



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

## NOTICE TO CUSTOMERS

Notice 66 OF 2023

### AUTOMATION OF FILING DIRECTOR CHANGES

In our pursuit of continuously improving our customer service and putting proper controls in place with the aim of dealing with unauthorized changes, the Companies and Intellectual Property Commission (CIPC), regularly reviews its processes and systems.

As from the 01/12/2023, CIPC will be launching an online change of directors and change of contact details (cellphone and emails addresses of directors).

These changes will improve the effectiveness and efficient processing of applications pertaining to director amendments by providing the filer with both email and sms OTP to confirm that he/she is aware of the application and is authorized to file on behalf of the company. Further provide both email and sms OTP's to the new appointee as a director or person resigning as a director to confirm acceptance of appointment as director or knowledge of resignation respectively. Other changes such as removal of a director or vacancy as a result of death will go to the back office to verify the authenticity required documents to be filed. The step by step guides will be published to assist the applicants though the process will be user friendly.

When it comes to change of contact details only the person whose details are changing can log-in and make change of contact details.

For further information and any enquiries, kindly log a ticket via [www.cipc.co.za](http://www.cipc.co.za) / enquiries.

Kind regards,

.....  
Adv. R Voller:  
Commissioner: CIPC  
...../...../2023

The DTI Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001

Call Centre: 086 100 2472

Email: [cipc@cipc.co.za](mailto:cipc@cipc.co.za) Website: [www.cipc.co.za](http://www.cipc.co.za)