



## GUIDANCE NOTE 3 OF 2011 COMPANIES ACT 71 OF 2008 CHANGES TO EXTERNAL COMPANY DETAIL

This guidance note is issued in terms of Regulation 4 of the Companies Regulation, 2011 and is applicable to external companies (foreign companies registered within Republic).

The following forms must be used to file changes to external company detail:

- Directors – CoR39
- Registered or postal address within Republic – CoR21.1
- Person authorised to accept service of documents on behalf of external company – CoR21.2

When filing the indicated documents all requirements as stated on the form or practice note for such form must be complied with.

Yours faithfully,

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**Adv Rory W Voller**  
**Deputy Commissioner: CIPC**  
**Date: 8./5./2011**

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### Physical Address

the dti Campus Block F  
Sunnyside  
0001

### Postal Address

Companies  
P O Box 429  
Pretoria  
0001

### Customer Contact Centre

National: 086 100 2472  
International: (+27) 83 900 2427