



Companies and Intellectual  
Property Commission

a member of **the dtic** group

# **Business Step-by-Step Guidelines For Termination/Substantial Implementation of Proceedings Submissions**

## **Termination/Substantial Implementation**

## Purpose

The purpose of this document is to demonstrate the steps to submit a Termination or Substantial Implementation application for a company that is in Business Rescue. The application will be submitted by one of the appointed Business Rescue Practitioners in the company.

1. Login and select Termination Substantial Implementation under the Business Rescue Menu

The screenshot displays the CIPC Electronic Self Service web application. At the top, the header includes the text "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A "Logout" button is located in the top right corner. Below the header is a navigation menu with tabs for "Home", "Services", "Amendments", "Business Rescue", and "Financials". The "Business Rescue" tab is active, and a dropdown menu is open, listing several options: "Proceedings", "Practitioner Appointments", "Practitioner Licensing", "Status Reports", and "Termination Substantial Implementation". The "Termination Substantial Implementation" option is highlighted with a red rectangular box. Below the menu is a table titled "Business Rescue Proceedings - Enterprise Application". The table has columns for ID, DATE, TYPE, ENTERPRISE, ENTITY, APPLICATION ID, APPLICATION STATUS, NULLITY STATUS, and NULLITY APPROVAL. The table contains several rows of data, including entries for "CORPORATE", "COOPERATIVE", and "PRIVATE COMPANY" types, with various statuses like "IN PROGRESS" and "COMPLETED". At the bottom of the page, a browser address bar shows the URL: [https://k2qa.cipc.co.za/Customers/Runtime/Form/CIPC.BusinessRescue.Form.Termination\\_2FSubstantial.Application.Landing](https://k2qa.cipc.co.za/Customers/Runtime/Form/CIPC.BusinessRescue.Form.Termination_2FSubstantial.Application.Landing)

## 2. Select New Application

CIPC Electronic Self Service Welcome, Logout

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View Application Cancel **New Application**

### Business Rescue Proceedings - Enterprise Applications

Selected Filter: Default Quick Search: All fields

ID	DATE	TYPE	ENTERPRISE	ENTERPRISE TYP	ENTERPRISE	APPLICATI	APPLICATIOI	APPLICATION AI	NULLITY O	NULLITY	NULLITY APPROVAL
8...	202...	COR...		PRIVATE COM...	IN BUSIN...	600000...	IN PROGR...	PROCEEDING...			
8...	202...	COU...		CLOSE CORP...	IN BUSIN...	600000...	COMPLET...	APPROVED			
8...	202...	COR...		NON PROFIT ...	IN BUSIN...	600000...	COMPLET...	APPROVED			
7...	202...	COR...		PRIVATE COM...	IN BUSIN...	600000...	IN PROGR...	PROCEEDING...			
8...	202...	COU...		PRIVATE COM...	AR DEREG...	600000...	IN PROGR...	PROCEEDING...			
7...	202...	COR...		PRIVATE COM...	IN BUSIN...	600000...	COMPLET...	APPROVED			
7...	202...	COU...		PRIVATE COM...	IN BUSIN...	600000...	COMPLET...	APPROVED			
7...	202...	COR...		PRIVATE COM...	IN BUSIN...	600000...	IN PROGR...	PROCEEDING...			
7...	202...	COU...		PRIVATE COM...	BUSINESS...	600000...	COMPLET...	APPROVED			

3. Click on Selection under Search Options, then the Dropdown under Selection, and then Select the Enterprise you want to file a Status Report for.

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[Logout](#)

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### Enterprise Information

**Enterprise Search Options**  Selection  Search

**Note:**  
Choose "Selection" to pick from enterprises on your profile OR "Search" for an enterprise by Reg No

Selection:

Search by Reg No:  Name:

Type:  ( ) Status:  ( )

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### Application Type


**Application**

Type:   Effective Resolution Date:

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### PI Score Information

- Fill in the required information then click on Calculate/Confirm PI Score for the PI Score calculation.



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### Application Type

Application

Type:   Effective Resolution Date:  

Business Rescue Plan Not Successful:  

- Return to Solvency
- Change Proceedings to Liquidation
- Court Order to Change Proceedings to in Bu...
- Other

Note:

### PI Score Information


PI Score Note: Provide a value for each, 0 or blank not allowed

Average Number of Employe...	<input type="text" value="11447"/>	Date:	<input type="text" value="2023/06/14"/>
Third Party Liability of Comp...	<input type="text" value="44545454.00"/>	Total:	<input type="text" value="11517"/>
Turnover:	<input type="text" value="545454.00"/>		
Total Number of Shareholde...	<input type="text" value="25"/>		

[Confirm PI Score](#)

javascript;

5. Click on the Add button and attach the Supporting Documents.

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Third Party Liability or Comp...	44242424.00	Total:	11217
Turnover:	545454.00		
Total Number of Shareholde...	25		

[Confirm PI Score](#)

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Termination Report and Other Supporting Documents

[+ Add](#) [x Remove](#)

FILE NAME	DOCU FILE CONTENT
<i>No items to display.</i>	

<< < 1 > >>

[Submit](#) [Cancel](#)

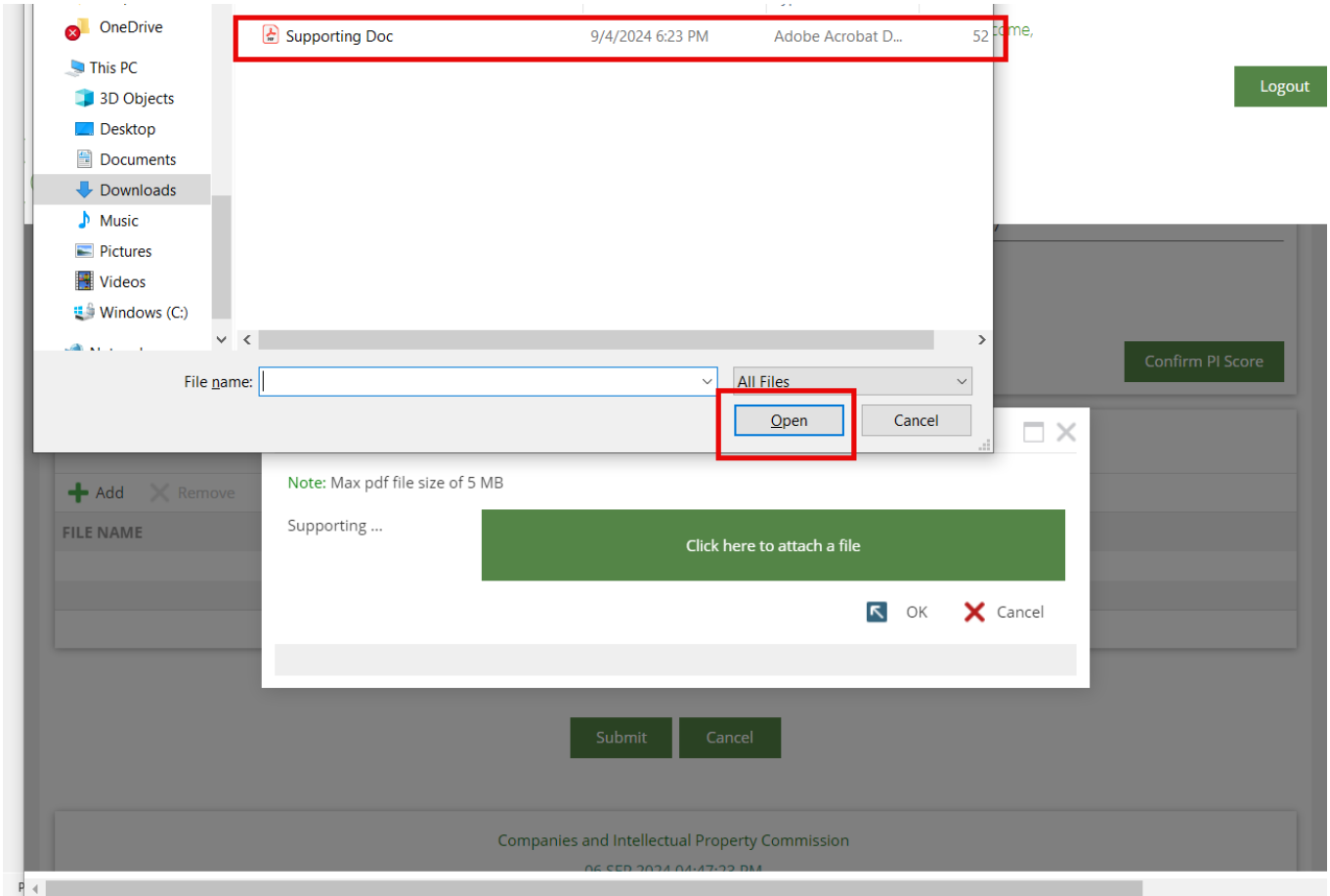
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06 SEP 2024 04:45:40 PM

6. Click on (Click here to attach a file).

The screenshot displays the CIPC Electronic Self Service web application. At the top, the header includes 'CIPC Electronic Self Service' and a user profile icon with the text 'Welcome,'. A green 'Logout' button is positioned in the top right corner. Below the header is a navigation menu with icons and labels for 'Home', 'Services', 'Amendments', 'Business Rescue' (which is highlighted in green), and 'Financials'. The main content area is partially obscured by a modal dialog box titled 'SUPPORTING DOCUMENT'. This dialog box contains a note: 'Note: Max pdf file size of 5 MB'. Below the note is a text input field with the placeholder text 'Supporting ...'. A red rectangular box highlights a link within this field that says 'Click here to attach a file'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. In the background, a form is visible with fields for 'Third Party Liability of Comp...', 'Turnover: 545454.00', and 'Total Number of Shareholde... 25'. A 'Confirm PI Score' button is also present. At the bottom of the page, there are 'Submit' and 'Cancel' buttons, and a footer with the text 'Companies and Intellectual Property Commission' and a timestamp '05 SEP 2024 04:46:24 PM'.

7. Navigate to your documents, select a document and click Open.





- Click on OK then repeat the steps by clicking on Add to continue adding all the required documents.

The screenshot displays the CIPC Electronic Self Service web application. At the top, the header includes the text "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A "Logout" button is located in the top right corner. Below the header is a navigation menu with icons and labels for "Home", "Services", "Amendments", "Business Rescue" (which is highlighted with a green bar), and "Financials".

The main content area shows a form with several input fields. The visible fields are:


- Third Party Liability of Comp...: 44545454.00
- Turnover: 545454.00
- Total Number of Shareholde...: 25

A "Confirm PI Score" button is positioned to the right of these fields. Below the form, there is a section titled "Termination Report and C" with a "+ Add" button and a "Remove" button. A table with the header "FILE NAME" is partially visible.

A modal dialog box titled "SUPPORTING DOCUMENT" is open in the center of the screen. It contains a note: "Note: Max pdf file size of 5 MB". Below the note, there is a list of supporting documents. One document is listed: "Supporting Doc.pdf (PDF File) 51.94 KB". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

At the bottom of the page, there are "Submit" and "Cancel" buttons. The footer text reads "Companies and Intellectual Property Commission" and "05 SEP 2024 04:48:54 PM".

9. Click on the Submit Button.

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[Logout](#)

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Third Party Liability of Comp...	44543434.00	Total:	11217
Turnover:	545454.00		
Total Number of Shareholde...	25		

[Confirm PI Score](#)

### Termination Report and Other Supporting Documents

[+ Add](#) [X Remove](#)

FILE NAME	DOCU FILE CONTENT
Supporting Doc.pdf	Supporting Doc.pdf

<< < 1 > >>

[Submit](#) [Cancel](#)

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javascript;

10. Click on the OK button to File the report.

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11. Your application will have Status Submitted and will be processed by the back office.

CIPC Electronic Self Service Welcome, Logout

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### Business Rescue Termination/Substantia...

View Application Cancel New Application

Selected Filter: Default Quick Search: All fields

DATE	REFERENCE NUMBER	APPLICATION TYPE	ENTERPRISE TYPE	ENTERPRISE NAME	ENTERPRISE STATUS	APPLICATION STATUS
06/09/2024	60000024324	CoR125.2	Private Company	MAKING PRETORIA 12	In Business	Submitted
05/09/2024	60000024297	CoR125.2	Private Company		In Business	Approved
30/08/2024	60000024253	CoR125.2	Non Profit Com...		Business Rescue	Rejected, await Rew...
19/08/2024	60000023965	CoR125.2	Close Corporati...		In Business	Approved
19/08/2024	60000023954	CoR125.3	Private Company		In Business	Approved
19/08/2024	60000023951	CoR125.2	Private Company		In Business	Approved
19/08/2024	60000023945	CoR125.2	Private Company		In Business	Approved
26/07/2024	60000023281	CoR125.3	Private Company		In Business	Approved

12. The filing Business Rescue Practitioner will receive an email including the certificate that the application has been approved after the Back Office has completed the process with no queries.

