



Companies and Intellectual  
Property Commission

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a member of **the dtic** group

## **Disqualified Director Register step-by-step Guidelines**

## Purpose

The purpose of this document is to demonstrate the functionality of adding the Disqualified Director / Member Register to the website. To ensure the system can handle real-world tasks and that system functionality adheres to the defined business rules according to various scenarios.

## Disqualify a Person

1. Log on and select Transact

The screenshot shows the CIPC eServices website interface. At the top, the navigation bar includes 'HOME', 'TRANSACTION' (highlighted with a red box), and 'CART (0)'. The main content area is divided into a left sidebar and a main panel. The sidebar contains user profile information, account details, and search options. The main panel features a search bar and a table titled 'ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION'.

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2023000048	K2023000048 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000013	UTALAMA	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000003	TOMAHAMAND TRADING	IN BUSINESS	PRIVATE COMPANY	YES	
K2022700099	K2022700099 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022052317	REAAAAAAA	IN BUSINESS	EXTERNAL COMPANY	YES	
K2022700068	K2022700068 (SOUTH AFRICA)	RE-INSTATEMENT PROCESS	PRIVATE COMPANY	YES	
K2022700070	ADSB FURNITURE	IN BUSINESS	PRIVATE COMPANY	YES	
K2022700065	AGMIDO 21	IN BUSINESS	NON PROFIT COMPANY	YES	
K2022052298	K2022052298 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022052299	COPER CLOTHING	BUSINESS RESCUE	PRIVATE COMPANY	YES	
K2022700025	CAAAAAAT	IN BUSINESS	PRIVATE COMPANY	YES	
K2022052285	K2022052285 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022700007	ZOOOOOOM	BUSINESS RESCUE	PRIVATE COMPANY	YES	
K2022000653	CHICCSCENTS INC	IN BUSINESS	PRIVATE COMPANY	NO	
K2021000031	NGCONDES FUNERAL SERVICES	BUSINESS RESCUE	PRIVATE COMPANY	NO	
K2021000009	NEL DU TOIT INCORPORATED	IN BUSINESS	PERSONAL LIABILITY COMPANY	NO	

## 2. Select More Service

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (0)

Welcome [User Name]

You are here: CIPC eServices » Home » Transact

COMPANY REGISTRATION AMEND COMPANY DIRECTOR DETAILS AMEND CC MEMBER DETAILS NAME RESERVATIONS FILE ANNUAL RETURNS AUDITORS & ACC. OFFICERS

CO & CC ADDRESS CHANGES FINANCIAL YEAR END CHANGES CERTIFICATES & DISCLOSURES ENTERPRISE ENQUIRY TRANSACTION STATUS CUSTOMER TRANSACTIONS

NAME CHANGES DOCUMENT UPLOAD THIRD PARTIES HOW-TO VIDEOS BANKING DETAILS EXTERNAL COMPANY REPRESENTATIVES

DISQUALIFIED DIRECTORS REGISTER DOMAIN NAME REGISTRATION AUTHORISED SHARE CHANGES UPDATE DIRECTOR / MEMBER CONTACTS B-BBEE CERTIFICATES FINANCIAL STATEMENTS

COMPLIANCE CHECKLIST BENEFICIAL OWNERSHIP MORE SERVICES

More services consist of Name with Association and Director Amendment

EDIT CUSTOMER DETAILS  
LOGOUT  
BALANCE: R 9994.00

ENTERPRISE SEARCH  
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number  
CONTINUE TO SEARCH

HOW-TO VIDEOS  
watch our how-to videos to guide you in filing transactions or retrieving documents  
WATCH VIDEOS

SOCIAL MEDIA  
follow us on social media to interact with us and to get the latest updates

SUPPORTED BROWSERS  
GOOGLE CHROME MOZILLA FIREFOX SAFARI MICROSOFT EDGE

## 3. Select Disqualified Director Register

Home Contact Us

Companies and Intellectual Property Commission  
a member of the SAG group

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

CIPC e-Services

Follow Us: [Social Media Icons]

Business Registration

- + Name Reservation with Association
- + Foreigner assurance

Business Maintenance

- + Director amendments
- + Change Contact Details
- + Disqualified Director Register

#### 4. Complete ID number and select search

Home Contact Us Hello [ ] Logout

Companies and Intellectual Property Commission  
a member of the dtic group

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

CIPC e-Services Business Registration Business Maintenance Follow Us: [ ] [ ] [ ]

Disqualified Director Register Director Information Home > Director Information

**New Application**

Search Criteria:  
ID/Passport [ 8101125422089 ]

Search Value:  
[ 8101125422089 ]

SEARCH CANCEL

APPLICATION INFORMATION

Reference:  
Submitted By:  
Submitted On:  
Status:  
Disqualified:

Application History

No applications available

#### 5. Capture Disqualification Information

8101125422089

SEARCH CANCEL

Submitted By:  
Submitted On:  
Status:  
Disqualified:

**Director Information**

Are you a South African citizen?  
Yes

ID/Passport No:  
8101125422089 \*

Name:  
MIKE \*

Surname:  
MAVUNDOLOBA \*

Province:  
Free State

Courts:  
Botshabelo Magistrate Court

Country of Residence:  
South Africa

Disqualified Type:  
Convictions

Conviction Type:  
Fraud

Court Order Date:  
01-Aug-2023

Disqualification Period:  
3

Disqualified for Life:

Master Reference:

Case No:  
2023/07/222

## 6. Click on the Continue Button

Address Details

PHYSICAL ADDRESS

Address line 1

Address line 2

In which town/city is this address?

In which province is this address?

Select province/region ▼

What is the postal code?

**CONTINUE** **CANCEL**

## 7. Select New Document, Choose File, and Attach Document

Home Contact Us Hello Logout

 Companies and Intellectual Property Commission  
a member of the dsbe group

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



☰ CIPC e-Services Business Registration Business Maintenance Follow Us:   

Disqualified Director Register For Directors Home > Disqualified Director Register > Supporting Documentation

Supporting Documentation

Supporting documentation compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

No documents available

**NEW DOCUMENT** **BACK** **SUBMIT**

APPLICATION

Reference: 60000019907  
Status:  
Submitted By:  
Submitted On: 23-Nov-2023  
Disqualified:

**Get In Touch With Us**  
Call centre: 086 100 2472  
International telephone number:  
+27 12 394 9573

**Our Mobile App**  
 Coming soon to  
App Store

**Information**  
Home  
About Us  
FAQ

**Services**  
Business Registration  
Business Maintenance

## 8. Click on the Save Button

Home Contact Us Hello [ ] Logout

Companies and Intellectual Property Commission  
a member of the eSIC group

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

0

☰ CIPC e-Services Business Registration Business Maintenance Follow Us:

Disqualified Director Register For Directors Home > Disqualified Director Register > Supporting Documentation

Supporting Documentation

Supporting documentation compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

REFERENCE	FILE	TYPE	REMOVE
No documents available			

Supporting Document:  
\*Please provide documentation in PDF format, max 10MB size each

PO.pdf

APPLICATION

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Reference: 60000019907  
Status:  
Submitted By:  
Submitted On: 23-Nov-2023  
Disqualified:

## 9. Click on the Submit Button

Home Contact Us Hello [ ] Logout

Companies and Intellectual Property Commission  
a member of the eSIC group

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

0

☰ CIPC e-Services Business Registration Business Maintenance Follow Us:

Disqualified Director Register For Directors Home > Disqualified Director Register > Supporting Documentation

Supporting Documentation

Supporting documentation compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

REFERENCE	FILE	TYPE	REMOVE
60000019907	PO.pdf	application/pdf	

APPLICATION

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Reference: 60000019907  
Status:  
Submitted By:  
Submitted On: 23-Nov-2023  
Disqualified:

**Get In Touch With Us**  
Call centre: 086 100 2472  
International telephone number:

**Our Mobile App**  
Coming soon to  
App Store

**Information**  
Home  
About Us

**Services**  
Business Registration  
Business Maintenance

10. Confirm the Email Notification has been received and await the application to be processed.

CIPC - Disqualified Director - Registration - Submitted#60000019706 Inbox x



qak2srv@cipc.co.za

to "

Mon, Nov 13, 9:58AM (10 days ago)



Dear Filer,

Your application for Registering a Disqualified Director has been successfully received with reference #60000019706

Customer Details

Submitted On: 13-Nov-2023

Submitted By: 1

Disqualified Details

Names:

Identification/ Passport: 54011

Case Number: TEST123

Province: Eastern Cape

Court: Atamelang Detached Court

Court Date: 31-Oct-2023

Disqualification Type: Convictions

Conviction Type: Theft

Disqualified for life: No

Disqualified period: 4 Years

The application awaits approval. You will be notified on progress and if addition information or documentation is required.

Regards,

CIPC Back Office Team.

Please do not reply to this email address. For any queries kindly contact the CIPC Call Centre on 086 100 2472.

Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.

# Rehabilitate a Person

1. Log on and select Transact

Companies and Intellectual Property Commission - eServices

HOME **TRANSACT** CART (0)

Welcome [User Profile]

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

Search by  Type in enterprise name, number or director ID number

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2023000048	K2023000048 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000013	UTALAMA	IN BUSINESS	PRIVATE COMPANY	YES	
K2023000003	TOMAHAMAND TRADING	IN BUSINESS	PRIVATE COMPANY	YES	
K2022700099	K2022700099 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022052317	REAAAAAAAAA	IN BUSINESS	EXTERNAL COMPANY	YES	
K2022700068	K2022700068 (SOUTH AFRICA)	RE-INSTATEMENT PROCESS	PRIVATE COMPANY	YES	
K2022700070	ADSB FURNITURE	IN BUSINESS	PRIVATE COMPANY	YES	
K2022700065	AGMIDO 21	IN BUSINESS	NON PROFIT COMPANY	YES	
K2022052298	K2022052298 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022052299	COPER CLOTHING	BUSINESS RESCUE	PRIVATE COMPANY	YES	
K2022700025	CAAAAAT	IN BUSINESS	PRIVATE COMPANY	YES	
K2022052285	K2022052285 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2022700007	ZOOOOOOM	BUSINESS RESCUE	PRIVATE COMPANY	YES	
K2022000653	CHICCSCENTS INC	IN BUSINESS	PRIVATE COMPANY	NO	
K2021000031	NGCONDES FUNERAL SERVICES	BUSINESS RESCUE	PRIVATE COMPANY	NO	
K2021000009	NEL DU TOIT INCORPORATED	IN BUSINESS	PERSONAL LIABILITY COMPANY	NO	

## 2. Select More Service

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome [User Name]

You are here: CIPC eServices » Home » Transact

- COMPANY REGISTRATION
- AMEND COMPANY DIRECTOR DETAILS
- AMEND CC MEMBER DETAILS
- NAME RESERVATIONS
- FILE ANNUAL RETURNS
- AUDITORS & ACC. OFFICERS
- CO & CC ADDRESS CHANGES
- FINANCIAL YEAR END CHANGES
- CERTIFICATES & DISCLOSURES
- ENTERPRISE ENQUIRY
- TRANSACTION STATUS
- CUSTOMER TRANSACTIONS
- NAME CHANGES
- DOCUMENT UPLOAD
- THIRD PARTIES
- HOW-TO VIDEOS
- BANKING DETAILS
- EXTERNAL COMPANY REPRESENTATIVES
- DISQUALIFIED DIRECTORS REGISTER
- DOMAIN NAME REGISTRATION
- AUTHORISED SHARE CHANGES
- UPDATE DIRECTOR / MEMBER CONTACTS
- B-BBEE CERTIFICATES
- FINANCIAL STATEMENTS
- COMPLIANCE CHECKLIST
- BENEFICIAL OWNERSHIP
- MORE SERVICES**

More services consist of Name with Association and Director Amendment

ENTERPRISE SEARCH  
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS  
watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

SOCIAL MEDIA  
follow us on social media to interact with us and to get the latest updates

SUPPORTED BROWSERS  
GOOGLE CHROME MOZILLA FIREFOX SAFARI MICROSOFT EDGE

## 3. Select Disqualified Director Register

Home Contact Us

Hello [User Name] Logout

Companies and Intellectual Property Commission  
a member of the SABC group

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

CIPC e-Services

Follow Us: [Social Media Icons]

Business Registration

- + Name Reservation with Association
- + Foreigner assurance

Business Maintenance

- + Director amendments
- + Change Contact Details
- + Disqualified Director Register**

#### 4. Complete ID Number and select the Search Button

Home Contact Us Hello [ ] Logout

Companies and Intellectual Property Commission  
a member of the dsbe group

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

CIPC e-Services Business Registration Business Maintenance Follow Us: [f] [t] [i]

Disqualified Director Register Director Information Home > Director Information

New Application

Search Criteria:  
ID/Passport

Search Value:  
8101125422089

SEARCH CANCEL

APPLICATION INFORMATION

Reference:  
Submitted By:  
Submitted On:  
Status:  
Disqualified:

Application History

No applications available

#### 5. Select the Removal Reason

Companies and Intellectual Property Commission  
a member of the dsbe group

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

CIPC e-Services Business Registration Business Maintenance Follow Us: [f] [t] [i]

Disqualified Director Register Director Information Home > Director Information

New Application

Search Criteria:  
ID/Passport

Search Value:  
A222

SEARCH CANCEL

APPLICATION INFORMATION

Reference: 6000063488  
Submitted By: -  
Submitted On: 23-Nov-2023  
Status: APPROVED  
Disqualified: YES

Remove From Register

Removal reasons:

Select removal reason  
Court order - Set Aside  
OTHER  
Provisional Sequestration - Set Aside  
Rehabilitation - Affidavit  
Rehabilitation - Court Order  
Rehabilitation - Masters Office  
Select removal reason

## 6. Capture Rehabilitation Information

Search Value:  
A2222

SEARCH CANCEL

Reference: 6000063488  
Submitted By:  
Submitted On: 23-Nov-2023  
Status: APPROVED  
Disqualified: YES

**Remove From Register**

Removal reasons:  
Rehabilitation - Court Order

**Director Information**

Are you a South African citizen?  
Yes

ID/Passport No:  
A2222 \*

Name:  
JAMES \*

Surname:  
BOND \*

Province:  
Select province

Courts:  
Select court

Country of Residence:  
South Africa

Court Order Date:  
Click calendar icon to select date

Master Reference:

Case No:

## 7. Click on the Continue Button

**Address Details**

**PHYSICAL ADDRESS**

Address line 1

Address line 2

In which town/city is this address?

In which province is this address?  
Select province/region

What is the postal code?

CONTINUE CANCEL

## 8. Select New Document, Choose File, and Attach Document

The screenshot shows the 'Supporting Documentation' section of the Disqualified Director Register. The page header includes 'Home', 'Contact Us', a search bar with 'Hello', and a 'Logout' button. The main navigation bar contains 'CIPC e-Services', 'Business Registration', and 'Business Maintenance'. The breadcrumb trail is 'Home > Disqualified Director Register > Supporting Documentation'. The 'Supporting Documentation' section contains the text: 'Supporting documentation compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable'. Below this, a box indicates 'No documents available'. At the bottom of this section, there are three buttons: 'NEW DOCUMENT' (highlighted with a red box), 'BACK', and 'SUBMIT'. To the right, the 'APPLICATION' section displays: Reference: 6000019907, Status: Submitted By: Submitted On: 23-Nov-2023, and Disqualified: The footer contains four columns: 'Get In Touch With Us' (Call centre: 086 100 2472, International telephone number: +27 12 394 9573), 'Our Mobile App' (Coming soon to App Store), 'Information' (Home, About Us, FAQ), and 'Services' (Business Registration, Business Maintenance).

## 9. Click on the Save Button

The screenshot shows the 'Supporting Document' upload form. The page header and navigation are identical to the previous screenshot. The breadcrumb trail is 'Home > Disqualified Director Register > Supporting Documentation'. The 'Supporting Documentation' section contains the text: 'Supporting documentation compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable'. Below this, a table with columns 'REFERENCE', 'FILE', 'TYPE', and 'REMOVE' is shown, with the text 'No documents available' below it. The 'Supporting Document' section contains the text: 'Supporting Document: \*Please provide documentation in PDF format, max 10MB size each'. Below this, there is a 'Choose File' button and a text input field containing 'PO.pdf'. At the bottom of this section, there are two buttons: 'CANCEL' and 'SAVE' (highlighted with a red box). The 'APPLICATION' section on the right displays: Reference: 6000019907, Status: Submitted By: Submitted On: 23-Nov-2023, and Disqualified: The footer is identical to the previous screenshot.

## 10. Click on the Submit Button

The screenshot shows the CIPC e-Service portal interface. At the top, there is a navigation bar with 'Home' and 'Contact Us' on the left, and a search bar with 'Hello' and 'Logout' on the right. Below this is a header section with the CIPC logo, 'Query Resolution: https://enquiries.cipc.co.za', and a shopping cart icon with a '0' notification. The main navigation area includes 'CIPC e-Services', 'Business Registration', 'Business Maintenance', and social media links for Facebook, Twitter, and YouTube.

The main content area is titled 'Disqualified Director Register For Directors'. It includes a breadcrumb trail: Home > Disqualified Director Register > Supporting Documentation. The 'Supporting Documentation' section contains a table with the following data:

REFERENCE	FILE	TYPE	REMOVE
60000019907	PO.pdf	application/pdf	

Below the table are three buttons: 'NEW DOCUMENT', 'BACK', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red rectangular box.

On the right side, there is an 'APPLICATION' summary box with the following details:

- Reference: 60000019907
- Status:
- Submitted By:
- Submitted On: 23-Nov-2023
- Disqualified:

At the bottom of the page, there is a dark footer with four columns: 'Get In Touch With Us' (Call centre: 086 100 2472), 'Our Mobile App' (Coming soon to App Store), 'Information' (Home, About Us), and 'Services' (Business Registration, Business Maintenance).

11. Confirm the Email Notification has been received and await the application to be processed.

# 11. Confirm the Email Notification has been received and await the application to be processed.



qak2srv@cipc.co.za

to

Thu, Nov 9, 11:55AM ☆ ↶ ⋮

Dear Filer,

Your application for Removal of Disqualified Director from the register has been successfully received with reference #60000019575

#### Customer Details

Submitted On: 09-Nov-2023  
Submitted By: \*

#### Removal Details

Names: T  
Identification/ Passport:   
Removal Reason: OTHER  
Province: Eastern Cape  
Case Number: 74  
Court: Amersfoort Magistrate Court  
Court Date: 03-Nov-2023  
Master Reference:

The application awaits approval. You will be notified on progress and if additional information or documentation is required.

Regards,  
CIPC Back Office Team.

Please do not reply to this email address. For any queries kindly contact the CIPC Call Centre on 086 100 2472.

Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.

#### Disclaimer

This message and its attachments is intended for the exclusive use of the named recipients hereof and may contain information that is privileged or confidential or otherwise restricted from disclosure wider than the named recipients. If you are not the named recipient, you are not authorized to read, use, transmit, print, retain, copy or disseminate this message or any part thereof, or the attachments thereto. If you have received this message in error, please notify the sender immediately via e-mail and discard (de-identify) any paper copies and delete all electronic files of the message.