

## Password Reset Request Form

Customer code: \_\_\_\_\_

Surname : \_\_\_\_\_ Name: \_\_\_\_\_

e-Mail Address where new customer password must be emailed to: \_\_\_\_\_

Cell Phone : \_\_\_\_\_ Tel Number: \_\_\_\_\_

ID number : \_\_\_\_\_ Province: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

I hereby request that my password be reset for the following reason(s) : \_\_\_\_\_

\_\_\_\_\_

The following documents are attached:

Certified ID document of customer code holder



(Certification not older than 3 months) - date of certification must be readable)

Any previous customer codes? Yes / No \_\_\_\_\_

List all customer codes previously used by customer: \_\_\_\_\_

If more than one customer code, indicate code that must be active: \_\_\_\_\_

Code(s) to be de-activated: \_\_\_\_\_

### If Company Secretary resigned and new Company Secretary appointed, the following is required:

- Certified ID Copy of new Company Secretary/client dealing with CIPC on behalf of company (Certification not older than three months)
- Certified ID Copy or Resignation Letter of Previous Company Secretary
- Affidavit by CEO/Director/Manager of company confirming that resignation of previous customer code holder, indicating that customer code belongs to company , and not to individual
- Certified ID copy (Certification not older than three months) of CEO/Director/Manager who signed the affidavit

**NOTE:** Please note that CIPC officials will update the **email address and cell number** manually. Once you receive notification that it has been changed, you need to change the password yourself electronically.

I hereby confirm that the details provided are correct.

\_\_\_\_\_  
**Signature of owner of customer code**

\_\_\_\_\_  
**Date:**