



Companies and Intellectual  
Property Commission  
a member of the dtic group

# Step-by-step Guide

## Company Director Changes (CoR39)

On

## CIPC e-Services & CIPC BizPortal

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Ver 1.1

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

Click on **LOGIN**



Search by  Type in search option value here

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



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

Customer Login

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

### Customer Registration

Do you have a South African ID number?

### 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.

**STEP 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.

**STEP 4.** Click on **Business Maintenance**.

[CIPC e-Services](#)

[Business Registration](#)

[Business Maintenance](#)

[Business Disclosure](#)

Customer Dashboard

**STEP 5.** Click on **Director Amendments**.

<p>Annual Return Filing</p> <p><input type="checkbox"/> FROM R100.00</p> <p><input type="checkbox"/> INSTANT</p>	<p>Director Amendments</p> <p><input type="checkbox"/> FREE</p> <p><input type="checkbox"/> 3 DAYS MAX</p>	<p>Member Amendments</p> <p><input type="checkbox"/> FREE</p> <p><input type="checkbox"/> 3 DAYS MAX</p>	<p>Name Changes</p> <p><input type="checkbox"/> FREE OR R250</p> <p><input type="checkbox"/> INSTANT</p>
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**STEP 6. Read and understand the information below, then click in the tick box and Continue**

## Director Amendments for Companies

### Which company statuses?

Company statuses allowed are In Business OR Business Rescue OR Liquidation OR Annual Returns De-Registration

### Which company types?

Company types allowed are Private OR Public OR Non-Profit OR Personal Liability OR State Owned OR External

### Who can file?

Members with an Active Director OR Company Secretary OR Business Rescue Practitioner OR Liquidator OR Shareholder, all of whom are existing and valid customers

The individual to initiate an application for company director amendments, will be held responsible for the information provided. The Commission may request a company to provide a copy of any document, as set out in Regulation 5(3) of the Act.\*

Companies are expected to keep records of all documentation pertaining change of directors and produce the same when required by the authorities

I Agree

CONTINUE

**STEP 7. On the page for History Applications you can view information on applications submitted and the statuses. Click on continue.**

### History Applications

No applications available

CONTINUE

#### GUIDANCE

Use this page to view information on history submitted applications and statuses

#### View

View a history application or rework it after approval rejection, by selecting View

#### Continue

A new application per enterprise, may only be submitted once a pending one is concluded. To initiate a new application, select Continue

**STEP 8. (OPTION 1)** Select and click on the **Company** from the list provided to change the directors, only if you are a director.

Associated Company Information

NUMBER	NAME	TYPE	STATUS	COMPLIANT	FILE
K2022700058	AVAILABLE 12	NON PROFIT COMPANY	IN BUSINESS	✘	
K2016268961	Alert Us Tech	PRIVATE COMPANY	IN BUSINESS	✘	
K2022700096	BAKING TRAVELLER	NON PROFIT COMPANY	IN BUSINESS	✘	
K2022052195	BANE BALLI	PRIVATE COMPANY	IN BUSINESS	✘	
K2020500332	BANYANE TREES	PRIVATE COMPANY	BUSINESS RESCUE	✔	
K2022700071	BEN LOVANN 3	NON PROFIT COMPANY	IN BUSINESS	✘	
K2022052283	BEN VALPUKEY	PRIVATE COMPANY	IN BUSINESS	✘	
K2020500294	BEUBEN	PRIVATE COMPANY	IN BUSINESS	✔	
K2022052284	BMW IN ONE SA	PRIVATE COMPANY	IN BUSINESS	✘	
K2020500044	BUSIWE HOLDINGS	PRIVATE COMPANY	IN BUSINESS	✔	

1
2
3
4
5
6
7
8
9
10
...

BACK

**(OPTION 2)** Type in an enterprise number if you are not a Director but you are authorised to file a director change

SEARCH FACILITY

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Search criteria: (long or short number)

2015/010998/07

SEARCH

**Notes:**

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

✔ - ANNUAL RETURN COMPLIANT

✘ - ANNUAL RETURN NON-COMPLIANT

**STEP 9. Type in the Contact Number and Email address of the person who is filing**

Company Selection Confirmation

Number: K2022052195

Name: BANE BALLI

Type: PRIVATE COMPANY

Status: IN BUSINESS

Contact No:

Contact Email:

CANCEL CONTINUE

**STEP 10. Click on the Edit/View button to edit the director's details**

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
NO	TEST56	MIKE I	DIRECTOR	ACTIVE	
YES	76( )88	VUY	DIRECTOR	ACTIVE	
YES	82 )89	SOLOMON	DIRECTOR	ACTIVE	

BACK CONTINUE

## STEP 10. Select the type of change that needs to be done

### Corporation Member Amendments - Remove or View

#### ACTION

Please select an option below to process the selected member information:

No Change  Status/Member Interest Change  ContactInfo Change

#### Notes on Contact Info Changes

- Updates allowed on Appointment Date & Occupation, if none exist
- Updates allowed on Email/Cellphone, if none exist and application logger is an active director

#### Notes on Status/Member Interest Changes

- Updates allowed on Contribution & Interest

#### Note:

1. On the Contact Info Change only directors can change their own contact info.

## STEP 11.

Make the required changes and save. All directors must be updated. The edit buttons will change to green. Click on continue.

### Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
NO	TEST56	MIKE	DIRECTOR	ACTIVE	
YES	76 88	VU	DIRECTOR	ACTIVE	
YES	8 39	SOLOMC	DIRECTOR	ACTIVE	

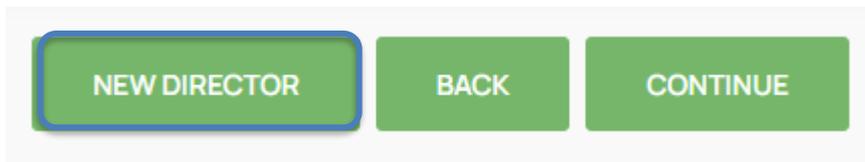
BACK

CONTINUE

### Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT	REMOVE/VIEW
NO	TEST56	MIKE	DIRECTOR	RESIGN	
YES	76 88	VU	DIRECTOR	NOCHANGE	
YES	8 39	SOLOMC	DIRECTOR	NOCHANGE	

**STEP 12. To add a new director, click on New Director.**



**STEP 13. Type in the ID number of the new director and click on verify.**

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
No proposed new directors available					

Director Appointment Information

VERIFY INFORMATION

Country of Origin:  Identity Number:

**STEP 14. Complete the required fields and save.**

NB: Use the calendar to select the dates.

Country of Origin:

SOUTH AFRICA

Identity Number:

ID number required

### PERSONAL INFORMATION

Surname:

Name(s):

Date of Birth: (DD/MON/YYYY)

06/JUL/1967

Occupation:

Director

Email:

Email required

Cellphone:

Cellphone required

Gender:

MALE

Disability:

NOT DISABLED

Demographic:

AFRICAN

Title:

MR

Verification:

DHA

Identification Issue Date (book or card):

DD/MON/YYYY



### ADDRESS INFORMATION

#### PHYSICAL ADDRESS

Address line 1:

Address line 1 required

Address line 2:

In which town/city is this address?

PRETORIA

In which province is this address?

GAUTENG

What is the postal code?

0002

#### POSTAL ADDRESS

Address line 1:

Address line 1 required

Address line 2:

In which town/city is this address?

PRETORIA

In which province is this address?

GAUTENG

What is the postal code?

0002



### APPOINTMENT INFORMATION

Director Type:

CLICK TO SELECT

Select director type

Appointment Date: (DD/MON/YYYY)

Click calendar icon to select date

Appointment date required



CANCEL

SAVE



**STEP 15. Confirm changes and click on continue.**

### Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO	TEST56	MIK	DIRECTOR	ACTIVE
YES	7L 88	VU	DIRECTOR	ACTIVE
YES	82 89	SOLOMO	DIRECTOR	ACTIVE

[NEW DIRECTOR](#) [BACK](#) [CONTINUE](#)

### Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
YES	6: 88	MASHUDU	DIRECTOR	APPOINT	

**STEP 16. Click on New Document to upload supporting documents (only in Pdf format).**

### Supporting Documentation

Supporting documentation is not compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

When submitting an application as:

- Shareholder, please provide documentation for \*Certificate Share Register or \*Certified Shares Certificate
- Business Rescue Practitioner, please provide documentation for \*proof of appointment as Practitioner
- Liquidator, please provide documentation for \*proof of appointment as Liquidator
- In General, written instrument signed by all members consenting to changes incl new members, please provide documentation for \*Minutes or \*Agreement or \*Resolution

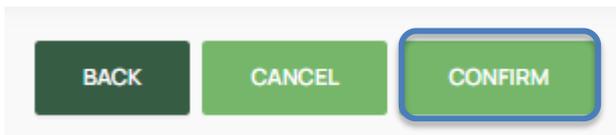
Status change to:

- Term Expired, please provide documentation for \*Notice of Meeting, Resolution, Presentations
- Remove, please provide documentation for \*Notice of Meeting, Resolution, Minutes of Meeting
- Decease, please provide documentation for \*Certified Death Certificate, Resolution

REFERENCE	FILE	TYPE	REMOVE
No documents available			

[NEW DOCUMENT](#) [BACK](#) [CONTINUE](#)

**STEP 17. Confirm changes and uploaded documents and click on continue.**



If any changes need to be made you can click on Back to make corrections.

**STEP 18. Application summary will be displayed.**

**Director Amendments**

For Companies

### Application Summary

Active Directors: 3	Appointments: 1
No Changes: 2	Contact Info Changes: 0
Deceased: 0	Resigned: 1
Removed: 0	Term-Expired: 0

### Application Status

Congratulations! Your application has been submitted successfully for reference, **60000059687**

### Application Next Steps

**Director OTP Consent Approval** to take place if the application did not contain any director removals or deceased

- OTPs are valid for a 48-hour period
- OTPs to be sent for voting on existing director changes, 50% + 1 consent required
- OTPs to be sent for confirmation on resignations and appointments, 100% consent required
- The application will become invalid when the validity period expires and consent not received

**Back-Office Approval** to take place if the application did contain any director removals or deceased

- CIPC official to provide approval
- Application was submitted by a non-associated active director or secretary - Application contained one or more case for director removal or deceased - Application to be reworked and resubmitted for approval when rejected

**OK**

Click on Ok.

**STEP 19. Directors will receive OTP's via email and SMS for resignation and new appointments submitted by the directors. The director must click on the link on the email to insert the email and SMS OTP for each director. The OTP received via SMS starts with a S and the email OTP starts with an E.**

**The OTP's will be valid for 48 hours and if incorrect email address or cell phone number was provided, the transaction will have to be re-done after 48 hours.**

Applications submitted by third parties or submissions related to removals, term expired, retired or deceased directors will be forwarded to the back office for processing.

STEP 20. The application will show in History Applications.

History Applications

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
20/DEC/22	60000059687	BACKOFFICE		SUBMITTED, IN PROGRESS	K2022052195	
19/DEC/22	60000059627	OTP	21/DEC/22 03-27-24	COMPLETED	K2022052194	

[CONTINUE](#)

## END OF STEP-BY-STEP

