Step-by-step Guide

CC Member amendment (CK2)

On

CIPC e-Services & CIPC BizPortal

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Ver 1.1
Created by Petro Engelbrecht

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STEP 1. Visit the CIPC website: www.cipc.co.za

Click on LOGIN

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

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

STEP 4. Click on Business Maintenance.

CIPC e-Services   Business Registration   Business Maintenance   Business Disclosure

Customer Dashboard

STEP 5. Click on Member Amendments.

Annual Return Filing	Director Amendments	Member Amendments	Name Changes
FROM R100.00	FREE	FREE	FREE OR R250
INSTANT	3 DAYS MAX	3 DAYS MAX	INSTANT

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STEP 6. Read and understand the information below, then click in the tick box and Continue

Member Amendments for Close Corporations

Which corporation statuses?
Corporation statuses allowed are In Business OR Business Rescue OR Liquidation OR Annual Returns De-Registration

Which corporation types?
Corporation types allowed are Close Corporations OR External

Who can file?
Members with an active status OR any valid CIPC customer, with a mandate from the close corporation

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

Corporations are expected to keep records of all documentation pertaining change of members 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 enterpirse, may only be submitted once a pending one is concluded. To initiate a new application, select Continue

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STEP 8. (OPTION 1) Select and click on the Close Corporation from the list provided to change the members, only if you are a member.

Associated Close Corporation Information

NUMBER	NAME	TYPE	STATUS	COMPLIANT	FILE
B1987014320	A AND J INVESTMENTS	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014925	AVIVKOR FOOD EQUIPMENT	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987018553	BLYTEVREDEN LEASING AND CONSULTING	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014937	BRUNO'S PROPERTIES	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014889	CAPAR FISH	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014396	CARHAN DEVELOPMENTS	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014459	CHAPMAN ENGINEERING	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014344	FARLEON INVESTMENTS	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014951	HILLMAX INVESTMENTS	CLOSE CORPORATION	IN BUSINESS	☒	👆
B1987014404	LEMINGTON PROPERTY INVESTMENTS	CLOSE CORPORATION	IN BUSINESS	☒	👆

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BACK

Searched Close Corporation Information

No search company info available

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

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(OPTION 2) Type in an enterprise number if you are not a Member but you are authorised to file a member change

OPTION 2: Enterprise Number

Type in Enterprise Number

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

Close Corporation Selection Confirmation

Number:

B1987018553

Name:

BLYTEVREDEN LEASING AND CONSULTING

Type:

CLOSE CORPORATION

Status:

IN BUSINESS

Contact No:

Contact Email:

CANCEL   CONTINUE

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

Close Corporation Members

RESIDENT	IDENTIFICATION		NAME	INTEREST %	TYPE	STATUS	EDIT/VIEW
YES			TEBOG	20	MEMBER	ACTIVE	✖
YES	71	81	ELIZABET	40	MEMBER	ACTIVE	✖
YES	8	39	TEB	20	MEMBER	ACTIVE	✖
NO	TEST56		MIKE	40	MEMBER	ACTIVE	✖

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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 members can change their own contact info.**

STEP 11.

Make the required changes and save. All members must be updated. The edit button will change to green.

If the member status change to resign, remove or deceased the member's interest must be changed to 0.

Click on continue.

Close Corporation Members

RESIDENT	IDENTIFICATION	NAME	INTEREST %	TYPE	STATUS	EDIT/VIEW
YES	0	TEBOGO	20	MEMBER	ACTIVE	✅
YES	71 81	ELIZABETH	40	MEMBER	ACTIVE	✅
YES	82 9	TEBOGO	20	MEMBER	ACTIVE	✅
NO	TEST56	MIKE	40	MEMBER	ACTIVE	✅

BACK   CONTINUE

Corporation Member Amendments

RESIDENT	IDENTIFICATION	NAME	INTEREST %	TYPE	AMENDMENT	REMOVE/VIEW
YES	0	TEBOGC	20	MEMBER	NOCHANGE	👆
YES	71C 81	ELIZABETl	40	MEMBER	NOCHANGE	👆
YES	82: 9	TEBOGC	20	MEMBER	NOCHANGE	👆
NO	TEST56	MIKE	40	MEMBER	RESIGN	👆

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STEP 12. To add a new member, click on New Member.
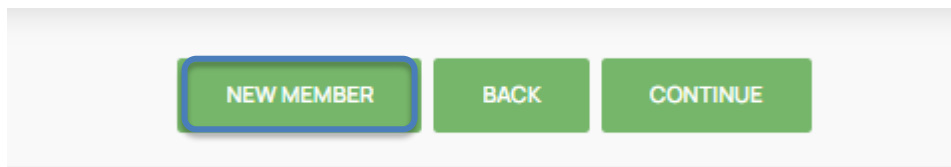
STEP 13. Type in the ID number of the member and click on verify.

STEP 14. Complete the required fields and save.

NB: Use the calendar to select the dates.

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Member Appointments

RESIDENT	IDENTIFICATION	NAME	INTEREST %	TYPE	STATUS	REMOVE/VIEW

No proposed new members available

Member Appointment Information

VERIFY INFORMATION

Country of Origin:

SOUTH AFRICA

Identity Number:

PERSONAL INFORMATION

Surname:

Name(s):

Date of Birth: (DD/MON/YYYY)

06/JUL/1967

Occupation:

Email:

Cellphone:

Gender:

CLICK TO SELECT

Disability:

CLICK TO SELECT

Demographic:

CLICK TO SELECT

Title:

DR

Member Interest %: (e.g. 50,25)

Member Contribution: (e.g. 1,05)

Verification:

DHA

Identification Issue Date (book or card):

DD/MON/YYYY

ADDRESS INFORMATION

PHYSICAL ADDRESS

Address line 1:

Address line 2:

In which town/city is this address?

In which province is this address?

SELECT PROVINCE

What is the postal code?

POSTAL ADDRESS

Address line 1:

Address line 2:

In which town/city is this address?

In which province is this address?

SELECT PROVINCE

What is the postal code?

APPOINTMENT INFORMATION

Member Type:

CLICK TO SELECT

Appointment Date: (DD/MON/YYYY)

Click calendar icon to select date

CANCEL   SAVE

STEP 15. Confirm changes and click on continue.

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Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO	TEST56	MIKE	DIRECTOR	ACTIVE
YES	76 088	VU	DIRECTOR	ACTIVE
YES	8 89	SOLOMON	DIRECTOR	ACTIVE

NEW DIRECTOR **BACK** **CONTINUE**

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
YES	67 8	MASHUDL	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
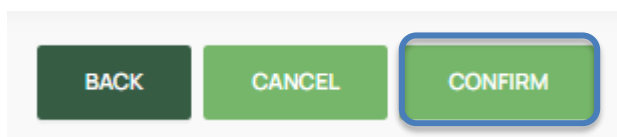- Decease, please provide documentation for *Certified Death Certificate, Resolution

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.

Application Summary

Active Members: 4	Appointments: 0
No Changes: 3	Contact Info Changes: 0
Deceased: 0	Resigned: 0
Removed: 0	Term-Expired: 0

Application Status

Congratulations! Your application has been submitted successfully for reference, 60000059658

Application Next Steps

Member OTP Consent Approval to take place if the application did not contain any member removals or deceased
- OTPs are valid for a 48-hour period
- OTPs to be sent for voting on existing member changes, 100% 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 member removals or deceased
- CIPC offical to provide approval
- Application was submitted by a non-associated active member or secretary - Application contained one or more case for member removal or deceased - Application to be reworked and resubmitted for approval when rejected

OK

Click on Ok.

STEP 19. Members will receive OTP's via email and SMS for resignation and new appointments submitted by the members. The member must click on the link on the email to insert the email and SMS OTP for each member. 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 or deceased members will be forwarded to the back office for processing.

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STEP 20. The application will show in "History Applications.

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
History Applications						
19/DEC/22	60000059658	BACKOFFICE		SUBMITTED, IN PROGRESS	B1987018553	👆

CONTINUE

END OF STEP-BY-STEP

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