



Companies and Intellectual
Property Commission

a member of the dti group

NOTICE TO CUSTOMERS

(Notice No. 42 of 2019)

PROCESSING REQUIREMENTS FOR THE REMOVAL OF DIRECTORS

Kindly note that all previous notices with regards to the removal of a director whether that director was elected or appointed in terms of MOI will be summarised in this notice. Therefore this notice will substitute the previous notices and provide the documentation and the contents thereof required for removal.

It is also important to note that the process and requirements for amending director status in the event of resignation or death, differs from the removal of director process.

In order for the notice of removal of director(s) to meet the processing requirements, the following documents must be filed:

- Notice regarding the meeting and the resolution, as well as proof that the, to be removed director was awarded the opportunity to make a presentation.
- Statement setting out the reasons for removal.
- Minutes of meeting OR copy of resolution by either the board or shareholders (depending on who made the decision)
- Proof that quorum was reached at meeting (attendance register)
- In the event that the meeting was held by shareholders, proof of shareholding (Certified copy of share register or share certificates)
- The notice of change of company and external company directors (CoR39), reflecting the correct status change i.e remove.

Companies are reminded on meeting legislative requirements when removing directors in order to avoid unnecessary queries.

Yours Sincerely

Advocate Rory Voller

CIPC Commissioner

Date: 24/6/19

ISO 9001: 2008 Certified

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