



Companies and Intellectual
Property Commission
a member of **the dtic** group

NOTICE TO CUSTOMERS

Notice 02 of 2022

REQUIREMENTS FOR AUDITOR APPOINTMENTS AND RESIGNATIONS v0.1

In order to minimize the rejection of the manual applications (CoR44) for amendments due to non-compliance, this notice should be read with Practice Note 2 of 2014.

The Companies and Intellectual Property Commission (CIPC) will require the following documentation to be submitted with the application to cor44@cipc.co.za.

Requirements:

1. CoR44 applications duly completed and signed by a Director/Company Secretary.
2. In the event that the form is not signed by a Director/Company Secretary, then a power of attorney by the board giving permission to a third party to sign on behalf of the Company must be provided.
3. Resolution from the company reflecting what the changes are, as most of the forms are not completed vaguely making it difficult to understand what the notice for change (CoR44) is for, e.g. appointment / resignation or rotation of auditors, appointment or resignation of the Company Secretary.
4. When it comes to Auditors, we have received complaints from some auditors who claim they are not aware of the companies they are registered for, therefore when an auditor is appointed a letter from the auditor confirming appointment with the auditors practice number must be filed together with the CoR44.

Yours sincerely,

Adv. Rory Voller
Commissioner: CIPC

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