



Companies and Intellectual  
Property Commission  
a member of the dtic group

# Step-by-step Guide

## AUTHORISED SHARE CHANGES

On

## CIPC e-Services & CIPC BizPortal

August 2022

Ver 1.1



1. Go to the CIPC website: [www.cipc.co.za](http://www.cipc.co.za)

Click on LOGIN

Home About Us FAQ Contact Us

Hello Guest

Login

Register



Search by v

Type in search option value here



Query Resolution:  
<https://enquiries.cipc.co.za>



2. Type in South African ID number, password and click on LOGIN.

Customer Login

Home > Customer Login

### Customer Registration

Do you have a South African ID number?

Type in your South African ID number

Type in your password

LOGIN PASSWORD RESET

### CUSTOMER LOGIN

Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.



3. If you are a foreign national, you need to first click on **Business registration**, **Foreigner Assurance** and upload certified **foreign ID or passport**. Once **verified**, you will be able to sign in. Tick the icon next to question (Do you have a South African ID number?), Type in verified passport/foreign ID number, password and click on **LOGIN**.

## Customer Login

[Home](#) > [Customer Log](#)

### Customer Registration

Do you have a South African ID number?

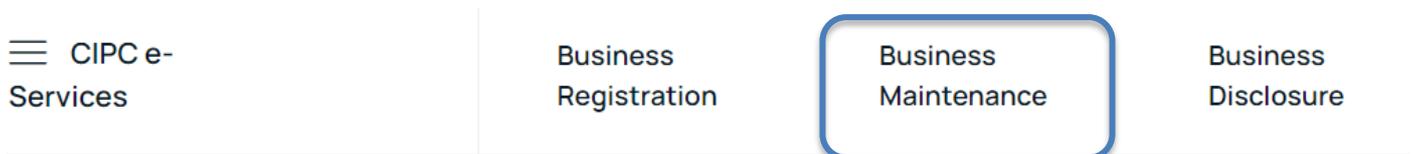
Type in your passport number

Type in your password

### CUSTOMER LOGIN

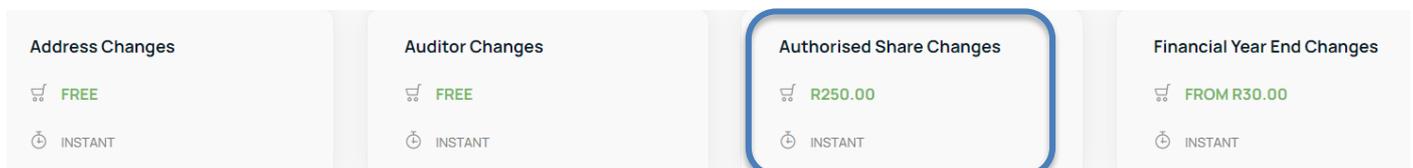
Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.

4. Click on **Business Maintenance**.



## Customer Dashboard

5. Select and click on **Authorised Share Changes**.



## 6. Read and understand the information below.

### Authorised Shares

Shares are the units into which the ownership interest in a profit company is divided. The share capital of a company is made up of the funds contributed by shareholders to the company in exchange for their shares in the company.

The new Companies Act, 2008 has changed the basis on which companies are capitalised. Shares issued in terms of the 2008 Act have no nominal or par value. The board must determine the price or other adequate considerations at which shares may be issued at the time of issuing the shares. In terms of the Companies Act, 1973 companies (also called pre-existing companies) were authorised to have no par value shares. Companies that do have no par value shares, after the implementation of the Companies Act, 2008 on 1 May 2011 –

May not authorise any more or new par value shares; and

May not increase or subdivide par value shares.

Companies with par value shares may convert its par value shares to no par value shares where after such may be increased or subdivided.

It should also be noted that only changes to authorised shares (shares that the company is authorised to issue) must be submitted to the CIPC. The Companies Act, 2008 does not require a company to submit information relating to the issuing of shares to the CIPC and therefore CIPC does not hold such information. It is the duty of the company itself to establish and maintain a securities register (or share register). For more information on the legal requirements on the establishment and maintenance of a securities register refer to section 50 of the Companies Act.

Any changes to shares, even increases or decreases of par value shares for all companies, requires the filing of a CoR15.2 since such authorised share information forms part of the company's memorandum of incorporation.

#### PLEASE NOTE:

1. Section 215(2) (e) of the Companies Act – A person commits an offence who knowingly provides false information to the CIPC.
2. Section 216(b) – Any person convicted of an offence in terms of the Companies Act is liable to a fine or to imprisonment for a period not exceeding 12 months, or to both a fine and imprisonment.

By continuing to use any of our services, it means that you understand and agree to the Companies Act sections above.

## 7. Select and click on **New Filing**.

<b>New Filing</b>  <b>R250.00</b>  <b>INSTANT</b>	<b>Confirmation Certificates</b>  <b>FREE</b>  <b>INSTANT</b>	<b>Step-by-step Guide [PDF]</b>  <b>PDF FILE</b>  <b>0 PAGES</b>
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8. (OPTION 1), Select and click on the blue hand under the heading “File” for the relevant Company from the list provided to update/add authorised shares. You need to be a Director, Member or Company Secretary of the relevant company to be able to use this option

OPTION 1: Enterprise List

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT	FILE
B1985000759	REVOLF COURT	CLOSE CORPORATION	IN BUSINESS	✘	
B1986013062	O AND S PROPERTIES	CLOSE CORPORATION	IN BUSINESS	✘	
B1994025205	ERNST SINGH AGENCIES	CLOSE CORPORATION	IN BUSINESS	✘	
B1994028671	DUBAD	CLOSE CORPORATION	IN BUSINESS	✘	
B1995035840	LADYSMITH WAREHOUSING	CLOSE CORPORATION	IN BUSINESS	✘	
B2009016493	ZANDNTOM SECURITY OPERATIONS	CLOSE CORPORATION	IN BUSINESS	✘	
B2011009742	SSL MOTORS	CLOSE CORPORATION	IN BUSINESS	✘	
K2011101002	PORTITYPE	PRIVATE COMPANY	IN BUSINESS	✘	
K2011101005	KHANGELA LODGE	PRIVATE COMPANY	IN BUSINESS	✘	
K2011101008	KYALAMI SERVICE STATION	PRIVATE COMPANY	IN BUSINESS	✔	

1
2
3
4
5
6
7

**GUIDANCE**

**Option 1:** All companies and close corporations for which your ID number reflects as active director (companies) or member (close corporations) or company secretary, will be displayed on the list.

**Option 2:** Use this option if you are not the active director/member or company secretary of the enterprise, but are duly authorised to file the address change.

Selecting an entity from the list, or typing in an enterprise number, confirms that you are duly authorised to file an address change for the entity.

**Notes:**

Make sure that you have paid annual returns for the specific company that you need to update.

✔

- ANNUAL RETURN COMPLIANT

-

✘

- ANNUAL RETURN NON-COMPLIANT

8.1 (OPTION 2), Type in an enterprise number if you are **not** a Director/Member or Company Secretary but authorised to file an address change (OPTION 2)

OPTION 2: Enterprise Number

Type in Enterprise Number



## 9. You can remove Draft/s before you continue.

### Current Enterprise Shares

CAP ID	CAPITAL CLASS	SHARES	(NO) PAR	EDIT
12110	Authorised Ordinary	1000	No Par	

[ADD NEW SHARES](#)

### Pending Drafts

CAP ID	CAPITAL CLASS	SHARES	(NO) PAR	REMOVE
566	Authorised Preference	100	No Par	
568	Authorised Redeemable	200	No Par	

[CONTINUE](#)

### Information

#### Current Shares

Indicates the registered shares in the company's profile. Click on Edit and scroll down the page to edit the selected shares

#### Draft

Indicates the intended class of shares to be added in the company profile. To add a new class of shares, please click add share and scroll down the page

## 10. Click on EDIT

### Current Enterprise Shares

CAP ID	CAPITAL CLASS	SHARES	(NO) PAR	EDIT
12110	Authorised Ordinary	1000	No Par	

[ADD NEW SHARES](#)

### Pending Drafts

CAP ID	CAPITAL CLASS	SHARES	(NO) PAR	REMOVE
There are no drafts added				

### Information

#### Current Shares

Indicates the registered shares in the company's profile. Click on Edit and scroll down the page to edit the selected shares

#### Draft

Indicates the intended class of shares to be added in the company profile. To add a new class of shares, please click add share and scroll down the page



**10.1 Read and understand below information. Click on the calendar and select the **Special Resolution Date** and click on **Accept Special Resolution**.**

### Edit a share class

#### Special resolution declaration

Special resolution passed by directors or shareholders of the company confirming the authorised share changes in terms of section 36 of the Companies Act, 71 of 2008.

**Disclaimer:** By ticking "Accept Special Resolution", the company confirms that all requirements in terms of the Companies Act, 71 of 2008 were met and CIPC is indemnified from any liability and responsibility of correcting any erroneous changes. Companies **MUST** retain all documents relating to the changes filed and upon request provide such to the CIPC.

**Date of acceptance**

This is to confirm that the special resolution was accepted on the following date.

Special Resolution Date:  
22-Aug-2022

Accept Special Resolution

#### Instructions

Select date and accept the special resolution.

**10.2 Select an action to perform: **INCREASE, DECREASE, RE-CLASSIFY OR/AND CONVERSION** from par value to no par value Shares and click on **SAVE SHARES**.**

### Select Action to perform

**INCREASE** **DECREASE** **RE-CLASSIFY** **CONVERSION**

### Increase class of shares

Class of shares: Authorised Ordinary

From number of shares: 1000

2000

**SAVE SHARES**

### 10.3 ADD NEW SHARES each time after saving increase, decrease, reclassify or conversion.

Current Enterprise Shares				
CAP ID	CAPITAL CLASS	SHARES	(NO) PAR	EDIT
12110	Authorised Ordinary	1000	No Par	

**ADD NEW SHARES**

### 10.3 Type Special Resolution Date and click on Accept Special Resolution. Select class of shares and enter the amount then click SAVE SHARES.

#### Add new class of shares

**Special resolution passed**

Special resolution passed by directors or shareholders of the company confirming the authorised share changes in terms of section 36 of the Companies Act, 71 of 2008.

**Disclaimer:** By ticking "Save Shares", the company confirms that all requirements in terms of the Companies Act, 71 of 2008 were met and CIPC is indemnified from any liability and responsibility of correcting any erroneous changes. Companies MUST retain all documents relating to the changes filed and upon request provide such to the CIPC.

##### Date of acceptance

This is to confirm that the special resolution was accepted on the following date.

Special Resolution Date:

**Accept Resolution**

##### Share class and amount

Select the class of shares and enter the amount.

Share class:

Number of shares:

**SAVE SHARES**

#### Instructions

Select date and accept the special resolu

## 10.4 Click CONTINUE.

### Current Enterprise Shares

CAP ID	CAPITAL CLASS	SHARES	(NO) PAR	EDIT
12110	Authorised Ordinary	1000	No Par	

[ADD NEW SHARES](#)

### Pending Drafts

CAP ID	CAPITAL CLASS	SHARES	(NO) PAR	REMOVE
586	Authorised Ordinary	2000	No Par	
587	Authorised Preference	100	No Par	

[CONTINUE](#)

### Information

#### Current Shares

Indicates the registered shares in the company's profile. Click on Edit and scroll down the page to edit the selected shares

#### Draft

Indicates the intended class of shares to be added in the company profile. To add a new class of shares, please click add share and scroll down the page

#### Payment Reference Number

60000056608

## 11. Type in OTP's and click CONTINUE.

### Directors OTP

ID/PASSPORT No	NAME(S)	SURNAME	TYPE	SMS OTP	Email OTP	SMS	EMAIL
<input type="text"/>	NOELINE	NTANJANA	Director	<input type="text" value="27272"/>	<input type="text" value="36367"/>	<input type="checkbox"/>	<input type="checkbox"/>
	THOZANA						

[CONTINUE](#)

### GUIDANCE

## 12. Click ADD TO CART.

### Directors OTP

ID/PASSPORT No	NAME(S)	SURNAME	TYPE	SMS OTP	Email OTP	SMS	EMAIL
<input type="text"/>	NOELINE	NTANJANA	Director	<input type="text" value="27272"/>	<input type="text" value="36367"/>	<input type="checkbox"/>	<input type="checkbox"/>
	THOZANA						

[CONTINUE](#) [ADD TO CART](#)

13. Click on **CHECKOUT** in or order to proceed with payment.

Service Items	Price	Remove
Authorized Shares Created: 2022-08-31T20:25:28Z Reference: 60000056608	1,00	

Amount Due

Total Price: 1,00

[BACK](#) [CHECKOUT](#)

14 Click **AGREE** to accept the payment terms and conditions.

### Payment Terms & Conditions

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[DONT AGREE](#) [AGREE](#)

## 15. Type in card payment information and **PAY**.

### Card Payment Information

Card Holder Name

Card Number  
  

Card Expiry

Card CVC/CVV

Amount Due

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Total Price: 1,00

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**GUIDANCE**

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**Remove**  
Please review items in your cart and select Remove to exclude items not to be processed for payment

**Checkout**  
Proceed to payment with current selected items by selecting Checkout

## 16. Proof of payment.

**Payment**  
Outcome

Home > Cart

**INFORMATION MESSAGE**

**Reference:** D60000056632

**Status:** Successful

**Outcome:** Processing of payment completed

**GUIDANCE**

**Support**  
For any queries relating to this payment transaction, please log a support query using the link at the top of the page for Query Resolution.

Remember to supply a screen shot of the issue/error experienced and quote the reference number on screen

## 17. Confirmation Certificate will be sent to email address linked with customer code.

**END**