



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

CHECK LIST FOR DIRECTOR AMENDMENTS

Sections 39 of the Co-operative Act 14 of 2005 as Amended

1 .Form Co-op 2

- Client reference must be completed on Co-op 2. (**Compulsory for all changes namely: resignation, appointment, end of term, removal, change of postal and residential address, change of surname, change of names, death, change of ID numbers of Directors**)
- Form CO-OP2 must be completed in full, the following information must be completed: The name and registration number of the Co-operative, The name of the Director/Secretary/Manager/Officer who signed the form Co-op 2 must be completed and form Co-op 2 must be signed and dated.
- Letter of consent to the appointment of Director must be submitted and the Director is required to state that, according to their letter of consent that the He/she is not disqualified to be a Director in terms of the Co-operatives Act, 2005, as amended or the Constitution of the co-operative and that the directors listed in the second table have not been re-appointed or have vacated their office for other reasons. (**Optional**)
- All active and new Directors details must appear on form Co-op 2, the following Director details must appear on form Co-op 2: Full forenames, Surname, Identity number, Date of appointment, Home address, postal address and demographics namely: Gender: Male, Female, Youth and Person living with a disability.
- The number of Directors must at all times be within the minimum and maximum number of Directors as specified in the constitution of the Co-operative.
- Clear certified ID or passport copies of all new and resigning Directors must be submitted.

2. Certification of Documents

- Certification of documents (including ID documents) filed with the CIPC may not be older than 3 (three) calendar months.
- The Commissioner of Oaths, certifying / affirming any documents **MUST** state the date of certification.
- Only one ID/Passport may appear on a single page and in the case of the SA ID Card, both sides have to be scanned in on the same single page.
- Only validly issued passports will be accepted.

The DTI Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001

Call Centre: 086 100 2472

Email: cipc@cipc.co.za Website: www.cipc.co.za



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- No asylum seeker / temporary resident document will be accepted as valid confirmation of Identity.

3. South African certified documents

The following information of Commissioner of Oaths must appear on documents:

- Full name and Surname.
- Business Address.
- Signature.
- Designation.
- Documents certified by police officials also need to indicate the persons rank and rank number.
- Date of certification.
- ❖ The above information is required to ensure that the Commissioner of Oaths is traceable for accountability purposes.

4. Minutes of a meeting

- Minutes or resolutions taken at the meeting has to be clear stating either change of name or surname, change of postal or home address, appointment, resignation, removal, death or end of term of Director.
- Signed attendance register must be attached.
- Minutes must be signed by the chairperson present at the meeting and be certified a true copy.

➤ 5. Deceased Director

- If the director is deceased death certificate must be submitted.
- If the director is deceased death certificate must be submitted, if death certificate cannot be acquired from the family Co-operatives are required to apply for a copy of death certificate at the Department Of Home Affairs.
- Part of Directors that have vacated office on Co-op 2 must be completed for deceased directors.

6. Voluntary resignation

- If it is a voluntary resignation the Director must provide a signed letter of resignation and certified ID copy.
- The name and the registration number of the Co-operative must be completed on the resignation letter.
- Part of Directors that have vacated office on Co-op 2 must be completed.



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7. Details of a Director

- If the following details of Director has changed: surname, ID number, physical and postal address the minutes must specific about the changes. The contact details, surname, ID number physical and postal address of Director on form Co-op 2 must be the same as that on CIPC record. (Record will not be changed if the minutes are silent on the changes, even if the following contact details: surname, ID number, physical and postal address of Director on Co-op 2 and CIPC records differs.

8. Removal of Director

- CIPC will no longer undertake verification process, hence the onus is on the Co-operative to prove that correct processes for removal of a Director was followed.
- Notice of a meeting has to be circulated as a record date of the meeting 14 business days before the meeting.
- Notice of a meeting in the event of a removal of Director the following must be reflected on the notice of meeting: The date of notice of meeting, The date of the meeting, time, place and general purpose of a meeting.
- Reason/s for removal of a director has to be stated in the minutes and on form Co-op 2.
- Minutes or resolution taken has to be clear stating that it is an expulsion/removal of Director, as well as proof that the Director to be removed was afforded reasonable opportunity to make a presentation.
- A resolution must be passed majority Directors present at the meeting.
- **Part of Directors that have vacated office on Co-op 2 must be completed for removed Directors.**

This checklist replaces the previous checklist

The new changes above comes into effect on the 15/08/2022

- ❖ The form and supporting documents must be emailed to: Co-op2@cipc.co.za

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