



FOR PROFESSIONALS

SINCE 1941



STEPS ON HOW TO REGISTER YOUR BUSINESS AS AN ESSENTIAL SERVICE

STEPS TO APPLY AS AN ESSENTIAL SERVICE

STEP 1 - Go to the Bizportal website at <https://bizportal.gov.za/>

STEP 2 - Click on the Services tab, on the top right of the page, then click on the Covid-19 Essential Services icon (in red)

STEP 3 - A new page will pop up and now you can click on the NEW APPLICATION icon. You will find a list of essential services here too.

STEP 4 - According to the DTI, the application is a "simple declaration", requiring minimal registration details i.e. contact details, number of employees that will work during this period, the type of business/trade, trading name, whether it meets the requirements contained in the list of essential services. The CIPC registry will then pre-populate the remaining company information.

STEP 5 - Once approved, you can either download the certificate from the site and it will be emailed to you - this will state that the business is allowed to remain trading during the COVID-19 period



STEPS TO APPLY AS AN ESSENTIAL SERVICE

- You can then use the certificate as evidence to authorities – showing that your business has been given government permission to trade, according to the DTI. The business's employees will have unrestricted movement, only in the course of the trade.
- **NOTE - FALSE APPLICATIONS**
"It should be stressed and noted that if you make a false application to the CIPC, and are indeed not an essential service as per the government regulations, such will be taken as a fraudulent application and will render yourself as applicant liable to criminal prosecution and sanction," the DTI warned.

