



Companies and Intellectual
Property Commission
a member of the dti group

NOTICE TO CUSTOMERS (Practice Note 3 of 2016)

NOTICE OF SHAREHOLDERS MEETING

This practice note is issued in terms of Notice of the Shareholders meetings to comply with the provisions of section 62 of the Companies Act 71, of 2008. The additional requirement has to be adhered to when submitting Director changes (COR39) as a result of shareholders meeting.

1. Notice must be delivered to each Shareholder as of the record date for the meeting:
 - 15 Business days before the meeting is to begin for public / non profit companies
 - 10 Business days in any other company type.

2. The notice must include the following:
 - Date, time, place, and the record date
 - The general purpose of the meeting

Your co-operation in adhering with the above will result in speed processing of your application, and failure to comply will result in your application being rejected.

Yours sincerely,


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Adv. R. Voller
Commissioner: CIPC

3 / 10 /2016