

INFORMATION SHEET

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION OFFICE (CIPC) – DEPARTMENT OF TRADE AND INDUSTRY (DTI)

Step 1:

Kindly be advised that all documents regarding **registration of companies and of close corporations, registration of patent designs, trademarks and copyrights** must first be stamped and signed (every page) by the relevant Registrar at the Department of Trade and Industry (DTI) who is authorised to sign documents for international purposes.

Contact: COMPANIES AND INTELLECTUAL PROPERTY COMMISSION OFFICE (CIPC):

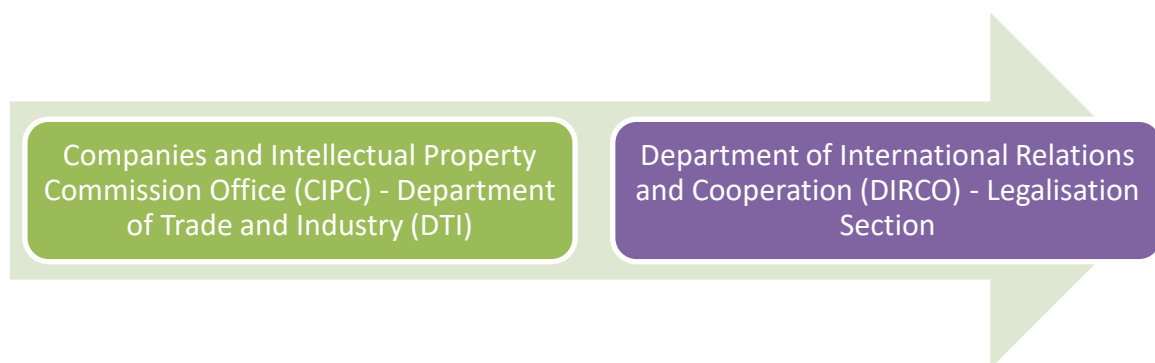
Website: <http://www.cipc.co.za/>

NOTE: The DIRCO – Legalisation Section does not take any responsibility for incorrect information provided, due to changes in the relevant authorities contact details; procedures; etc. It is therefore the responsibility of the customer to verify information directly with the relevant institution concerned.

Step 2:

The original documents must then be submitted to the Department of International Relations and Cooperation (DIRCO) – Legalisation Section in Pretoria for legalisation purposes (Apostille or Authentication) for use abroad.

NOTE: Flow diagram: To follow the process as explained above (when the destination country is signatory/party to the Apostille Convention) – and when the Apostille Certificate will be issued and affixed:



(If the Convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.)

NOTE: Flow diagram: To follow the process as explained above (when the destination country is NOT signatory/party to the Apostille Convention) – and when the Certificate of Authentication will be issued and affixed:



Please take note:

If the Department of Trade and Industry (DTI) – Companies and Intellectual Property Commission Office (CIPC) is unable to stamp and sign the documentation, the customer needs to follow the following procedure:

- Documents must be verified by a Public Notary (Attorney registered at the High Court) of your choice. The Public Notary will verify the contents of the documents. (Refer to www.northernlaw.co.za for a list of Public Notaries.)
- The verified documents must then be taken to the Registrar of the High Court of South Africa – in the same jurisdiction as the Public Notary. The Registrar will verify the signature of the Public Notary.
- After authentication (for non-signature countries) by the High Court, the documents must be submitted to the DIRCO – Legalisation Section for further authentication.
Note: If a country is signatory to the Hague Convention, the High Court should issue and affix an Apostille to the document. This document should not be submitted to the DIRCO – Legalisation Section. If the Convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.

CONTACT DETAILS: Department of International Relations and Cooperation (DIRCO) - Legalisation Section

OR Tambo Building, 460 Soutpansberg Road, Legalisation Section, Room NE2A-Ground Floor, Rietondale, Pretoria, 0084

Note: As the Legalisation Section receives a high volume of incoming calls pertaining to general enquiries, it is therefore recommended that you forward your enquiry via e-mail to legalisation@dirco.gov.za, as to ensure that you are able to receive the relevant assistance and guidance in writing from the Legalisation Section.

Tel: (012) 351-1000 (switchboard, ask for legalisation section)

E-mail: legalisation@dirco.gov.za

Website: www.dirco.gov.za – Services - Consular Services – Consular Information - Notarial Services (Legalisation)

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