

Companies and Intellectual  
Property Commission  
.....  
a member of the dti group

Our Reference: 2019/008282/07

Date: 09/01/2019

E-mail: NKESWE.SIHLE@GMAIL.COM

Dear Business Owner

**WHAT TO DO AFTER REGISTERING A COMPANY  
MS BUTHO (PTY) LTD (2019/008282/07)**

Congratulations on registering your company. The Companies and Intellectual Property Commission (CIPC) wishes you all the best in your business endeavours.

Registering your company is only the first step in managing it. Throughout its life span, a company is required to maintain its information and legal status with the CIPC. Failure to do so may have serious consequences for your company and your business activities, as it may result in deregistration.

The Companies Act, 2008 places compliance requirements on all registered entities throughout its life cycle, which includes any changes to the company information, annual return filings and deregistration. Set out on the next few pages is an easy guide to assist you with retrieving your company registration documents and managing your company compliance obligations. The table is not a legal document but rather a guide to some of the most pertinent requirements that must be adhered to.

Please ensure that the CIPC always has the latest contact details for the directors or the authorised representative so that important information relating to annual returns, director changes and pending deregistration can be transmitted efficiently and effectively to the correct person. For more information about any of the requirements listed below, please direct your enquiry to:

- Website: [www.cipc.co.za](http://www.cipc.co.za) / enquiries
- Tel: 086 100 2472

Kind regards

**Commissioner: CIPC**  
Adv Rory Voller

**The Companies and Intellectual Property Commission of South Africa**

P.O. Box 429, Pretoria, 0001, Republic of South Africa

Docex 256, Pretoria

Contact centre 086 100 2472

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## **NOTICE TO CUSTOMERS**

Dear Customer,

Kindly find below a guide on how to download your new company registration documents from the CIPC website.

It should be noted that the MOI (Memorandum of Incorporation) for companies registered via the CIPC SST's, website or banks, is not included in the registration certificate. Customers are required therefore to download the MOI from the CIPC website after registration.

### **RETRIEVAL OF REGISTRATION CERTIFICATE (COR14.3) or MOI (INCORPORATION) DOCUMENTS AFTER REGISTRATION VIA SST, BANKS AND WEBSITE:**

- Visit the CIPC website at [www.cipc.co.za](http://www.cipc.co.za) and click on On-line transacting/Certificates and Disclosures.
- Log in with your customer code and password.
- Confirm correct details by clicking on "edit customer details" - ensure that the e-mail and cell phone number are correct.
- Click on certificate and disclosures
- Click on MOI Documents - select transaction

### **PLEASE NOTE**

- Any person may download the registration certificate (CoR14.3 or MOI Documents) after registration.
- The screen will only display the first 10 records under your customer code, if your transaction does not appear, kindly indicate the enterprise number starting with a K and the tracking number of the transaction in the provided fields.

For more information kindly refer to the CIPC website [www.cipc.co.za](http://www.cipc.co.za) or log a ticket via the Enquiries option.

Kind Regards,

**Commissioner: CIPC**  
**Adv Rory Voller**

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| Compliance Activity   | Notes  | Process/Form   |
|---|--|--|
| Retrieving your Company MOI Documents and Certificates for E-Service New Company registration | <ul style="list-style-type: none"> <li>Confirm correct cell phone and e-mail address by editing / updating your customer profile. Go to <a href="http://www.cipc.co.za">www.cipc.co.za</a> / click on On-line transactions / login with customer code and password / click on edit customer details.</li> <li>Only the directors may retrieve company documents. Each director must register their own customer code and password. The ID of the director links to all the companies he/she is a director.</li> </ul>  | <ul style="list-style-type: none"> <li>Go to <a href="http://www.cipc.co.za">www.cipc.co.za</a></li> <li>Click on On-line transacting</li> <li>Login with customer code and password</li> <li>Click on Certificates and Disclosures</li> <li>Click on MOI Documents – select transaction</li> <li>The system generates the document and send it to the customer's e-mail address.</li> </ul> |
| Annual Returns  | <ul style="list-style-type: none"> <li>Due on anniversary date of company's incorporation date.</li> <li>Must be filed within 30 business days of its due date.</li> <li>Must be filed electronically via the CIPC website.</li> <li>A fee is payable at the time of filing that is dependent on the turnover of your business.</li> <li>An Annual return is not the same as a tax return which is filed with SARS.</li> <li>Failure to file the annual returns will result in your company being deregistered.</li> </ul>   | A step-by-step guide on how to file annual returns can be viewed on the CIPC Annual Return website ( <a href="http://annualreturns.cipc.co.za">annualreturns.cipc.co.za</a> ) by clicking on the link at Step 4.   |
| Financial Statements  | <ul style="list-style-type: none"> <li>All companies are required to prepare financial statements within 6 months after its financial year end.</li> <li>Some companies are required to audit financial statements. Please refer to Companies Regulation 28 read with Companies Regulation 26.</li> <li>If your company's financial statements are required to be audited, it must be filed with the CIPC when the company files its annual returns.</li> </ul>  | Refer to the CIPC website <a href="http://www.cipc.co.za">www.cipc.co.za</a> / maintaining your company for detailed explanation of process and requirements.  |
| Changes in directors or auditors  | <ul style="list-style-type: none"> <li>CIPC must be notified of any changes in the directorship of your company within <u>10 business days</u> of such change on a form CoR39.</li> <li>CIPC must also be notified of any changes to the auditor (appointment, resignation or removal) of your company within 10 business days of such change on a form CoR44.</li> </ul> <p><b>Note:</b> The appointment of an auditor for certain category of companies, e.g. private or non- profit companies are not mandatory but such may be required if the company reaches certain thresholds. Refer to sections 28 – 31 of the Companies Act, and Companies Regulations 24 – 30 relating to financial record keeping, access to such information and filing requirements.</p> | Refer to the CIPC website <a href="http://www.cipc.co.za">www.cipc.co.za</a> / maintaining your company for detailed explanation of process and requirements.  |





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| Compliance Activity              | Notes   | Process/Form  |
|----------------------------------|---|---|
| Changes in address               | <ul style="list-style-type: none"><li>If a change in the physical and/or postal address occurs, the company must notify the CIPC of such change by filing a form CoR21.1 within 5 working days before the change is to take effect.</li></ul>   | Refer to the CIPC website <a href="http://www.cipc.co.za">www.cipc.co.za</a> / maintaining your company for detailed explanation of process and requirements.   |
| Deregistration & Liquidation     | <ul style="list-style-type: none"><li>When a company stops trading, it needs to apply either for deregistration or for liquidation, depending on the circumstances.</li><li>Deregistration is advisable in cases where the company does not have any assets and is inactive, while liquidation is advisable in cases where the company has outstanding liabilities that must be resolved first.</li></ul>   | Refer to the CIPC website <a href="http://www.cipc.co.za">www.cipc.co.za</a> / maintaining your company for detailed explanation of process and requirements.   |
| Business Rescue                  | <ul style="list-style-type: none"><li>When a company is unable to honour its debts as they become due and payable within the immediately ensuing six months, the Board of Directors may resolve to place the company into business rescue. Such a resolution must be filed with the CIPC in Form CoR 135.1.</li></ul>   | Refer to the CIPC website <a href="http://www.cipc.co.za">www.cipc.co.za</a> / maintaining your company for detailed explanation of process and requirements.   |
| Complaints about company conduct | <ul style="list-style-type: none"><li>Any person may file a complaint using form CoR135.1 with the CIPC alleging that a company or any other person is contravening the Companies Act, 2008 or that such person's rights under the Companies Act, 2008 or under the company's Memorandum of Incorporation or rules, have been infringed.</li><li>CIPC may investigate such complaint and take relevant action in the form of requesting information from the company or any interested person and even issuing compliance notices to the company which must be complied with.</li></ul> | <p>Step 1: Complete form CoR 135.1<br/>Step 2: Submit form CoR135.1 with documentary proof via <a href="mailto:CoR135.1complaint@cipc.co.za">CoR135.1complaint@cipc.co.za</a>.<br/>Step 3: CIPC will conduct a preliminary investigation and respond back to the complainant.<br/>Step 4: CIPC may do a formal investigation and issue a report on the matter.</p> <p>Refer to the CIPC website for detailed explanation of process and requirements.</p> |

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## COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REPUBLIC OF SOUTH AFRICA

### FORM COR 14.3 - REGISTRATION CERTIFICATE

Issue date: 09/01/2019  
Print date: 09/01/2019  
Customer code: SAB544  
Tracking number: 9157838225

**Concerning:**

**MS BUTHO (Pty) Ltd 2019/008282/07**

The above 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 09/01/2019.

In conjunction with this certificate, the Commission has not issued another notice contemplated in section 12 (3).

**Commissioner: CIPC**

#### 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.

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**Certificate issued by the Companies and Intellectual Property Commission  
on Wednesday, January 09, 2019 07:39**

**Registration Certificate**



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|                              |   |
|------------------------------|---|
| Registration number          | 2019 / 008282 / 07  |
| Enterprise name              | MS BUTHO (PTY) LTD  |
| Enterprise shortened name    | NOT APPLICABLE  |
| Enterprise translated name   | NOT APPLICABLE  |
| Registration date            | 09/01/2019  |
| Business start date          | 09/01/2019  |
| Enterprise type              | PRIVATE COMPANY   |
| Enterprise status            | IN BUSINESS   |
| Financial year end           | FEBRUARY  |
| Type of MOI                  | STANDARD (COR15.1A)   |
| Main business/main object    | BUSINESS ACTIVITIES NOT RESTRICTED.                                     |
| Postal address               | BOX8211<br><br>MANDENI<br><br>MANDENI<br><br>KWA-ZULU NATAL<br><br>4490 |
| Address of registered office | BOX8211<br><br>MANDENI<br><br>MANDENI<br><br>KWA-ZULU NATAL<br><br>4490 |

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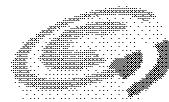
Contact centre 086 100 2472

[www.cipc.co.za](http://www.cipc.co.za)



**Certificate issued by the Companies and Intellectual Property Commission  
on Wednesday, January 09, 2019**

**Registration Certificate**



**Companies and Intellectual  
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**Registration number** 2019/008282/07

**Enterprise name** MS BUTHO (PTY) LTD

**Auditors**

**Directors**

| Surname and first names     | Status | ID number or date of birth | Director type | Appointment date | Addresses   |
|-----------------------------|--------|----------------------------|---------------|------------------|---|
| MAVUNDLA, SABELOSIHLE OLLEN | ACTIVE | 8801305308085              | DIRECTOR      | 09/01/2019       | <b>Postal</b><br>BOX 8211, MANDENI, MANDENI,<br>KWA-ZULU NATAL, 4490<br><b>Residential</b><br>BOX 8211, MANDENI, MANDENI,<br>KWA-ZULU NATAL, 4490 |

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