



Companies and Intellectual  
Property Commission

a member of the dti group

**NOTICE TO CUSTOMERS  
(Notice 17 of 2017)**

**REQUIREMENTS FOR UPDATING CELL PHONE NUMBERS AND E-MAIL ADDRESSES OF  
DIRECTORS**

Dear Customers

The Companies and Intellectual Property Commission communicates with directors of companies via e-mail and SMS. It is imperative that directors ensure that their details are up to date on the CIPC database.

To inform CIPC of the change of e-mail address and/or cell phone number, only the "eservice facility" for director changes (CoR39) can be used. The documents required together with CoR39 are the certified ID documents of affected directors. Please take note of Notice 54 of 2016 regarding certification requirements.

Updating of contact details remains the responsibility of each director, and will ensure that you are informed of any developments and/or changes relating to your status as director.

Yours sincerely,

Adv R Voller  
Commissioner: CIPC

28/2/2017