



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

## NOTICE TO CUSTOMERS (PRACTICE NOTICE NO. 2 OF 2021)

### PREVENTING UNAUTHORIZED CHANGE OF DIRECTORS

The company change of directors has continued to pose some challenges to the Commission as we receive a number of complaints due to unauthorised changes. We continue to ensure the integrity of our registers and we may demand that the person seeking to file a document supply reasonable evidence for the purpose of taking reasonable steps to verify authenticity of every document filed.

In addition to the current requirements that are in place, the following documentation will be required to accompany for all applications to be filed as from the 1 August 2021 and failure to submit them will result in your filing being rejected.

- 1. Signed Letter of consent to accept the appointment as a director in that company, when a director is being appointed.**
- 2. A signed letter of resignation by the director in a case of resignation.**
- 3. In an event that a company has a sole director and the board decides to effect the resignation simultaneous with the appointment of a new director, the resolution must be co-signed by both directors.**

Please note starting from **01 August 2021** failure to comply with the above will result in your application being rejected.

**Yours Sincerely**

.....  
**Adv. Rory Voller**  
**COMMISSIONER: CIPC**

..... 19 / 7 / 2021