

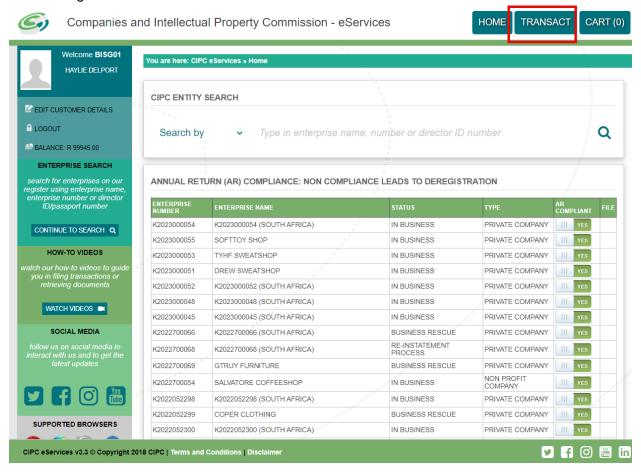
Director Amendment Step-by-Step Guidelines

Update Names of South African ID Holder

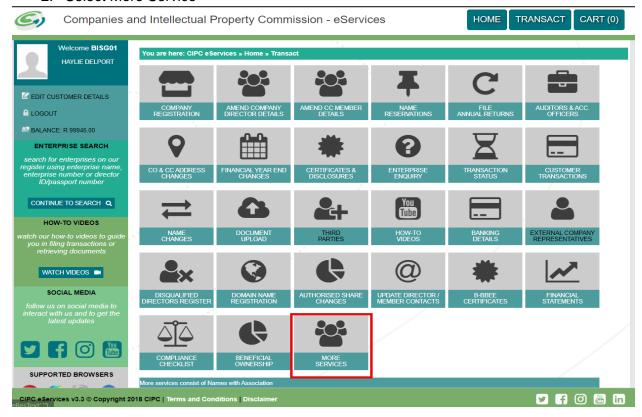
Purpose

The purpose of this document is to demostrate the steps to update the Names of a South African ID Holder. DHA will need to be online at the time of the update.

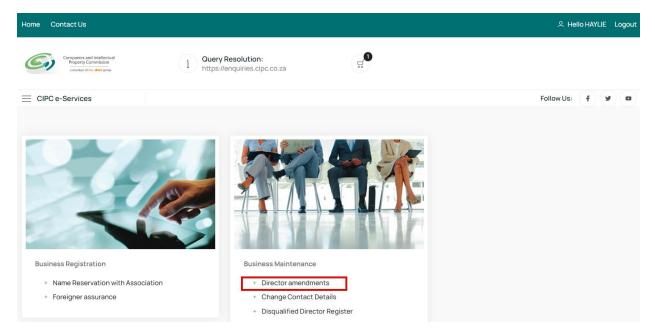
1. Login and select Transact



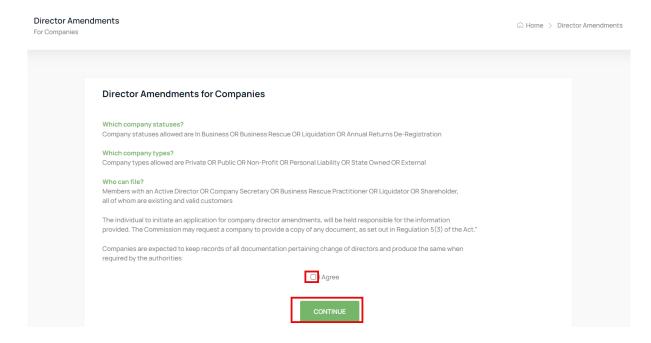
2. Select More Service



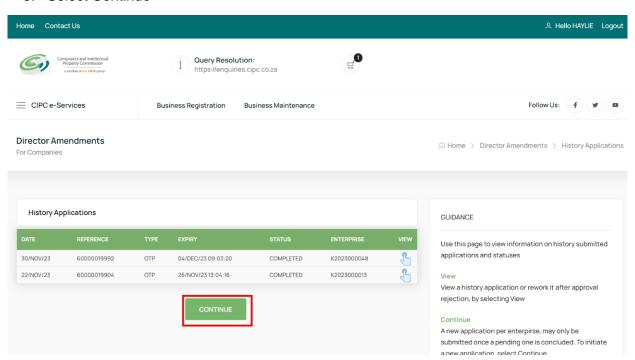
3. Agree to the Terms and Conditions and Select Director Amendments



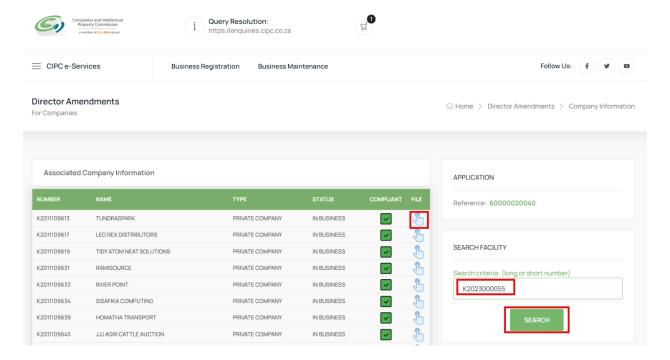
4. Click on Agree checkbox and Select and Continue



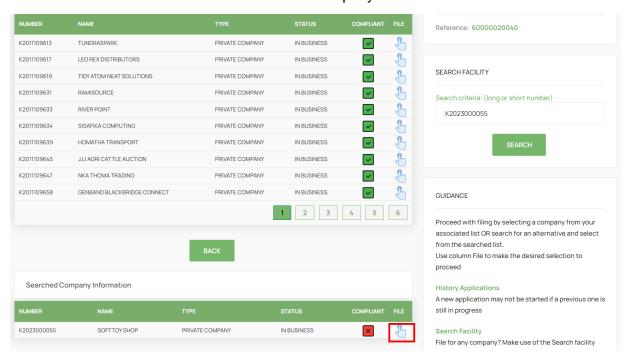
5. Select Continue



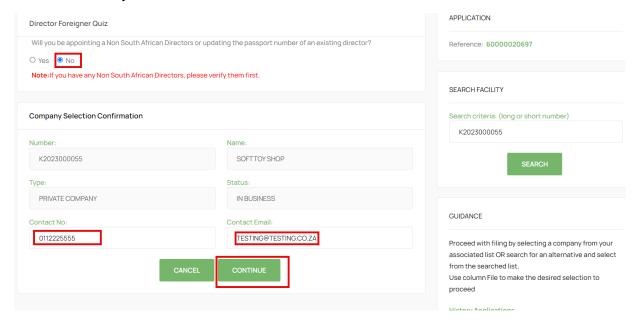
Capture the Company Registration Number either in the Short or Long format and click on the Search Button. If your company appears on your list of companies, Click on the File button.



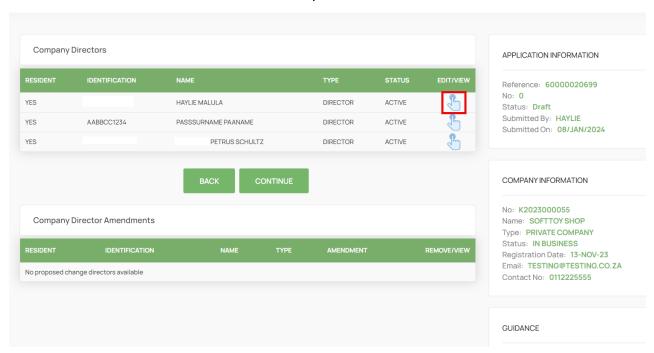
7. Select the File button on the Searched Company Information List



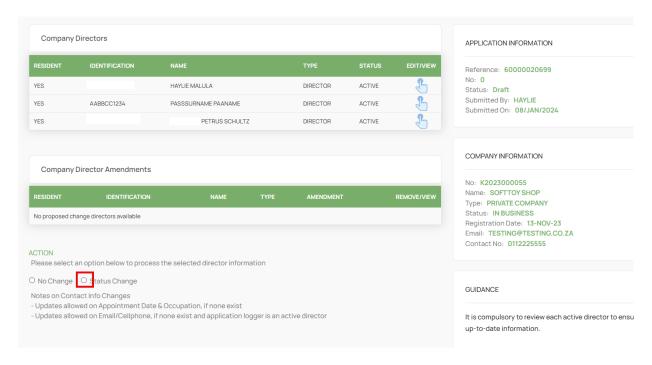
8. Select No on the Director Foreigner Quiz and Update the Enterprise Contact Details if necessary and Click on the Continue Button.



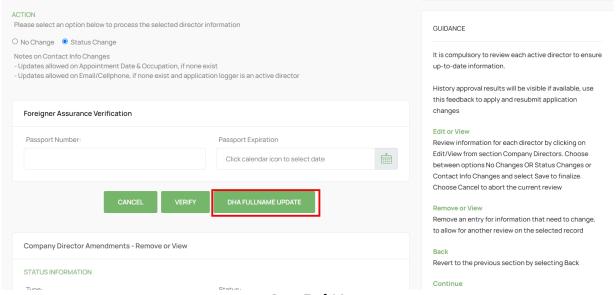
9. Select the Director with a Name to be updated.



10. Select Status Change

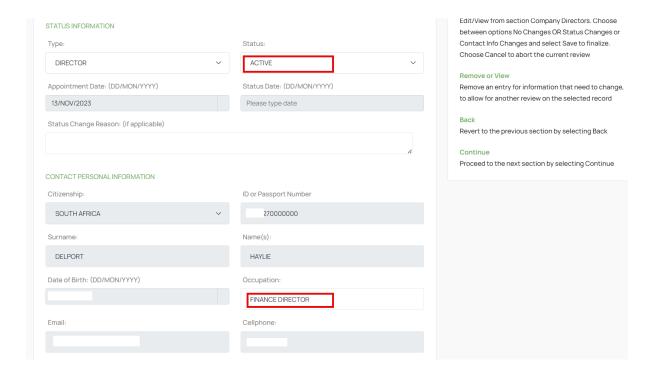


11. Click on the DHA FullName Update Button. If DHA is online, the information will be verified and you can proceed to capture all required information. Ensure to also select ACTIVE on status. The updated Names will reflect only on the Certificate.

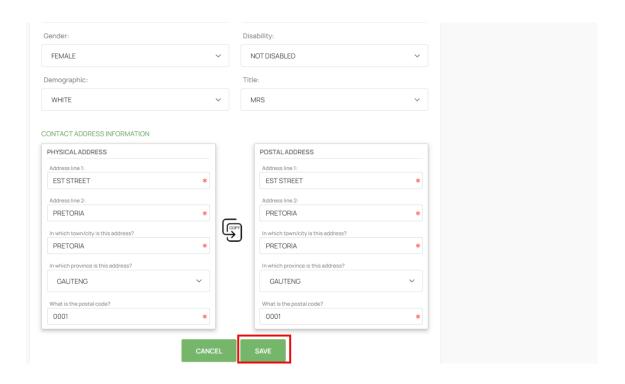


Page 7 of 14

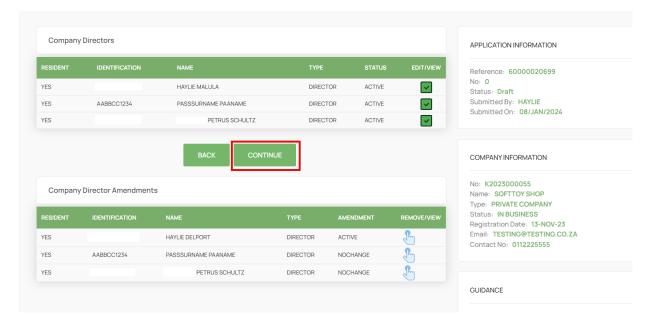
12. Capture required information.



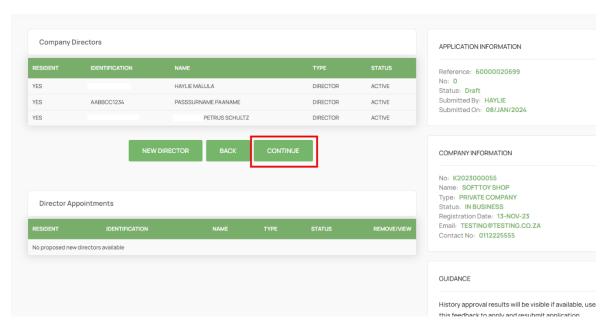
13. Move Down on the Form and continue capturing the required information and Click Save.



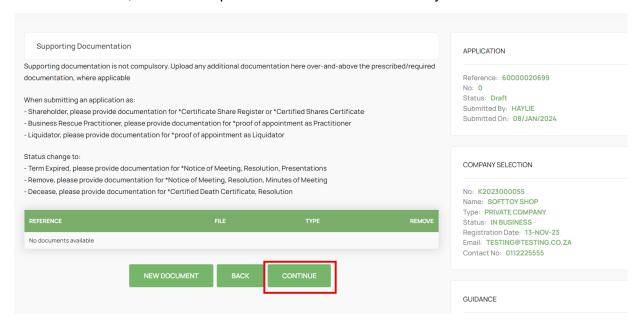
14. Ensure that all the Directors have been Reviewed and then Click on the Continue Button.



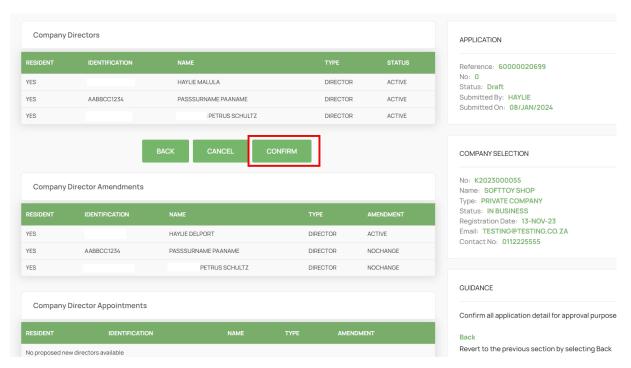
15. Click on the Continue Button.



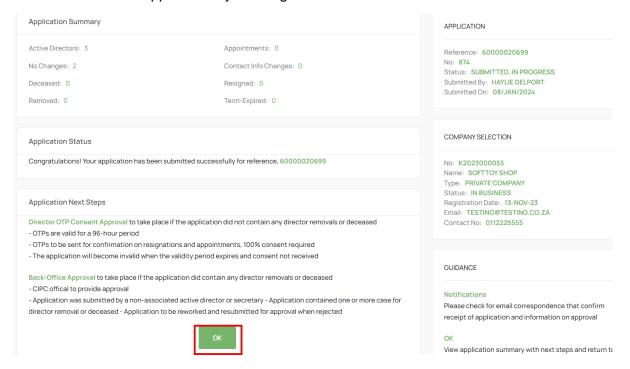
16. Attach Documents if required then Click Continue. Documents are Optional when updating Director details, Appointing, Or Resigning a Director. On Status Remove, Deceased, and Term Expired – Documents are Mandatory.



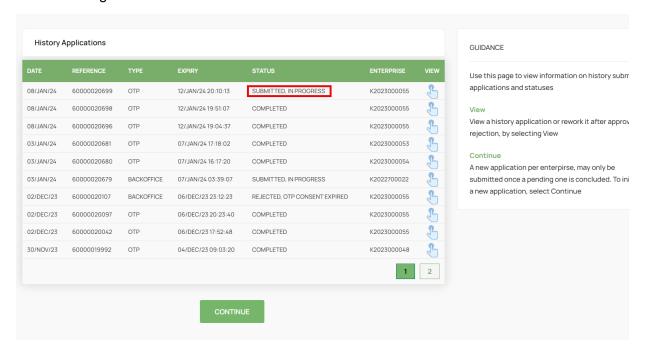
17. Click on the Confirm Button. ONLY CLICK ONCE.



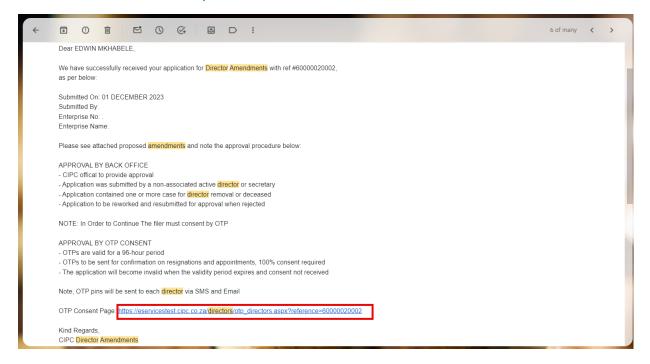
18. Finalise the Application by Clicking on OK.



19. The Application will be in Submitted Status with Type OTP. The filer and directors being appointed or resigned must navigate to their email application to find the Proposed Changes email from the CIPC.



20. The Filer, the Directors being Appointed and Resigned must review the proposed changes attached document and then Click on the Link on the email to capture their Identification number, sms and email OTPs.



21. Select Red Consent Button.

Director Amendments

OTP Approval - Consent DATE AMENDMENT DIRECTOR EXPIRE CONSENT OB/JAN/2024 FILER HAYLE DELPORT 12/JAN/2024 20:10:13 RESEND OTPS APPROVAL RESULTS Confirmation OTPs Required: 1 Received: 0 APPLICATION INFORMATION Reference: 60000022699 Submitted On: 08/JAN/2024 Status: SUBMITTED, IN PROGRESS COMPANY INFORMATION

22. Move down on the form and capture Identification, SMS OTP, and Email OTP, Select the Agree Checkbox. Lastly Click on Submit.

	APPLICATION INFORMATION
Director:	Reference: 6000020699 Submitted By: HAYLIE DELPORT Submitted On: 08/JAN/2024 Status: SUBMITTED, IN PROGRESS
FILER	
	COMPANY INFORMATION
SMS OTP: S8239235	No: K2023000055 Name: SOFTTOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13/NOV/2023 Email: TESTING@TESTING.CO.ZA Contact No: 0112225555
CONSENT DIRECTOR AMENDMENTS Isified or misleading information with the purpose to defraud. The rights of the I Agree CANCEL SUBMIT	GUIDANCE - OTPs are valid for a 96-hours period - 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 Consent OTP information for each director to be provided by
	SMS OTP: S8239235 CONSENT DIRECTOR AMENDMENTS Isified or misleading information with the purpose to defraud. The rights of the

23. All impacted directors and the filer will complete the process above and the Last Submitter will see the Finish Button after submitting. Select the Finish button to Finalise the Application. Any person that has submitted their OTPs can complete this step even when they have already captured and submitted their OTPs.

OTP Approval - Consent APPROVAL RESULTS Confirmation OTPs HAYLIE DELPORT ~ 08/JAN/2024 12/JAN/2024 20:10:13 Received: 1 APPLICATION INFORMATION INFORMATION Reference: 60000020699 Click finish to complete the director amendment application and send correspondence. Please check your email for Submitted By: HAYLIE DELPORT Submitted On: 08/JAN/2024 Status: SUBMITTED, IN PROGRESS COMPANY INFORMATION No: K2023000055

Director Amendments

24. All Active Directors will receive an email with the COR39 attached.

