEMICAL COMPANY	2020/214417/07	REGISTERED	
MY COMPANY FOR LIFE	2012/165959/07	REGISTERED	
MY COMPANY TRADING	2013/133577/07	REGISTERED	
MY ESSENCE WELLNESS COMPANY	2019/141404/07	REGISTERED	
MY FUTURE DEVELOPMENT COMPANY	2015/110436/07	REGISTERED	
MY GROUP OF TRADING COMPANIES	2002/004922/07	REGISTERED	

Retrieve CIPC data for MY BIZZ COMPANY SERVICES

The system will return the publicly available data exactly the same as a search on the [eServices.cipc.co.za](https://eServices.cipc.co.za) portal.

# Adding Your First Company to Company Registers

This includes latest Director details, Annual returns and Enterprise history.

Click 'Save to New Company'

# Adding Your First Company to Company Registers

CIPC Data

Review CIPC Data to Setup the Company

**CIPC Enterprise Data** Directors Annual Returns Enterprise History

**Name:** MY BIZZ COMPANY SERVICES

**Number:** 2019/216745/07

**Status:** REGISTERED

---

**Enterprise Number:** K2019216745

**Enterprise Name:** MY BIZZ COMPANY SERVICES

**Enterprise Type:** Private Company

**Enterprise Status:** In Business

**Compliance Notice Status:** NONE

**Registration Date:** 2019-05-07 Incorporation Date

**Physical Address:**  
19 KLOKBOOM CLOSE  
EIKENBOSCH ESTATE  
KUILSRIVER  
WESTERN CAPE  
7580

**Post Address:**  
19 KLOKBOOM CLOSE  
EIKENBOSCH ESTATE  
KUILSRIVER  
WESTERN CAPE  
7580

Save to New Company  Cancel






# Adding Your First Company to Company Registers

## My Companies

You can now click the Register button (circled) or double click to access the company's registers, and to edit the company info.

My Companies

Locate (Contains) Company Name:

Company Name	Trading Name	Link	Reg. Number	Incorp. Date	Country	Registers	Audit?	Status	Notes	Entity	Expiry Date
My Company Pty Ltd				//						  Company	1/03/2019

+ Add New Company

# Adding Your First Company to Company Registers

You can set additional company information on the details page, just **make sure you click Save when you're done.**

## My Company Pty Ltd

▼ Company

### Details

**Company Name:**

**Trading Name:**

**Link:**  ? Optional link to other entities

**Short Name:**

**Name In Other Language:**

**Former Names:**

**Registration Number:**  This cannot be changed once entered here

**Incorporation Date:**  ? dd/mm/yyyy

**Country of Incorporation:**  South Africa  Namibia

**Year End:**  e.g. Last Day of February

**Former Year Ends:**

**Main Object:**

**Audit Requirement:**  ?  Statutory  Required by MOI  Voluntary  None

**Audit Required:**  ?  Yes  No

**AGM Required:**  ?  Yes  No

▶ Additional Info

# Adding Your First Company to Company Registers

## Payment System

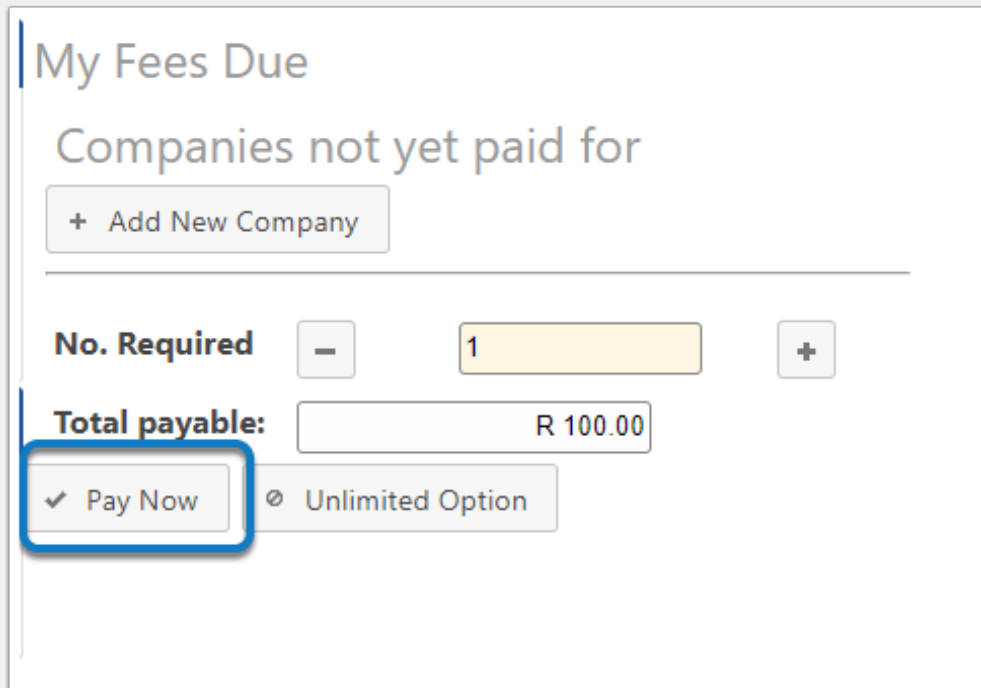
If you'd like to pay for a company, you must go to the My Companies screen. From there you can either click the Pay Now button on the My Companies screen, or go to the My Fees page.

The screenshot shows a web application interface. At the top, there are navigation tabs: Help, My Entities, My Tasks, My Lists, and Search. Below these is a sidebar with two main sections: 'My Profile' and 'System'. Under 'My Profile', there are links for My Details, My Password, My Users, My Account, and My Fees Due (which is highlighted with a blue border). Under 'System', there are links for Support, My Stats, and Logout. The main content area is titled 'My Companies'. It features a search bar with the text 'Locate (Contains) Company Name:' and a 'Search' button. Below the search bar is a table with three columns: 'Company Name', 'Trading Name', and 'Link'. The table contains one row with the text 'My Company Pty Ltd'. Below the table is a button labeled '+ Add New Company'.

# Adding Your First Company to Company Registers

Set the number of companies you'd like and click Pay Now.

If you'd like to go with the unlimited companies option, click Unlimited Option.



The screenshot shows a web interface titled "My Fees Due". Below the title, it says "Companies not yet paid for" and includes a button "+ Add New Company". There is a section for "No. Required" with a minus button, a text input field containing "1", and a plus button. Below that, "Total payable:" is shown with a text input field containing "R 100.00". At the bottom, there are two buttons: "✓ Pay Now" (which is highlighted with a blue border) and "∅ Unlimited Option".



# Adding Your First Company to Company Registers

If you're not paying from ABSA, FNB, NedBank, Standard Bank or a credit or debit card, please make a deposit into the bank account the system gives you. Please make sure you send us proof of payment so we can give you access as quickly as possible.

Using PayFast will give you instant access to your new company.

If you choose to use PayFast, click the PayFast button.

# Adding Your First Company to Company Registers

Payment Redirection....

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**Thank you for using CompanyRegisters.co.za.**

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We accept payment through PayFast using Instant EFT from your business account.

This process is easy and secure. Access to your Companies will be given immediately following payment.

This is only available if your bank account is held at ABSA, FNB, NedBank or Standard Bank.

For any other banks, please make your deposit into this account:

Bank & Code: FNB - 22 07 25  
Acc Name: CompanyRegisters  
Acc No: 022 07 07 25 00  
Acc type: Cheque  
Reference:  
Amount: R 100

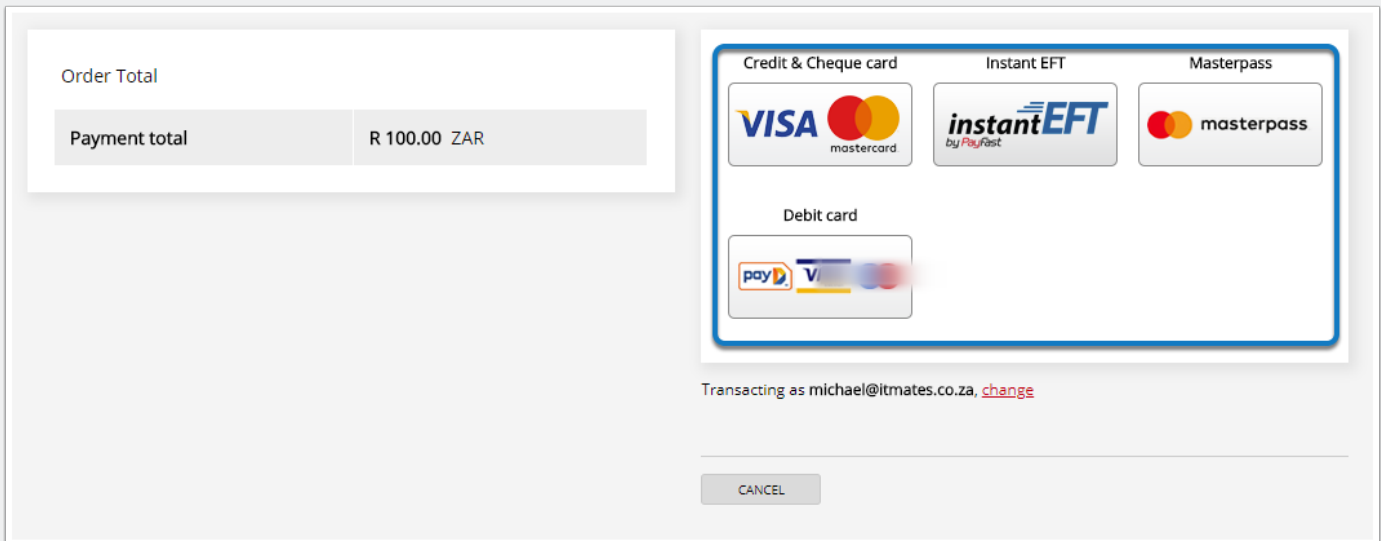
Please click the button below to be directed to the PayFast secure checkout.



# Adding Your First Company to Company Registers

You will be taken to the PayFast payment gateway, please choose from the payment options available: credit card, debit card or EFT.

The credit card and debit card options work exactly the same as any other payment gateway, so we'll be demonstrating the EFT option.



The screenshot displays the PayFast payment gateway interface. On the left, a white box titled "Order Total" contains a table with the following data:

Order Total	
Payment total	R 100.00 ZAR

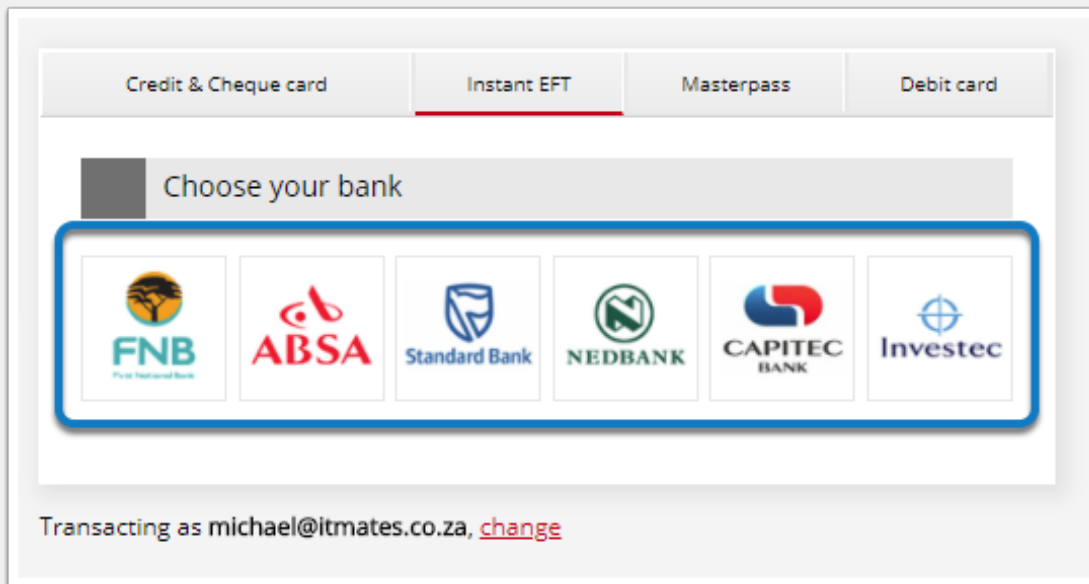
On the right, a blue-bordered box contains the following payment options:

- Credit & Cheque card:** Includes logos for VISA and mastercard.
- Instant EFT:** Includes the logo for instantEFT by PayFast.
- Masterpass:** Includes the logo for masterpass.
- Debit card:** Includes logos for payD and V.

Below the payment options, the text reads: "Transacting as michael@itmates.co.za, [change](#)". At the bottom of the interface is a "CANCEL" button.

# Adding Your First Company to Company Registers







Choose the bank you'll be paying from.



The screenshot shows a payment interface with four tabs: "Credit & Cheque card", "Instant EFT", "Masterpass", and "Debit card". The "Instant EFT" tab is selected and underlined. Below the tabs is a dropdown menu labeled "Choose your bank". A blue-bordered box highlights a row of six bank logos: FNB (First National Bank), ABSA, Standard Bank, NEDBANK, CAPITEC BANK, and Investec. At the bottom of the interface, it says "Transacting as michael@itmates.co.za, [change](#)".

# Adding Your First Company to Company Registers

Make an EFT payment to the account PayFast shows and click Complete.









Enter Bank Details

OR

Make an EFT payment from your bank

[Log in to your FNB online banking](#)

*You can use any banking medium (internet, app or telephone) to make the EFT as long as you use the correct reference.*

Recipient PayFast	 Copy
Account 62164333777	 Copy
Branch 250655	 Copy
Account type Current (cheque/bond) Account	 Copy
Reference PF401971EC4BCA96E6	 Copy
Amount R100.00	 Copy

Cash deposits NOT accepted

Ensure you've done the EFT using the correct reference code

**I HAVE COMPLETED PAYMENT**

ADDING YOUR FIRST COMPANY TO COMPANY REGISTERS

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# Adding Your First Company to Company Registers

PayFast will take a few seconds to check that the payment was made, and if it was successful, you will be taken back to My Company Registers and your new company will be active!