

# NPO REGISTRATIONS IN SOUTH AFRICA - 2016

There are two ways of registering Non Profit Organisations in South Africa  
You can register in any of the following:



| NPO - NON-PROFIT ORGANISATION   | NPC – NON PROFIT COMPANY  |
|---|---|
| <ul style="list-style-type: none"> <li><b>The Directors for Non Profit Organisation.</b><br/>Popularly known as Department of Social Development.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Company Intellectual Property Commission (CIPC) -</b><br/>Previously known as CIPRO and later converted into a commission now known as CIPC.<br/><i>You can also refer to the brief CIPC mandate below.</i></li> </ul>  |
| <ul style="list-style-type: none"> <li><b>Requirements:</b> <ol style="list-style-type: none"> <li>Complete NPO Application form.</li> <li>Prepare a Constitution as required by the Directorate.</li> <li>Form a committee of not less than 3 members.</li> </ol> </li> </ul>  | <ul style="list-style-type: none"> <li><b>Requirements:</b> <ol style="list-style-type: none"> <li>Complete an NPC name reservation:</li> <li>Prepare online NPC Registration.</li> <li>Minimum of number of 3 Directors is required.</li> </ol> </li> </ul>  |
| <ul style="list-style-type: none"> <li><b>Who should register:</b><br/>Any organisation whose interests are to benefit the public and wish to operate for non profit activities. This will include: Schools, Pre-schools, Churches, Sports Clubs, Youth Clubs, Dance/Theatre Groups, Associations, Learning Institutions...and more.</li> </ul> | <ul style="list-style-type: none"> <li><b>Who should register:</b><br/>Any organisation whose interests are to benefit the public and wish to operate for non profit activities. This will include: Schools, Pre-schools, Churches, Sports Clubs, Youth Clubs, Dance/Theatre Groups, Associations, Learning Institutions...and more.</li> </ul> |
| <ul style="list-style-type: none"> <li><b>Duration:</b><br/>Registering with SOCDEV will take between 4 to 8 weeks (maybe more) to process your application.</li> </ul>   | <ul style="list-style-type: none"> <li><b>Duration:</b><br/>Registering with CIPC will take between 1 to 2 weeks (maybe more) to process your application.</li> </ul>   |
| <ul style="list-style-type: none"> <li><b>What will I get after registration:</b><br/>Original copy of NPO Registration Certificate.<br/>Four Digit NPO number: 123-456<br/>Stamped Copy of the Constitution.<br/>Guide-line letter on how to make reports to SOCDEV.</li> </ul>  | <ul style="list-style-type: none"> <li><b>What will I get after registration:</b><br/>Founding Statement<br/>Twelve Digit NPC Reg. Number:2012/123456/08<br/>NPC Constitution Memorandum of Incorporation (MOI)</li> </ul>  |
| <ul style="list-style-type: none"> <li><b>Changes to the Organisation – Committee:</b><br/>Changes to the Organisation’s Committee must be lodged every year to SOCDEV, by means of Narrative Report.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Changes to the Organisation – Directors:</b><br/>Changes to the Company and Directors must be lodged with CIPC immediately by means of change of Directors. Your Bankers and SARS need to be informed of these changes.</li> </ul>  |
| <ul style="list-style-type: none"> <li><b>REPORTING</b><br/>The Directorate requires that every registered organisation submit annual <b>narrative reports</b>. This will be in a form of Narrative Form and Annual Financial Statements OR Narrative Form and Affidavit in the case that the AFS are not available.</li> </ul>                 | <ul style="list-style-type: none"> <li><b>REPORTING</b><br/>Companies are required to file <b>Annual Returns</b> to CIPC. The cost of the NPC Annual Return is R100 and is payable on the anniversary month of the company.</li> </ul>  |

- Benefits and Differences.**  
Both forms of registration carry the same benefits of a NON-PROFIT-ORGANISATION. Previously the NPC (Section 21 Company not for gain) was the most popular way of registering an NPO/NGO. Today the NPO (SOCDEV) is now recognised fully here in South Africa by (Banks, SARS, Funders (NLC), Companies and Department of Social Development. Organisation such as SETA Department Of Education may still prefer to work with NPC (CIPC) rather than NPO (SOCDEV).  
  
If you register an NPC (Section 21 Company) with CIPC, your organisation may not qualify for funding from the **Department of Social Development** until you lodge an application and register your NPC in their data base. BUT can still get funding from ALL other sources.

- NPO / NPC TAX and SARS.**  
Both types of organisations can register with **SARS TAX Exemption Unit** for Tax Exemption. SARS will issue a Tax Reference Number and a PBO (Exemption Number) Confirming that the organisation’s income or retained income is not taxable. Please note that the NPC as regulated by CIPC is issued with SARS Income Tax Number upon approval of registration at CIPC.

- Summary.**  
**NPO:** Non Profit Organisation      **NPC:** Non Profit Company      **NGO:** Non Governmental Organisation  
**PBO:** Public Benefit Organisation. All the terms mentioned still fall under same category – **Non Profit Organisation.**

**CIPC** is the implementing agency of the DTI mandated to register and regulate companies, cooperatives, business rescue and regulate compliance to the companies Act by ensuring that companies submit Annual Returns, and conduct themselves in accordance to the Companies Act.  
**The IP** (intellectual Property) Group registers copyright, Trade Marks, Designs, Patents IKS and Enforcement of punitive measures against those who infringe on other’s IP rights.

Click below to register your preferred type of Non-Profit-Organisation.

<http://www.npo.org.za>

Association for Non Profit Organisations ©