

STEP BY STEP GUIDE:

MANUAL PROCESS FOR CO- OPERATIVES DIRECTOR CHANGES.

V0.2

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 term of office in terms of the constitution of the co-operative. 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 Co-operatives

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

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 Resources and thereafter on Forms and Fees.



The screenshot shows the homepage of the Companies and Intellectual Property Commission (CIPC). At the top, there is a header with the CIPC logo, the text 'Companies and Intellectual Property Commission', and 'a member of the ddc group'. To the right of the header are links for 'LOGIN | REGISTER' and a search bar. Below the header is a teal navigation bar with the following menu items: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES (highlighted with a red arrow), and CONTACT. The main content area features a large banner with the text '# CIPC Automation Journey' and a description of the CIPC's automation journey. Below the banner are six service tiles: ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, and three others. To the right of these tiles are sections for 'IMPORTANT NOTICES' and 'ALL EVENTS'. At the bottom, there is a footer with four columns: 'USEFUL RESOURCES', 'NEED HELP?', 'LEGAL', and 'OTHER'. The footer also includes the CIPC logo, copyright information, and social media links.

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LOGIN | REGISTER

Search

HOME 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.
Extending access to CIPC platforms globally!

Companies and Intellectual Property Commission
a member of the ddc group

ENTERPRISE REGISTRATION
Register companies and co-operatives

ENTERPRISE MAINTENANCE
Update company, close corporation and co-operative records

INTELLECTUAL PROPERTY
Apply, protect or trade your intellectual property

IMPORTANT NOTICES
Intermittent downtime due to the Department of Home Affairs' system challenges
Return relating to directors and register of members
Voluntary deregistration of companies and close corporations
Co-operatives that have been directed to change names by the registrar of co-operatives
VIEW ALL NOTICES

ALL EVENTS
VIEW ALL EVENTS

QUICK ACCESS »

SEARCH OUR REGISTRY »

XBRL PROGRAMME »

USEFUL RESOURCES
B-BBEE Certification
Banking Details
Domain Name Registration
Forms and Fees
Business Hub

NEED HELP?
Step-by-Step Guides
Self-Service Centers
Log a Query
Learn-i-biz

LEGAL
Access to Information
Terms and Conditions
Privacy Policy
Legislation
Company Investigations

OTHER
Frequently Asked Questions
Submit Audited or Independently Reviewed Financial Statements
Submit Financial Accountability Supplements

Companies and Intellectual Property Commission – Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy

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

The screenshot displays the homepage of the Companies and Intellectual Property Commission (CIPC), a member of the dtic group. The header includes the CIPC logo, a search bar, and a navigation menu with links: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. The main content area is titled 'FORMS & FEES' and features a grid of buttons for various services: COMPANY FORMS AND FEES, CLOSE CORPORATIONS FORMS AND FEES, CO-OPERATIVES FORMS AND FEES, TRADE MARKS FORMS AND FEES, PATENTS FORMS AND FEES, DESIGNS FORMS AND FEES, COPYRIGHTS FORMS AND FEES, and DISCLOSURE FORMS AND FEES. Each button has a 'VIEW' link below it. An orange arrow points to the 'CO-OPERATIVES FORMS AND FEES' button. To the right of the grid is a 'Related links' section with links to: Companies forms, Close Corporations forms, Co-operative forms, Trade Marks forms, Patents forms, Designs forms, Copyright forms, Banking details, and Log a query. The footer contains four columns of useful resources: USEFUL RESOURCES (B-BBEE Certification, Banking Details, Domain Name Registration Forms and Fees, Business Hub), NEED HELP? (Step-by-Step Guides, Self-Service Centers, Log a Query, Learn-i-biz), LEGAL (Access to Information, Terms and Conditions, Privacy Policy, Legislation, Company Investigations), and OTHER (Frequently Asked Questions, Submit Audited or Independently Reviewed Financial Statements, Submit Financial Accountability Supplements). The footer also includes the CIPC copyright notice for 2022 and social media links for Facebook, Twitter, and YouTube.

Companies and Intellectual Property Commission
a member of the dtic group

LOGIN | REGISTER

Search

HOME ABOUT ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES CONTACT

FORMS & FEES

Related links

- Companies forms
- Close Corporations forms
- Co-operative forms
- Trade Marks forms
- Patents forms
- Designs forms
- Copyright forms
- Banking details
- Log a query

COMPANY FORMS AND FEES
VIEW

CLOSE CORPORATIONS FORMS AND FEES
VIEW

CO-OPERATIVES FORMS AND FEES
VIEW

TRADE MARKS FORMS AND FEES
VIEW

PATENTS FORMS AND FEES
VIEW

DESIGNS FORMS AND FEES
VIEW

COPYRIGHTS FORMS AND FEES
VIEW

DISCLOSURE FORMS AND FEES
VIEW

USEFUL RESOURCES

- B-BBEE Certification
- Banking Details
- Domain Name Registration Forms and Fees
- Business Hub

NEED HELP?

- Step-by-Step Guides
- Self-Service Centers
- Log a Query
- Learn-i-biz

LEGAL

- Access to Information
- Terms and Conditions
- Privacy Policy
- Legislation
- Company Investigations


OTHER

- Frequently Asked Questions
- Submit Audited or Independently Reviewed Financial Statements
- Submit Financial Accountability Supplements

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



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[LOGIN](#) | [REGISTER](#)

[HOME](#)
[ABOUT](#)
[ENTERPRISE REGISTRATION](#)
[ENTERPRISE MAINTENANCE](#)
[INTELLECTUAL PROPERTY](#)
[RESOURCES](#)
[CONTACT](#)

CO-OPERATIVES FORMS AND FEES

[f](#)
[t](#)
[v](#)

FORM CODE	DESCRIPTION	FEES
CoR9.1 Online	Application for reservation of name	R50.00
CO-OP1	Application for registration of primary, secondary, tertiary or national apex co-operative	R125.00
CO-OP2	Returns relating to directors	None
CO-OP3	Notice of addresses and contact particulars of co-operative and changes thereof	None
CO-OP4	Notice of appointment of auditor/reviewer and consent to act as or resignation by and removal of auditor/independent reviewer	None
	CO-OP 6.1 Special resolution: Amendment to Constitution	R17.50 per section/clause with a maximum of R125.00
	CO-OP 6.2 Special resolution: Amalgamation	R125.00 per application
	CO-OP 6.3 Special resolution: Division	R125.00 per co-operative. R17.50 per section with a maximum of R125
CO-OP6	CO-OP 6.4 Special resolution: Conversion to another juristic person	R17.50 per section/clause with a maximum of R125.00
	CO-OP Special resolution: Transfer	R125.00 per application
	6.5	R17.50 per section/clause with a maximum of R125.00
	CO-OP 6.6 Special resolution: Judicial Management	
CO-OP7	Annual submission to registrar of financial reports and statements	None
CO-OP8	Annual submission to registrar (section 26a) (annual return)	None
CO-OP9	Notice of change of financial year of co-operative	None
CO-OP10	Special resolution for voluntary winding up	None
CO-OP11	Certificate of registration of co-operative	None
CO-OP12	Certificate of change of name	
CO-OP13	Certificate of change of name upon directive of registrar	None
CO-OP14	Application for inspection of documents	Costs are R22.50 per co-operative plus R1.50 per page photocopied
CO-OP 15.1	Annual return category A1 Primary Co-operative	
CO-OP 15.2	Annual return category A2 Primary Co-operative	

USEFUL RESOURCES

- B-BBEE Certification
- Banking Details
- Domain Name Registration
- Forms and Fees
- Business Hub

NEED HELP?

- Step-by-Step Guides
- Self-Service Centers
- Log a Query
- Learn-I-biz

LEGAL

- Access to Information
- Terms and Conditions
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- Legislation
- Company Investigations

OTHER

- Frequently Asked Questions
- Submit Audited or Independently Reviewed Financial Statements
- Submit Financial Accountability Supplements

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[f](#)
[t](#)
[v](#)

Annexure A Example of Co-op2**FORM CO-OP 2****NO
PRESCRIBED
FEE**

CLIENT REF:	X	X	X	X	X	X
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**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.....

REGISTRATION NO. OF CO-OPERATIVE:...C2020/XXXXXX/24.....

I, Samson Thupa.....(Name of director/secretary/manager /officer)

state that the directors listed in this return are all the directors of the co-operative, have consented to their appointment and that, according to their letters of consent to their appointment, none of the directors are disqualified to be directors 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.

SIGNED: *LRANDODANA*.....(Director/secretary/manager/officer of co-operative)

DATE 8/8/2022.....

APPOINTED DIRECTORS**FULL NAME, HOME AND POSTAL ADDRESS, ID, APPOINTMENT DATE, GENDER AND DEMOGRAPHICS**

Full forenames...Samson

Surname Thupa.....

ID No 1966000000000..... Date of appointment 1/7/2019.....

Home address: 95 Crawford Street, Mount Croix Port Elizabeth 6001

Postal address...P O Box 257, Port Elizabeth, 6006.....

Gender: Male ☒ Female ☐ Youth ☐ Person living with a disability ☐

Full forenames...Serotho
Matlalo.....
Surname: Madam.....
ID No:1969000000000..... Date of appointment...1/7/2019.....
Home address: 101 Crawford Street, Mount Croix, Port Elizabeth, 6001.....
..... Postal address:.. P O Box 257, Port Elizabeth, 6001.....
.....
Gender: Male ☐ Female ☒ Youth ☐ Person living with a disability ☐

Full forenames: Thabo.....
Surname: Molewa.....
ID No 1970000000000..... Date of appointment 1/7/2019.....
Home address 1045 Skonje Road, Motherwell, Port Elizabeth 6001.....
..... Postal address P O Box 257 Port Elizabeth 6001.....
.....
Gender: Male ☒ Female ☐ Youth ☐ Person living with a disability ☐

Full forenames: Shirley
Surname: Raymo.....
ID No 1961000000000..... Date of appointment 1/7/2019.....
Home address: 2343 Mount Road, Mount Croix, Port Elizabeth 6001.....
..... Postal address P O Box 257 Port Elizabeth, 6001.....
.....
Gender: Male ☐ Female ☒ Youth ☐ Person living with a disability ☐

Full forenames: Danielle.....
Surname: Raymond.....
ID No 1997000000000..... Date of appointment 1/7/2019.....
Home address .8767 Main Street, Port Elizabeth, 6001.....
..... Postal address: PO Box 257, Port Elizabeth, 6001.....
.....
Gender: Male ☐ Female ☒ Youth ☒ Person living with a disability ☐

Full forenames: Audrey.....			
Surname: More.....			
ID No 1995000000000.....		Date of appointment 29/7/2019.....	
Home address .8769 Main Street, Port Elizabeth, 6001.....			
Postal address: PO Box 257, Port Elizabeth, 6001.....			
Gender: Male	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Person living with a disability	<input checked="" type="checkbox"/>

Full forenames: Antonio.....			
Surname: Banderiko.....			
ID No 2004000000000.....		Date of appointment 9/8/2022.....	
Home address .8767 Uitenhage Road, Port Elizabeth, 6001.....			
Postal address: PO Box 257, Port Elizabeth, 6001.....			
Gender: Male	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Person living with a disability	<input type="checkbox"/>

DIRECTORS THAT HAVE VACATED OFFICE

(If applicable)

Add the full forenames, surname, Id number, date of vacation and reasons for vacation.

Full forenames...Thopo.....	
Surname Mothapo.....	
ID No...1966000000000.....	Date of vacation..9/8/2022.....
Reason for vacation: Due to ill health.....	

Full forenames...Dipudu.....	
Surname...Zwennis.....	
ID No...1995000000000.....	Date of vacation.....9/8/2022.....
Reason for vacation Hired in public service.....	

Full forenames...Nkwesheng..... Surname...Modiba..... ID No...19280000000.....Date of vacation 9/8/2022..... Reason for vacation.....Deceased.....
Full forenames...Styles..... Surname...Kopape..... ID No...19740000000.....Date of vacation.....09/8/2022..... Reason for vacation.....End of term.....
Full forenames..... Surname..... ID No.....Date of vacation..... Reason for vacation.....