



Companies and Intellectual  
Property Commission  
a member of the dti group

Our Reference: 2016/163894/08

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Dear Business Owner

**WHAT TO DO AFTER REGISTERING A COMPANY  
LIFT COMMUNITY DEVELOPMENT NPC  
(2016/163894/08)**

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

**Acting Commissioner: CIPC**  
Mr Rory Voller

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