

STEP BY STEP GUIDE:

MANUAL PROCESS FOR CO-OPERATIVES DIRECTOR CHANGES.

STEP BY STEP GUIDE: MANUEL PROCESS: DIRECTOR CHANGES FOR CO-OPERATIVES

This document described the filing/lodgement of change of directors for the Co-operatives.

NB: Only director changes can follow this process, where there are changes in members such process is done internally with the Co-operative and no documents are filed/lodged with the Registrar.

NOTE: Kindly consult the step by step guide for Customer Registration for assistance in order to receive a customer code and password. The customer code is what we use for "Client Reference" on every form that is filed/lodged with us.

THE FOLLOWING APPLY FOR DIRECTOR CHANGES

The filing/lodgement of changes of directors is informed by either the new appointment or resignation or expiry of the office term or removal or deceased director(s) or the combination of the above.

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.

Directors are appointed for a <u>term of office</u> in terms of the constitution of the cooperative. Should there be changes to the board of directors, this office needs to be informed of the:

- Changes in the Board of director the CO-OP2 form must be completed in full.
- Please attach copy of ID document for each director affected by the change concerned e.g resigning or new appointment.
- ➤ A letter of resignation of a director should be attached.
- Minutes or resolution of a meeting of the board. Minutes must be signed by a Chairperson/Secretary/Officer/Manager and Attendance register must be signed by all attendees
- Death certificate in the event of the deceased director.
- Power of Attorney for anyone signing of behalf of the other.

NB: In the event of the removal of the director(s) please refer to Notice 61 of 2019 Under Cooperatives

• Scan and e-mail completed and signed <u>CO-OP2</u> form annexure A, together with supporting documents to <u>Co-op2@cipc.co.za</u>

IMPORTANT NOTICE

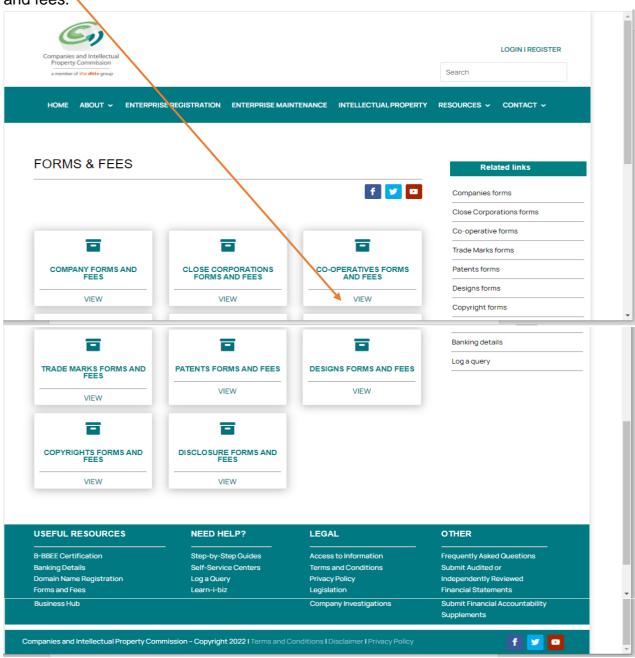
- 1. The scanned documents must be in PDF format.
- 2. Documents must be legible and only submitted once.
- 3. Co-operatives must keep a copy of director changes.
- 4. If you did not receive feedback via email, and the service turnaround times have lapsed, visit the CIPC website, click on Enquiries on the home page and log an enquiry on the system.

Co-operative Forms are available on our website, see below:

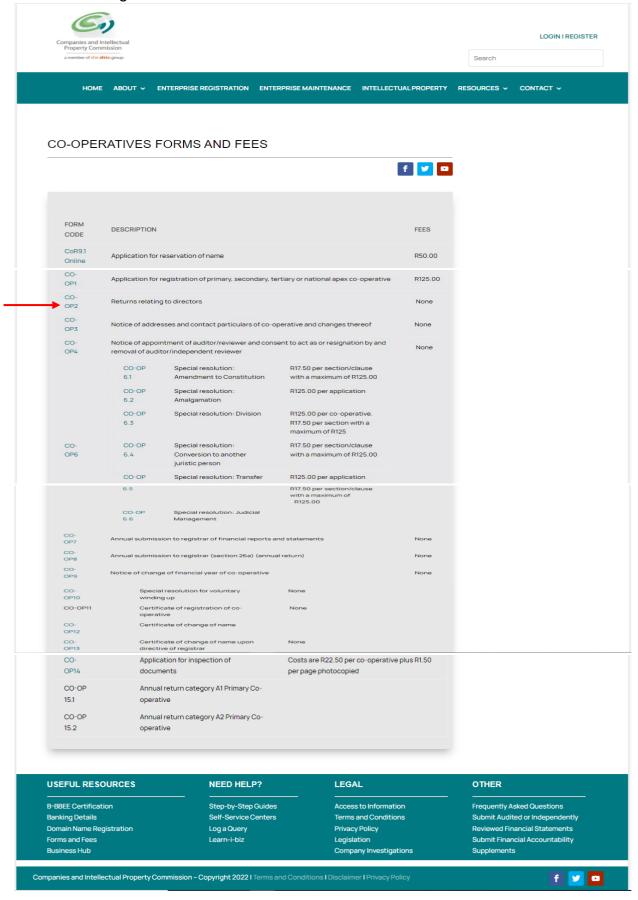
1. Visit the CIPC website www.cipc.co.za and click on Recources and thereafter on Forms and Fees. LOGIN I REGISTER ABOUT - ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES - CONTACT -# CIPC Automation Journey The CIPC is embarking on an automation journey to improve and strengthen its online transacting platforms and the automation of key services. Property Commission a member of the dtic group Extending access to CIPC platforms globally! IMPORTANT NOTICES nittent downtime due to the Department of Home Affairs ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY REGISTRATION Voluntary deregistration of companies and close corpora Apply, protect or trade your Register companies and co-Update company, close Co-operatives that have been directed to change names by operatives corporation and co-operative intellectual property records VIEW ALL NOTICES ALL EVENTS VIEW ALLEVENTS Company search, IP search, New way of submitting annual investigations - all forms & corporate and close corporate financial statements using iXBRL fees... search ... SEARCH OUR REGISTRY » QUICK ACCESS » XBRL PROGRAMME » OTHER **USEFUL RESOURCES NEED HELP?** LEGAL

B-BBEE Certification Step-by-Step Guides Access to Information Frequently Asked Questions Submit Audited or Independently Self-Service Centers Terms and Conditions **Banking Details** Domain Name Registration Privacy Policy Reviewed Financial Statements Loga Query Forms and Fees Learn-i-biz Legislation Submit Financial Accountability Business Hub Company Investigations Supplements Companies and Intellectual Property Commission - Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy f 💆 🚥

A screen will display all the Departments forms and Fees. Click on Co-operatives forms and fees. <



The next screenshot will display all the co-operatives Forms and Fees. Click on Co-op2 Returns relating to directors and download the form.



Annexure A Example of Co-op2

FORM CO-OP 2

NO	
PRESCRIBED)
FEE	

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CLIENT REF:						

REPUBLIC OF SOUTH AFRICA CO-OPERATIVES AMENDMENT ACT, 2013

RETURN RELATING TO DIRECTORS

(To be lodged when particulars of directors change, including resignation and appointment of new directors)

(Sections 6 and 39)

NAME OF CO-OPERATIVE: XXXXXX AGRICULTURAL CO-OPERATIVE.....

	OF CO-OPERA	ATIVE:C2020	0/XXXXXX/24	
I, Samson Thupa			(Name of director,/secretary/manager /offic	er)
to their appointment a	and that, according a lified to be direct the co-operative	ng to their lette ctors in terms o and that the d	irectors of the co-operative, have consenters of consent to their appointment, none of the Co-operatives Act, 2005, as amender irectors listed in the second table have reasons.	of ed
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DATE 8/8/2022				
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Surname: Banderil	Ю			
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