

Register a Business on the Central Business Register (CBR)

Version 1.2

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Purpose

The Central Business Register (CBR) is used to register legal entities (businesses) in order to validate their details to be able to trade. In order to export goods to other importing countries, businesses have to capture information that is required to facilitate the process such as the business legal name, tax numbers, business addresses, billing information and supply any other supporting documentation that may be required by authorities approving the trade of their goods.

The CBR can be accessed via the URL: <http://cbr.ecert.co.za>

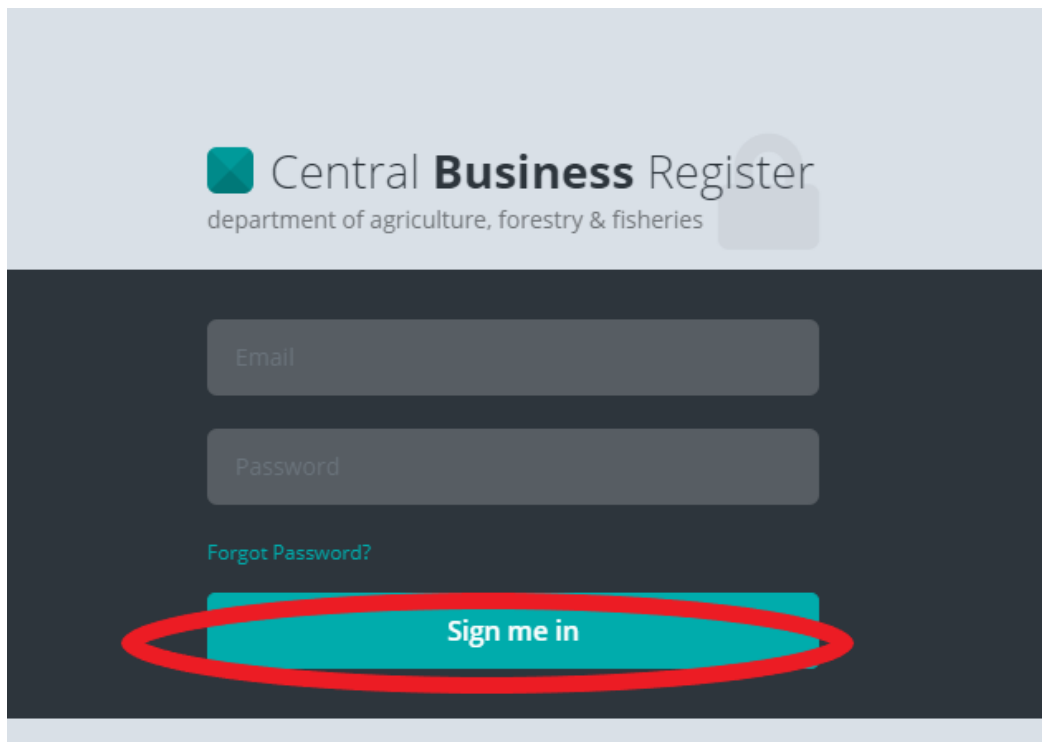
Pre-Requisites

In order to register a business on the Central Business Register, the user must be registered on the User Authentication Service (UAS).

If you are not already registered as a user on the UAS then please do so on your platform first, for the fruit sector this will be PhytClean or via eCert ([Refer to Register New User on User Authentication Service\(UAS\) Guide](#))

Registering a New Business

- Go to CBR and enter your username and password
- Click **Sign me in**



The screenshot shows the login interface for the Central Business Register. At the top, the logo consists of a teal square icon followed by the text 'Central Business Register' and 'department of agriculture, forestry & fisheries' below it. There are two grey input fields: the first is labeled 'Email' and the second is labeled 'Password'. Below the password field is a teal link that says 'Forgot Password?'. At the bottom of the form area is a teal button with the text 'Sign me in' in white, which is circled in red.

Figure 1: Sign me in

- Click on **Register Business <New>**

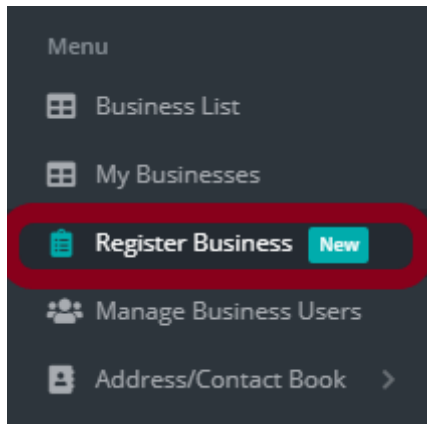


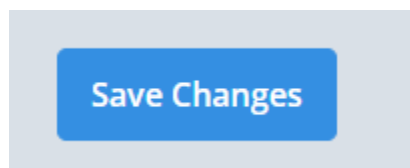
Figure 2: Register Business

- Enter your business details in the fields provided.

A screenshot of a web form titled 'Register New Business'. At the top, there's a 'Business Status' dropdown set to 'VALID' and an 'Administrator*' field with the email 'thembeka@cgs.co.za'. The form is divided into sections: '1. Basic Details' with fields for Business Type, Business Name, Business VAT No., Company Reg. No., Company Reg. Date, and DALRRD(DAFF) Acc. No.; 'Contact Details' with fields for Phone No. 1, 2, and Fax Number, and Email Address 1 and 2; and 'Business Industries' with a grid of checkboxes for various categories like Beef, Dairy, Fisheries, etc.

Figure 3: Register New Business

- Complete form and press **Save Changes**



- You will then be redirected to the **My Businesses** page which shows all the businesses you have added. See Figure 4

Please note:

- ❖ When you select a Province it filters the City/Town of that province.
- ❖ All the required fields (these have * next to them) need to be filled in before you click on **Save Changes**.
- ❖ DALLRRD Acc. No. is not a required filled.

#	Business Name	Status	Company Reg. Details	SARS Details	Contact Details	Physical Address	Postal Address	Billing Details	Key Person	Documents
1	XYZ Trading (Pty) Ltd	New	Reg No.: 2018/39585103 Reg Date.: 03/Sep/2018	Tax No.: 1584972561 VAT No.: 4896587491	Phone: (031) 123 6789 Fax: (086) 123 6789 Email: xyz@gmail.com	20 Old Main Rd Durban KwaZulu-Natal 4000	P.O Box 123 4000 Durban KwaZulu-Natal	Smith and Sons VAT No.:4135987601 P:089-369-5897 13 Selby Road 5800 Pretoria Gauteng South Africa	Jane-Lee Price P: 021 123 5432 C: 076-123-4567 E: janeep@gmail.com	

Figure 4: List of registered businesses

View Registered Businesses

Shows all the businesses that you have added

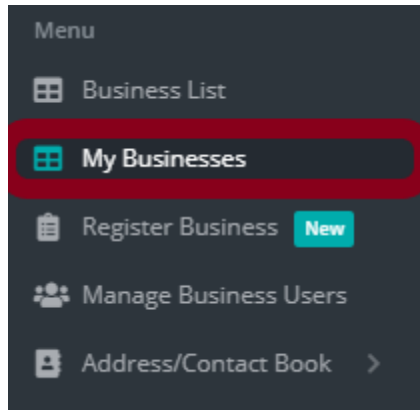


Figure 5: My Businesses

#	Business Name	Status	Company Reg. Details	SARS Details	Contact Details	Physical Address	Postal Address	Billing Details	Key Person	Documents
1	XYZ (Pty) Ltd Business ID: 113 eCert Business ID: XYZ(Pty)0201911010953	Valid	Reg No.: 2017/012345/27 Reg Date.: 01/03/2018	Tax No.: 1111111111 VAT No.: 4111111111	Phone: (031) 123 4567 Email: xyz@test.co.za	5 Old Main Road Durban North KwaZulu Natal 4000	P.O Box 27 Durban North KwaZulu Natal 4000	XYZ (Pty) Ltd 4111111111 (031) 123 4567 xyz@test.co.za 5 Old Main Road Durban North KwaZulu Natal 4000 South Africa	Thandeka Meyiwa C 0891234567 E: thandeka@test.co.za	Business Registration

Figure 6: List of registered businesses

- To modify existing businesses that have been captured click on the **My Businesses** menu option

- Click on the **Edit** button highlighted below, in Figure 7, on the **My Businesses** Page.
- Update relevant details
- Click on **Save Changes**

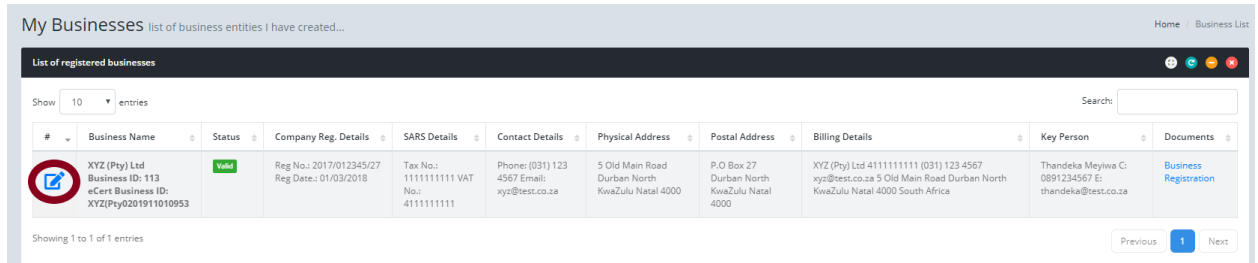


Figure 7: Editing Business

Please Note:

- ❖ There is a sorting option available on each column in the grid. To initiate the sorting functionality, click on the arrows next to each heading to sort each column’s values.
- ❖ To filter, enter the search text in the search box highlighted in Figure 8. Press enter and the grid will show all businesses that contain those search criteria.

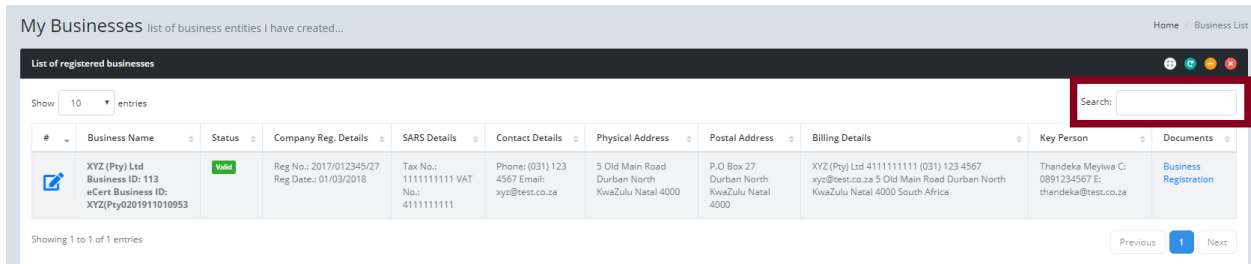


Figure 8: My Businesses

Business List

Shows all the businesses registered on the CBR

- To search for a business click on the **Business List** menu option
- Type in either the business name, registration number, income tax number or business status
- You can also click search and
- Click **Search**. See Figure 10
- Use the **Clear** button to clear the business search

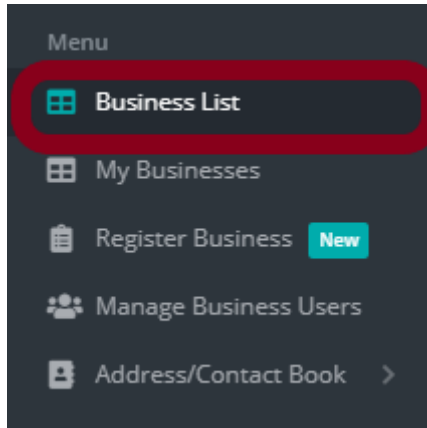


Figure 9: Business List

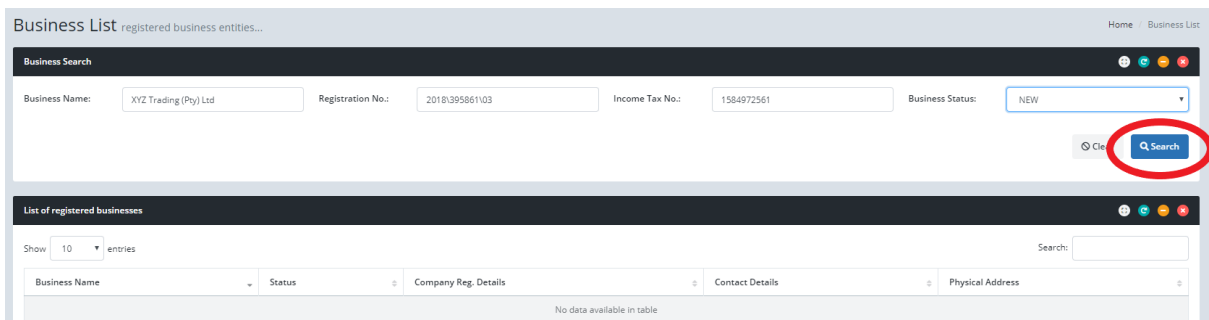
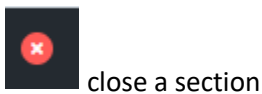
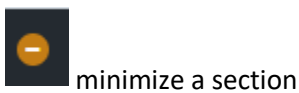


Figure 10: Business Search

Please Note:

- ❖ There is a sorting function that can be initiated by clicking on the arrow next to each heading. For example, you can click on the arrows next to the Business Name heading to sort the list of businesses by business name.

These tools are available on each page and perform the following functions:



Manage Business Users

This section provides a step-by-step process on how to manage users and assign permissions for a business in the Central Business Register (CBR). Initially, there is only one business administrator, the user who creates the business but businesses have the option of adding multiple administrators.

Please note:

- ❖ Only Business Administrators can manage and assign permissions to other users

- To manage users click on **Manage Business Users**

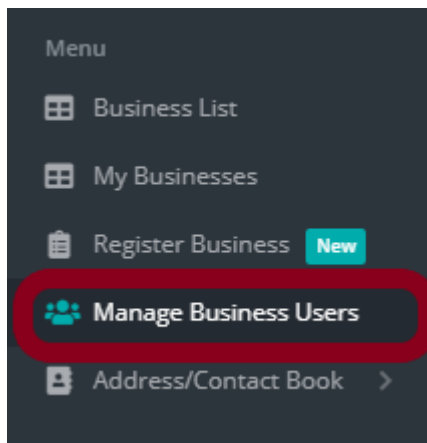


Figure 11: Manage Business Users

- The Business Users Management page opens as shown below in Figure 12.

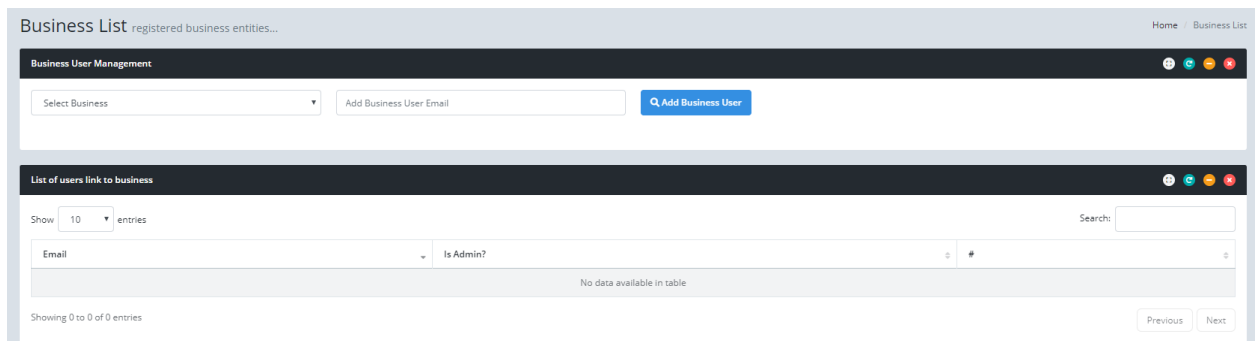


Figure 12: Business User Management page

- On the Business User Management Panel supply the information as follows:
 - Use the dropdown arrow to select a business for which you want to add users from the dropdown list.
 - Type in the email address for the new user
 - Then click **Add Business User**

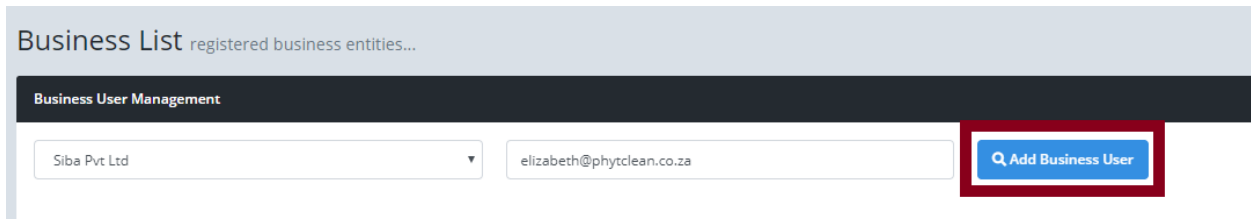


Figure 13: Add Business User

Please note:

- ❖ Only users registered with the User Authentication System (UAS) can be added as business users. An error pops up if the user is not registered.

- Once a new user has been successfully linked to a business they are now listed in the **List of Users linked to the business** panel as shown in Figure 14.

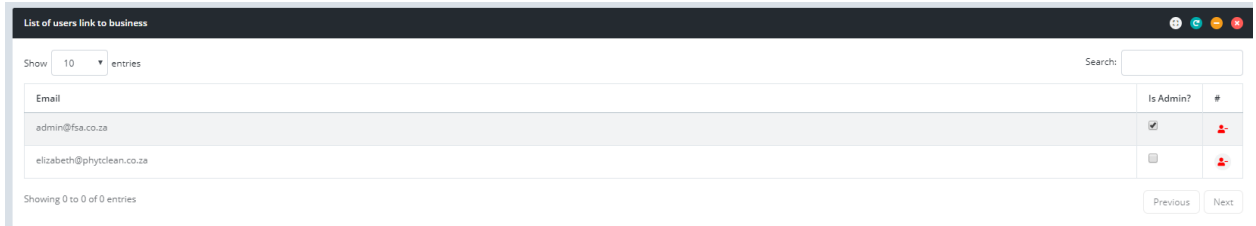


Figure 14: List of users link to business

- The administrator can assign administrator permissions to another user by checking the **Is Admin?** checkbox as highlighted in the figure below:

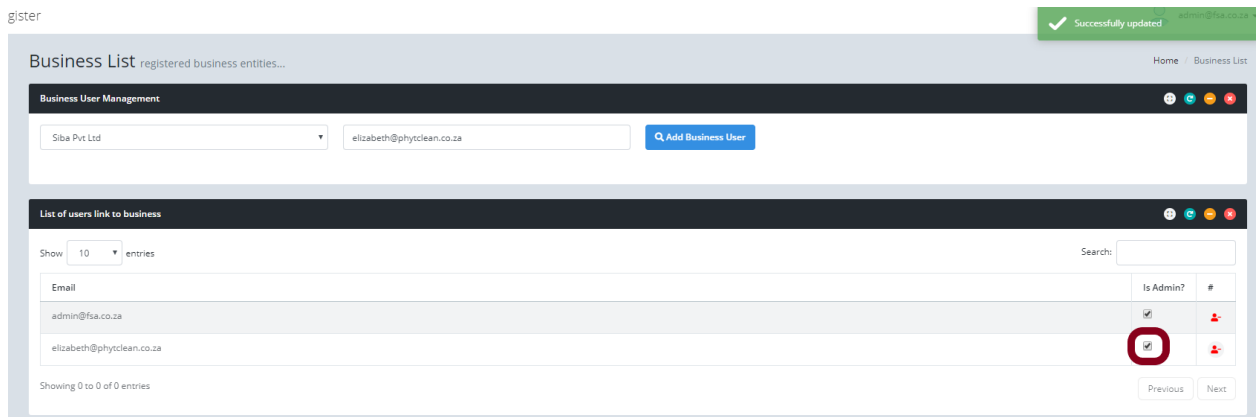


Figure 15: Assign Admin Permissions

Please note:

- ❖ All business administrators have permissions to change the business details and add new business users.

Business Contact/Address Book

This feature is for the capture of business contacts such as consignee's and consignor's to be used in the eCert application when applying for a Phyto certificate.

Add New Contact

- To add a contact, click on the **Add New Contact** menu item. This will open a screen as below

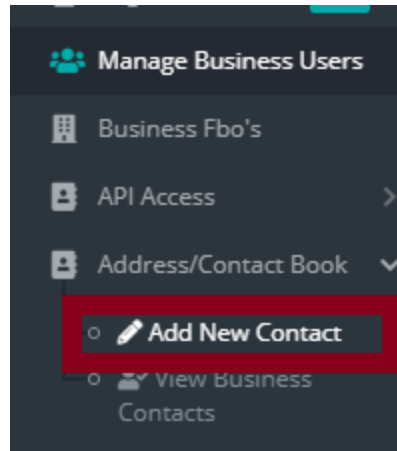


Figure 16: Add New Contact

- The **Business Contact Management** page opens as shown below in Figure 17.

A screenshot of the 'Business Contact Management' web page. The page has a dark header with the title 'Business Contact Management'. Below the header, there are three dropdown menus: 'Select Business*', 'Contact Type*', and 'Contact Type Category'. The 'Contact Type Category' dropdown is currently set to 'Select Title'. Below these are several input fields: 'Name*' (with placeholder 'Enter Contact Name'), 'Address Line 1*' (with placeholder 'Enter Address Line 1'), 'Address Line 2*' (with placeholder 'Enter Address Line 2'), 'Address Line 3*' (with placeholder 'Enter Address Line 3'), 'Code:' (with placeholder 'Enter Code'), 'Contact No:' (with placeholder 'Enter Contact No.'), and 'Email Address:' (with placeholder 'Enter Email Address'). At the bottom left, there is a blue 'Save Changes' button.

Figure 17: Business Contact Management page

- **Mandatory Fields:**
 - Business
 - Contact Type
 - Name

- Address Line 1
- Address Line 2
- Address Line 3
- Once all the information has been captured click on **Save Changes** button.

View Business Contacts

- To View, Business Contacts click on **View Business Contacts**

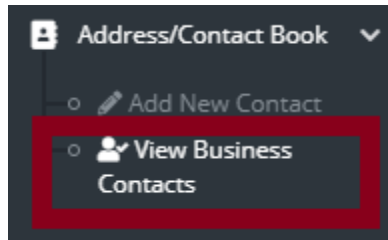


Figure18: View Business Contacts

- The consignor or consignee address will be displayed as shown in Figure 20
- Use the dropdown arrow to select a business for which you want to view the business contacts from the dropdown list.



Figure 19: Select Business

- Once your business has been selected from the dropdown the contacts that have been captured against the business will be displayed.

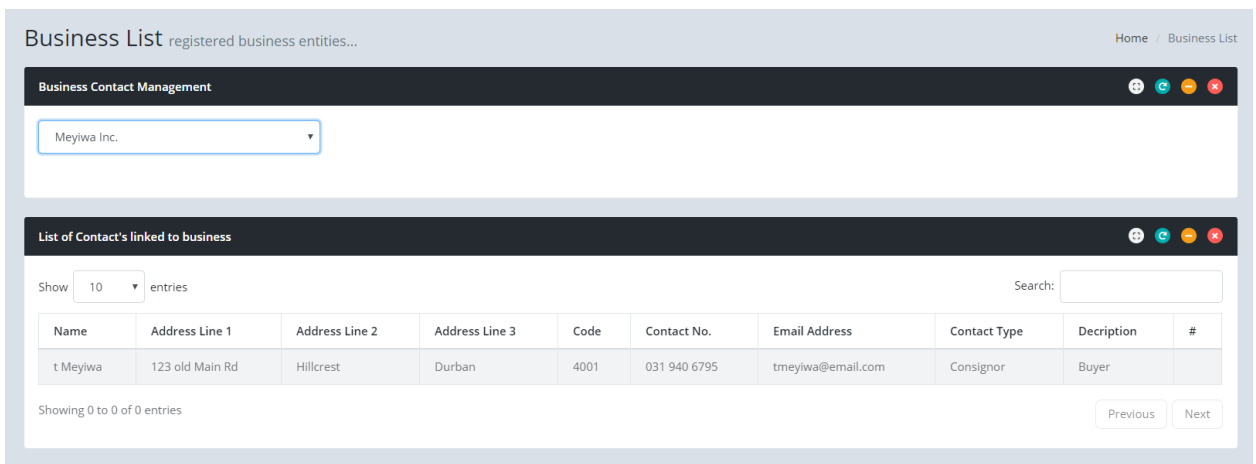


Figure 20: List of Contacts