



RK Corporate Consulting (Pty) Ltd

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Beneficial Ownership (BO) Compliance Checklist

Keeping your company's beneficial ownership information accurate and up to date is essential to remain compliant with South African law and maintain transparency. Use this checklist to guide you through the key steps.

✓ Identify Beneficial Owners

Determine all individuals who ultimately control or benefit from your company, directly or indirectly.

✓ Collect and Verify Owner Details

Gather accurate information including:

- full names,
- identity numbers or passport details,
- addresses, and
- contact information.
- Verify the authenticity of these details.

✓ Submit BO to CIPC Within 10 Days of Company Registration

If your company is newly registered, you must submit your initial Beneficial Ownership declaration to CIPC within **10 business day**

✓ Submit BO Information to CIPC Annually

File your beneficial ownership declaration within 30 business days after your company's anniversary date using the CIPC online portal.

✓ Update BO Records Promptly

Report any changes in ownership or control immediately to avoid penalties or deregistration.



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✓ Maintain Supporting Documentation

Keep records of beneficial ownership declarations, supporting proofs, and communication for auditing purposes.

✓ Review BO Compliance Regularly

Schedule periodic audits to ensure all ownership information is current and compliant with legislation.

✓ Understand Penalties for Non-Compliance

Be aware that failure to submit or update BO information can lead to fines, reputational damage, or even deregistration.

Need assistance with your Beneficial Ownership compliance?

Contact RK Corporate Consulting today for expert guidance and affordable solutions.

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Navigating Compliance with Confidence

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