

NOTICE TO CUSTOMERS

(Practice Notice Number 2 of 2023)

ACCESS TO THE WEBSITE ON THE PROCESS TO AMEND COMPANY DIRECTORS

CIPC would like to make its services more accessible by all customers with ease. In order to change company directors without any hassle, please follow the guideline below.

You need to log on our website (www.cipc.co.za) first and then follow these easy steps:

1. Select “ENTERPRISE MAINTENANCE” on the menu
2. Under either:
MAINTAIN A PRIVATE OR PERSONAL LIABILITY COMPANY
OR
MAINTAIN A PUBLIC OR STATE OWNED COMPANY
3. Select “CHANGES TO MANAGEMENT, ADMIN & GOVERNANCE”
4. Select the 7th bullet : “Appointment, resignation or removal of directors.”

The notes that appear will guide you on the process of amending company directors, the supporting documents to be included, and the correct email addresses to be used.

Yours Sincerely,



.....
Advocate Rory Voller
CIPC Commissioner

Date: 24 July2023