



Companies and Intellectual
Property Commission
a member of the **dtic** group

STEP BY STEP GUIDE:

MANUAL PROCESS FOR CO- OPERATIVES DIRECTOR CHANGES.

V0.2

STEP BY STEP GUIDE: MANUEL PROCESS: DIRECTOR CHANGES FOR CO-OPERATIVES

This document described the filing/lodgement of change of directors for the Co-operatives.

NB: Only director changes can follow this process, where there are changes in members such process is done internally with the Co-operative and no documents are filed/lodged with the Registrar.

NOTE: Kindly consult the step by step guide for Customer Registration for assistance in order to receive a customer code and password. The customer code is what we use for "Client Reference" on every form that is filed/lodged with us.

THE FOLLOWING APPLY FOR DIRECTOR CHANGES

The filing/lodgement of changes of directors is informed by either the new appointment or resignation or expiry of the office term or removal or deceased director(s) or the combination of the above.

The number of directors must at all times be within the minimum and maximum number of directors as specified in the constitution of the co-operative.

Directors are appointed for a term of office in terms of the constitution of the co-operative. Should there be changes to the board of directors, this office needs to be informed of the:

- Changes in the Board of director the **CO-OP2 form must be completed in full.**
- Please attach copy of ID document for each director affected by the change concerned e.g resigning or new appointment.
- A letter of resignation of a director should be attached.
- Minutes or resolution of a meeting of the board. Minutes must be signed by a Chairperson/Secretary/Officer/Manager and Attendance register must be signed by all attendees
- Death certificate in the event of the deceased director.
- Power of Attorney for anyone signing of behalf of the other.

NB: In the event of the removal of the director(s) please refer to Notice 61 of 2019 Under Co-operatives

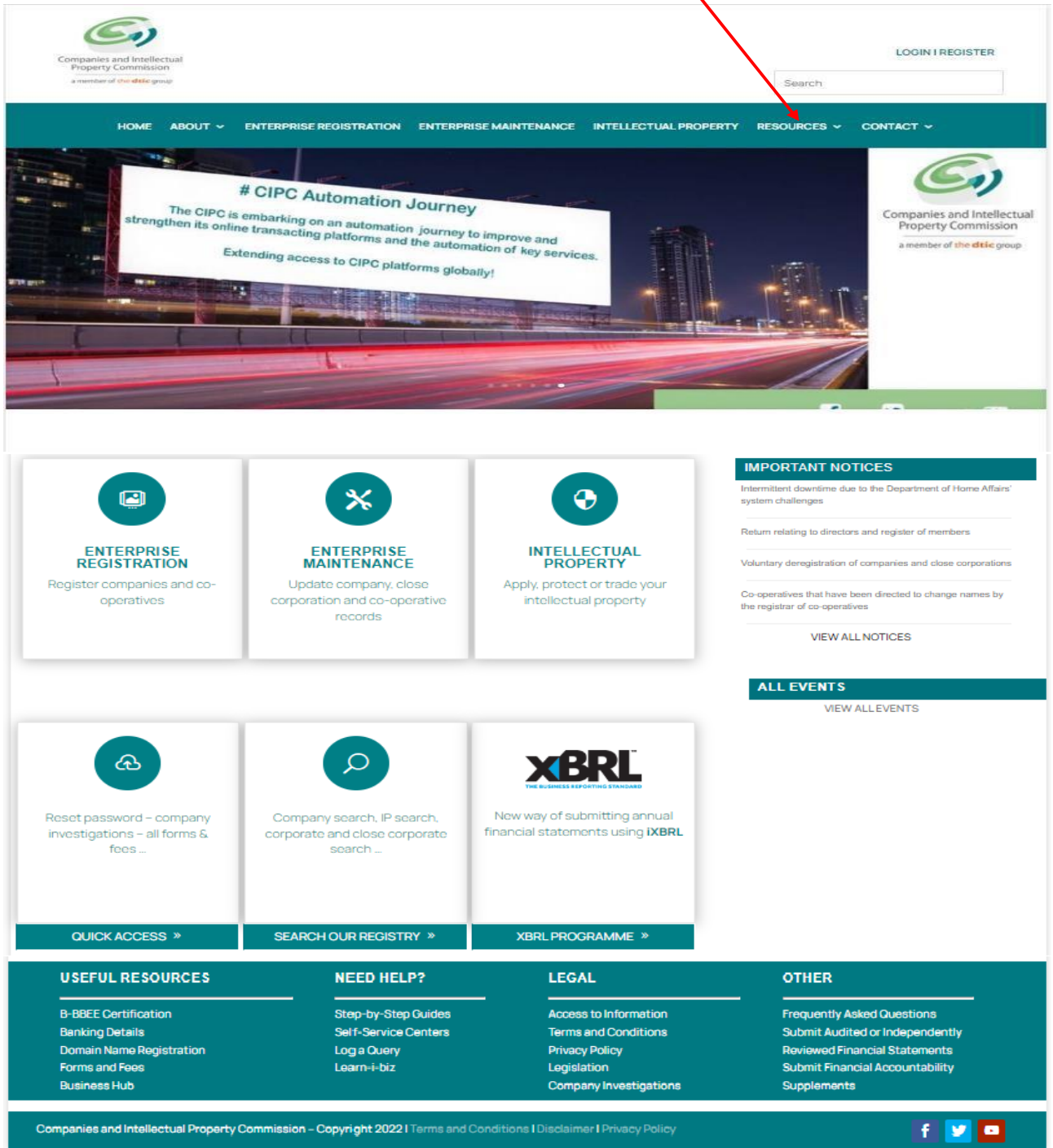
- Scan and e-mail completed and signed **CO-OP2** form annexure A, together with supporting documents to Co-op2@cipc.co.za

IMPORTANT NOTICE

1. The scanned documents must be in PDF format.
2. Documents must be legible and only submitted once.
3. Co-operatives must keep a copy of director changes.
4. If you did not receive feedback via email, and the service turnaround times have lapsed, visit the CIPC website, click on Enquiries on the home page and log an enquiry on the system.

Co-operative Forms are available on our website, see below steps.

Visit the CIPC website www.cipc.co.za and click on Resources and thereafter on Forms and Fees.




The screenshot shows the CIPC website homepage. At the top left is the CIPC logo and name: "Companies and Intellectual Property Commission, a member of the dtic group". At the top right are "LOGIN | REGISTER" and a search bar. A teal navigation bar contains: "HOME", "ABOUT", "ENTERPRISE REGISTRATION", "ENTERPRISE MAINTENANCE", "INTELLECTUAL PROPERTY", "RESOURCES" (highlighted with a red arrow), and "CONTACT". Below the navigation bar is a large banner with the text: "# CIPC Automation Journey. The CIPC is embarking on an automation journey to improve and strengthen its online transacting platforms and the automation of key services. Extending access to CIPC platforms globally!". To the right of the banner is the CIPC logo and name again. Below the banner are six service tiles: "ENTERPRISE REGISTRATION" (Register companies and co-operatives), "ENTERPRISE MAINTENANCE" (Update company, close corporation and co-operative records), "INTELLECTUAL PROPERTY" (Apply, protect or trade your intellectual property), "Reset password - company investigations - all forms & fees...", "Company search, IP search, corporate and close corporate search...", and "XBRL PROGRAMME" (New way of submitting annual financial statements using XBRL). To the right of these tiles are sections for "IMPORTANT NOTICES" and "ALL EVENTS". At the bottom are four columns: "USEFUL RESOURCES" (B-BBEE Certification, Banking Details, Domain Name Registration, Forms and Fees, Business Hub), "NEED HELP?" (Step-by-Step Guides, Self-Service Centers, Log a Query, Learn-i-biz), "LEGAL" (Access to Information, Terms and Conditions, Privacy Policy, Legislation, Company Investigations), and "OTHER" (Frequently Asked Questions, Submit Audited or Independently Reviewed Financial Statements, Submit Financial Accountability Supplements). The footer contains: "Companies and Intellectual Property Commission - Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy" and social media icons for Facebook, Twitter, and YouTube.

A screen will display all the Departments forms and Fees. Click on Co-operatives forms and fees.




The screenshot displays the website's 'FORMS & FEES' section. At the top left is the logo for the Companies and Intellectual Property Commission, a member of the dtic group. To the right are links for 'LOGIN | REGISTER' and a search bar. A teal navigation bar contains the following menu items: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. The main content area is titled 'FORMS & FEES' and includes social media icons for Facebook, Twitter, and YouTube. Below this are eight cards, each with a folder icon, a title, and a 'VIEW' button. The cards are: COMPANY FORMS AND FEES, CLOSE CORPORATIONS FORMS AND FEES, CO-OPERATIVES FORMS AND FEES (highlighted with an orange arrow), TRADE MARKS FORMS AND FEES, PATENTS FORMS AND FEES, DESIGNS FORMS AND FEES, COPYRIGHTS FORMS AND FEES, and DISCLOSURE FORMS AND FEES. On the right side, there is a 'Related links' section with a teal header and a list of links: Companies forms, Close Corporations forms, Co-operative forms, Trade Marks forms, Patents forms, Designs forms, Copyright forms, Banking details, and Log a query. The bottom of the page features four teal columns: 'USEFUL RESOURCES' (B-BBEE Certification, Banking Details, Domain Name Registration, Forms and Fees, Business Hub), 'NEED HELP?' (Step-by-Step Guides, Self-Service Centers, Log a Query, Learn-I-biz), 'LEGAL' (Access to Information, Terms and Conditions, Privacy Policy, Legislation, Company Investigations), and 'OTHER' (Frequently Asked Questions, Submit Audited or Independently Reviewed, Financial Statements, Submit Financial Accountability Supplements). The footer contains the text 'Companies and Intellectual Property Commission - Copyright 2022 | Terms and Conditions | Disclaimer | Privacy Policy' and social media icons for Facebook, Twitter, and YouTube.

The next screenshot will display all the co-operatives Forms and Fees. Click on Co-op2 Returns relating to directors and download the form.


LOGIN | REGISTER

HOME
ABOUT ▾
ENTERPRISE REGISTRATION
ENTERPRISE MAINTENANCE
INTELLECTUAL PROPERTY
RESOURCES ▾
CONTACT ▾

CO-OPERATIVES FORMS AND FEES

FORM CODE	DESCRIPTION	FEES	
CoR9.1 Online	Application for reservation of name	R50.00	
CO-OP1	Application for registration of primary, secondary, tertiary or national apex co-operative	R125.00	
CO-OP2	Returns relating to directors	None	
CO-OP3	Notice of addresses and contact particulars of co-operative and changes thereof	None	
CO-OP4	Notice of appointment of auditor/reviewer and consent to act as or resignation by and removal of auditor/independent reviewer	None	
CO-OP6	CO-OP 6.1	Special resolution: Amendment to Constitution	R17.50 per section/clause with a maximum of R125.00
	CO-OP 6.2	Special resolution: Amalgamation	R125.00 per application
	CO-OP 6.3	Special resolution: Division	R125.00 per co-operative. R17.50 per section with a maximum of R125
	CO-OP 6.4	Special resolution: Conversion to another juristic person	R17.50 per section/clause with a maximum of R125.00
	CO-OP 6.5	Special resolution: Transfer	R125.00 per application
	CO-OP 6.6	Special resolution: Judicial Management	R17.50 per section/clause with a maximum of R125.00
CO-OP7	Annual submission to registrar of financial reports and statements	None	
CO-OP8	Annual submission to registrar (section 26a) (annual return)	None	
CO-OP9	Notice of change of financial year of co-operative	None	
CO-OP10	Special resolution for voluntary winding up	None	
CO-OP11	Certificate of registration of co-operative	None	
CO-OP12	Certificate of change of name	None	
CO-OP13	Certificate of change of name upon directive of registrar	None	
CO-OP14	Application for inspection of documents	Costs are R22.50 per co-operative plus R1.50 per page photocopied	
CO-OP 15.1	Annual return category A1 Primary Co-operative		
CO-OP 15.2	Annual return category A2 Primary Co-operative		

USEFUL RESOURCES

- [B-BBEE Certification](#)
- [Banking Details](#)
- [Domain Name Registration](#)
- [Forms and Fees](#)
- [Business Hub](#)

NEED HELP?




- [Step-by-Step Guides](#)
- [Self-Service Centers](#)
- [Log a Query](#)
- [Learn-I-biz](#)

LEGAL

- [Access to Information](#)
- [Terms and Conditions](#)
- [Privacy Policy](#)
- [Legislation](#)
- [Company Investigations](#)

OTHER

- [Frequently Asked Questions](#)
- [Submit Audited or Independently](#)
- [Reviewed Financial Statements](#)
- [Submit Financial Accountability](#)
- [Supplements](#)

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Annexure A Example of Co-op2

FORM CO-OP 2

**NO
PRESCRIBED
FEE**

CLIENT REF:	X	X	X	X	X	X
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**REPUBLIC OF SOUTH AFRICA
CO-OPERATIVES AMENDMENT ACT, 2013**

RETURN RELATING TO DIRECTORS

(To be lodged when particulars of directors change, including resignation and appointment of new directors)

(Sections 6 and 39)

NAME OF CO-OPERATIVE: XXXXXX AGRICULTURAL CO-OPERATIVE.....

REGISTRATION NO. OF CO-OPERATIVE:...C2020/XXXXXX/24.....

I, Samson Thupa (Name of director,/secretary/manager /officer)

state that the directors listed in this return are all the directors of the co-operative, have consented to their appointment and that, according to their letters of consent to their appointment, none of the directors are disqualified to be directors in terms of the Co-operatives Act, 2005, as amended or the Constitution of the co-operative and that the directors listed in the second table have not been re-appointed or have vacated their office for other reasons.

SIGNED: LRANDODAIA..... (Director/secretary/manager/officer of co-operative)

DATE 8/8/2022.....

APPOINTED DIRECTORS

FULL NAME, HOME AND POSTAL ADDRESS, ID, APPOINTMENT DATE, GENDER AND DEMOGRAPHICS	
Full forenames: Samson.....	
Surname: Thupa.....	
ID No: 1966000000000.....	Date of appointment 1/7/2019.....
Home address: 95 Crawford Street, Mount Croix Port Elizabeth 6001	
Postal address...P O Box 257, Port Elizabeth, 6006.....	
Email address: lrandell@cipc.co.za.....	
Contact number: 0827301718.....	
Gender: Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/> Youth <input type="checkbox"/> Person living with a disability <input type="checkbox"/>

<p>Full forenames...Serotho Matlalo.....</p> <p>Surname: Madam.....</p> <p>ID No:1969000000000..... Date of appointment...1/7/2019.....</p> <p>Home address: 101 Crawford Street, Mount Croix, Port Elizabeth, 6001.....</p> <p>..... Postal address:.. P O Box 257, Port Elizabeth, 6001.....</p> <p>Email address: lrandell@cipc.co.za.....</p> <p>Contact number 0827301718.....</p> <p>Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Person living with a disability <input type="checkbox"/></p>
<p>Full forenames: Thabo.....</p> <p>Surname: Molewa.....</p> <p>ID No 1970000000000..... Date of appointment 1/7/2019.....</p> <p>Home address 1045 Skonje Road, Motherwell, Port Elizabeth 6001.....</p> <p>..... Postal address P O Box 257 Port Elizabeth 6001.....</p> <p>Email address: lrandell@cipc.co.za.....</p> <p>Contact number 0827301718.....</p> <p>Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Youth <input type="checkbox"/> Person living with a disability <input type="checkbox"/></p>
<p>Full forenames: Shirley</p> <p>Surname: Raymond.....</p> <p>ID No 1961000000000..... Date of appointment 1/7/2019.....</p> <p>Home address: 2343 Mount Road, Mount Croix, Port Elizabeth 6001.....</p> <p>..... Postal address P O Box 257 Port Elizabeth, 6001.....</p> <p>Email address: lrandell@cipc.co.za.....</p> <p>Contact number 0827301718.....</p> <p>Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Person living with a disability <input type="checkbox"/></p>
<p>Full forenames: Danielle.....</p> <p>Surname: Raymond.....</p> <p>ID No 1997000000000..... Date of appointment 1/7/2019.....</p> <p>Home address .8767 Main Street, Port Elizabeth, 6001.....</p> <p>..... Postal address: PO Box 257, Port Elizabeth, 6001.....</p> <p>Email address: lrandell@cipc.co.za.....</p> <p>Contact number 0827301718.....</p> <p>Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Person living with a disability <input type="checkbox"/></p>

Full forenames: Audrey.....
 Surname: More.....
 ID No 199500000000..... Date of appointment 29/7/2019.....
 Home address .8769 Main Street, Port Elizabeth, 6001.....
 Postal address: PO Box 257, Port Elizabeth, 6001.....
 Email address: lrandell@cipc.co.za.....
 Contact number 0827301718.....
 Gender: Male Female Youth Person living with a disability

Full forenames: Antonio.....
 Surname: Banderiko.....
 ID No 200400000000..... Date of appointment 9/8/2022.....
 Home address .8767 Uitenhage Road, Port Elizabeth, 6001.....
 Postal address: PO Box 257, Port Elizabeth, 6001.....
 Email address: lrandell@cipc.co.za.....
 Contact number 0827301718.....
 ..
 Gender: Male Female Youth Person living with a disability

DIRECTORS THAT HAVE VACATED OFFICE

(If applicable)

Add the full forenames, surname, Id number, date of vacation and reasons for vacation.

Full forenames...Thopo.....
 Surname Mothapo.....
 ID No...196600000000.....Date of vacation..9/8/2022.....
 Reason for vacation: Due to ill health.....

 Email address: lrandell@cipc.co.za.....
 Contact number 0827301718.....

Full forenames...Dipudu.....
 Surname...Zwennis.....
 ID No...199500000000.....Date of vacation.....9/8/2022.....
 Reason for vacation Hired in public service.....

 Email address: lrandell@cipc.co.za.....
 Contact number 0827301718.....

Full forenames...Nkwesheng.....
Surname...Modiba.....
ID No...19280000000.....Date of vacation 9/8/2022.....
Reason for vacation.....Deceased.....
.....
Email address: lrandell@cipc.co.za.....
Contact number 0827301718.....

Full forenames...Styles.....
Surname...Kopape.....
ID No...19740000000.....Date of vacation.....09/8/2022.....
Reason for vacation.....End of term.....
.....
Email address: lrandell@cipc.co.za.....
Contact number 0827301718.....

Full forenames.....
Surname.....
ID No.....Date of vacation.....
Reason for vacation.....
.....
Email address: lrandell@cipc.co.za.....
Contact number 0827301718.....