

Director Amendment Step-by-Step Guidelines

Update Passport

Purpose

The purpose of this document is to demostrate the steps to update an expired passport. The passport should be verified on the Foreigner Assurance process before filing a Director Amendment. The Passport Holder's new passport will need to be verified before it can used to update an expired passport.

Companies a	nd Intellectua	al Property Commission - eSe	ervices	HOME TRANS	БАСТ С	ART
Welcome BISG01	You are here: CIP(P o Portuione - Homo			Υ.	
HAYLIE DELPORT	Tou are nere. Girt		14. C			
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EDIT CUSTOMER DETAILS	CIPC ENTITY	SEARCH				
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LUGUUT	Search by	 Type in enterprise nan 	ne, number or director ID r	number		Q
BALANCE: R 99945.00						
ENTERPRISE SEARCH						
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nterprise number or director	ENTERDRISE				AR	
iD/passport number	NUMBER	ENTERPRISE NAME	STATUS	ТҮРЕ	COMPLIANT	FI
	K2023000054	K2023000054 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	III YES	
CONTINUE TO SEARCH Q						
CONTINUE TO SEARCH Q	K2023000055	SOFTTOY SHOP	IN BUSINESS	PRIVATE COMPANY	III YES	
HOW-TO VIDEOS	K2023000055 K2023000053	SOFTTOY SHOP TYHF SWEATSHOP	IN BUSINESS	PRIVATE COMPANY PRIVATE COMPANY	YES III YES	
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2. Select More Service

Companies :	and Intellectual F	Property Comm	ission - eServio	ces			(0)
Welcome BISG01 HAYLIE DELPORT	You are here: CIPC eSt	ervices » Home » Transa	ict	T	C		
EDIT CUSTOMER DETAILS	COMPANY REGISTRATION	AMEND COMPANY DIRECTOR DETAILS	AMEND CC MEMBER DETAILS	NAME RESERVATIONS	FILE ANNUAL RETURNS	AUDITORS & ACC. OFFICERS	
BALANCE: R 99945.00 ENTERPRISE SEARCH search for enterprises on our register using enterprise name, enterprise number or director	CO & CC ADDRESS CHANGES	FINANCIAL YEAR END	CERTIFICATES & DISCLOSURES	C ENTERPRISE ENCLURY	TRANSACTION		
ID/passport number CONTINUE TO SEARCH Q HOW-TO VIDEOS	⇒	•	& +	You Tube			
watch our how-to videos to guide you in filing transactions or retrieving documents WATCH VIDEOS			THIRD PARTIES			EXTERNAL COMPANY REPRESENTATIVES	
SOCIAL MEDIA follow us on social media to interact with us and to get the latest updates	DISQUALIFIED DIRECTORS REGISTER	DOMAIN NAME REGISTRATION	AUTHORISED SHARE CHANGES	UPDATE DIRECTOR / MEMBER CONTACTS	B-BBEE CERTIFICATES	FINANCIAL STATEMENTS	
	COMPLIANCE CHECKLIST	BENEFICIAL OWNERSHIP	MORE				
CIPC eServices v3.3 © Copyright :	More services consist of Na 2018 CIPC Terms and Con	mes with Association ditions Disclaimer				y f © 🛗	in

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



4. Click on Agree checkbox and Select and Continue



5. Select Continue

Home Conta	act Us						오 Hello HAYLIE Logout
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	ervices	Bus	iness Registration	Business Maintenance			Follow Us:
Director Am For Companies	nendments						$\widehat{\mbox{\mbox{\sc hom}}}$ Home $\mbox{\sc bin}$ Director Amendments $\mbox{\sc bin}$ History Applications
History Ap	plications						GUIDANCE
DATE	REFERENCE	TYPE	EXPIRY		ENTERPRISE	VIEW	Use this page to view information on history submitted
30/NOV/23	60000019992	OTP	04/DEC/23 09:03:20	COMPLETED	K2023000048	٩	applications and statuses
22/NOV/23	60000019904	OTP	26/NOV/2313:04:16	COMPLETED	K2023000013	S	View
			CONTINUE				View a history application or rework it after approval rejection, by selecting View Continue A new application per enterpirse, may only be submitted once a pending one is concluded. To initiate a new application select Continue

6. 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.

Compa Prop a ma	anies and Intellectual perty Commission amber of the dtie group	i Query Resolution https://enquiries.cip	: pc.co.za	ц. Д		
E CIPC e-Serv	vices	Business Registration Bus	siness Maintenance			Follow Us: 🕴 🖉
Director Amer For Companies	ndments					\bigcirc Home $>$ Director Amendments $>$ Company Information
Associated C	Company Information	туре	STATUS	COMPLIANT	FILE	APPLICATION Reference: 60000020040
K2011109613	TUNDRASPARK	PRIVATE COM	IPANY IN BUSINESS	~	Ł	
K2011109617	LEO REX DISTRIBUTORS	PRIVATE COM	IPANY IN BUSINESS	~	Ŀ	
K2011109619	TIDY ATOM NEAT SOLUTIONS	PRIVATE COM	IPANY IN BUSINESS	~	£	SEARCH FACILITY
K2011109631	RAMISOURCE	PRIVATE COM	IPANY IN BUSINESS	\checkmark	£	Search criteria: (long or short number)
K2011109633	RIVER POINT	PRIVATE COM	IPANY IN BUSINESS	\checkmark	£	K2023000055
K2011109634	SISAFIKA COMPUTING	PRIVATE COM	IPANY IN BUSINESS	~	£	
K2011109639	HOMATHA TRANSPORT	PRIVATE COM	IPANY IN BUSINESS	~	P	SEARCH

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

NUMBER	NAME	ТҮРЕ		COMPLIANT	FILE	Reference: 6000020040
K2011109613	TUNDRASPARK	PRIVATE COMPANY	IN BUSINESS	~	£	
K2011109617	LEO REX DISTRIBUTORS	PRIVATE COMPANY	IN BUSINESS	~	£	
K2011109619	TIDY ATOM NEAT SOLUTIONS	PRIVATE COMPANY	IN BUSINESS	~	£	SEARCH FACILITY
K2011109631	RAMISOURCE	PRIVATE COMPANY	IN BUSINESS	 	£	Search criteria: (long or short number)
K2011109633	RIVER POINT	PRIVATE COMPANY	IN BUSINESS	~	٩	K2023000055
K2011109634	SISAFIKA COMPUTING	PRIVATE COMPANY	IN BUSINESS	~	٩	
K2011109639	HOMATHA TRANSPORT	PRIVATE COMPANY	IN BUSINESS	~		SEARCH
K2011109645	JJJ AGRI CATTLE AUCTION	PRIVATE COMPANY	IN BUSINESS	~	£	
K2011109647	NKA THOMA TRADING	PRIVATE COMPANY	IN BUSINESS	 	£	
K2011109658	GENBAND BLACKBRIDGE CONNECT	PRIVATE COMPANY	IN BUSINESS	~	£	GUIDANCE
		BACK	1 2 3	4 5	6	Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to proceed
Searched Cor	npany Information					History Applications
NUMBER	NAME	ТҮРЕ	STATUS	COMPLIANT	FILE	A new application may not be started if a previous one is still in progress
K2023000055	SOFTTOY SHOP	PRIVATE COMPANY	IN BUSINESS	×	Ł	Search Facility File for any company? Make use of the Search facility

8. Select Yes on the Director Foreigner Quiz if you will be Appointing a Passport Holder.

Director Foreigner Quiz		APPLICATION
Will you be appointing a Non South African Directors or upda	ating the passport number of an existing director?	Reference:
● Yes O No		
Note: If you have any Non South African Directors, please ve	rify them first.	SEARCH FACILITY
Foreigner Assurance Verification		Search criteria: (long or short number)
Descent Mumber		
Passport number:		SFARCH
CANCEL	VERIFY	
Company Selection Confirmation		GUIDANCE
Number	Name	Proceed with filing by selecting a company from your associated list OR search for an alternative and select
K2023000055	SOFTTOY SHOP	from the searched list. Use column File to make the desired selection to
Туре:	Status:	proceed
PRIVATE COMPANY	IN BUSINESS	History Applications A new application may not be started if a previous one is
Contact No:	Contact Email:	still in progress

9. Capture the Passport Number and Click on the Verify Button. If the Passport is not Verified, click on the here link and you will then be redirected to Foreigner Assurance. Wait until you receive an email that the passports filed through the Foreigner Assurance process have been successfuly Verified before proceeding with capturing your Director Amendments application.

AB334343		SEARCH
C	ANCEL VERIFY	
		GUIDANCE
Company Selection Confirmation		Proceed with filing by selecting a company from your
Number:	Name:	associated list OR search for an alternative and select
K2023000055	SOFT TOY SHOP	Use column File to make the desired selection to
Туре:	Status:	proceed
PRIVATE COMPANY	IN BUSINESS	History Applications
Contact No:	Contact Email-	A new application may not be started if a previous one is still in progress
0112222222	TESTING@TESTING.CO.ZA	Search Facility
		File for any company? Make use of the Search facility
CAN		Back
		Revert back to history applications by selecting Back
		Cancel
VALIDATION FAILURE		Revert back and opt to select an alternative company, click on Cancel
Identity not available via Foreigner Assurance! Dir application, Please try again	rector to apply for Foreigner Assurance prior to submitting an	Continue
		Confirm the company selection, updating the contact
Clic <mark>t here</mark> to apply for director to be added to Fore Note:You will be redirected to the foreign assura	eigner Assurance register. Ince to apply or update passport details.	info if applicable, and select Continue

10. If the Passport is Verified, click on the OK button. Verify each Passport Holder that you will be appointing before proceeding with your application. If all Passport Holders are Verified, Click on the Continue Button.

Yes O No Note:If you have any Non South Africa	an Directors, please verify them first.	
Foreigner Assurance Verification	Passport Verified	
Passport Number:	Passport verified successfully.	ng of anoten of the most /
	×	SEARCH
	CANCEL	CHIDANCE
Company Selection Confirmation		

11. Update the Enterprise Contact Details if necessary and Click on the Continue Button.

and a construction of a constr		APPLICATION
Will you be appointing a Non South African Direc	ctors or updating the passport number of an existing director?	Reference: 6000020718
● Yes ○ No		
Note: If you have any Non South African Director	rs, please verify them first.	SEARCH FACILITY
Foreigner Assurance Verification		Search criteria: (long or short number)
		K2023000055
Passport Number:		SEARCH
	CANCEL VERIFY	GUIDANCE
Company Selection Confirmation		
		Proceed with filing by selecting a company from your
Number:	Name:	Proceed with filing by selecting a company from your associated list OR search for an alternative and select
Number: K2023000055	Name: SOFTTOY SHOP	Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to
Number: K2023000055 Type:	Name: SOFTTOY SHOP Status:	Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to proceed
Number: K2023000055 Type: PRIVATE COMPANY	Name: SOFTTOY SHOP Status: IN BUSINESS	Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to proceed History Applications
Number: K2023000055 Type: PRIVATE COMPANY Contact No:	Name: SOFTTOY SHOP Status: IN BUSINESS Contact Email:	Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to proceed History Applications A new application may not be started if a previous one is still in progress
Number: K2023000055 Type: PRIVATE COMPANY Contact No: 0112222222	Name: SOFTTOY SHOP Status: IN BUSINESS Contact Email: TESTING@TESTING.CO ZA	Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to proceed History Applications A new application may not be started if a previous one is still in progress Search Facility
Number: K2023000055 Type: PRIVATE COMPANY Contact No: 0112222222	Name: SOFTTOY SHOP Status: IN BUSINESS Contact Email: TESTING@TESTING.CO.ZA	Proceed with filing by selecting a company from your associated list OR search for an alternative and select from the searched list. Use column File to make the desired selection to proceed History Applications A new application may not be started if a previous one is still in progress Search Facility File for any company? Make use of the Search facility

12. Review current Directors details by selecting the Edit button for each director. Ensure that the Cellphone Number and Email are correct for the directors being Resigned OR Appointed.

RESIDENT	IDENTIFICATION	NAME	TYPE		EDIT/VIEW	Reference: 60000020696
YES		HAYLIE DELPORT	DIRECTOR	ACTIVE	£	No: 0 Status: Draft
ES	B4444	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	Solution	Submitted By: HAYLIE
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE	2	Submitted On: 00/JAN/2024
						Nomo, COETTOX CUOD
Company I	Director Amendments					Name: SUPTION SHUP
Company I	Director Amendments	and the second			_	Type: PRIVATE COMPANY Status: IN BUSINESS
Company I	Director Amendments	NAME TYPE	AMENDMENT		REMOVE/VIEW	Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13-NOV-23

13. Select No Change if you will NOT be updating the Status OR other details of an Existing Director, then Select the Save button at the bottom of the screen

Company D	irector Amendments					Name: SOFTTOY SHOP Type: PRIVATE COMPANY
RESIDENT	IDENTIFICATION	NAME	ТҮРЕ	AMENDMENT	REMOVE/VIEW	Status: IN BUSINESS Registration Date: 13-NOV-23
No proposed cha	nge directors available					Email: TESTING@TESTING.CO.ZA Contact No: 01122255555
ACTION						
Please select ar	• option below to process the sel	lected director infor	mation			GUIDANCE
Notes on Conta	ct Info Changes					
- Updates allow - Updates allow	ed on Appointment Date & Occup ed on Email/Cellphone, if none ex	pation, if none exist	loqqer is an acti	ve director		It is compulsory to review each active director to ensur up-to-date information.
- Updates allow - Updates allow	ed on Appointment Date & Occup ed on Email/Cellphone, if none ex	bation, if none exist kist and application	logger is an acti	ve director		It is compulsory to review each active director to ensur up-to-date information. History approval results will be visible if available, use this feedback to apply and resubmit application changes
- Updates allow - Updates allow Company D	ed on Appointment Date & Occup ed on Email/Cellphone, if none ex irector Amendments - Remove	ation, if none exist kist and application i e or View	logger is an acti	ve director		It is compulsory to review each active director to ensur up-to-date information. History approval results will be visible if available, use this feedback to apply and resubmit application changes Edit or View Review information for each director by clicking on
- Updates allow - Updates allow Company D STATUS INFC	ed on Appointment Date & Occup ed on Email/Cellphone, if none ex irector Amendments - Remove	bation, if none exist kist and application te or View	logger is an acti	ve director		It is compulsory to review each active director to ensur up-to-date information. History approval results will be visible if available, use this feedback to apply and resubmit application changes Edit or View Review information for each director by clicking on Edit/View from section Company Directors. Choose between options No Changes OR Status Changes or
- Updates allow - Updates allow Company D STATUS INFC Type:	ed on Appointment Date & Occup ed on Email/Cellphone, if none ex irector Amendments - Remove	bation, if none exist kist and application a or View	logger is an acti	ve director		It is compulsory to review each active director to ensur up-to-date information. History approval results will be visible if available, use this feedback to apply and resubmit application changes Edit or View Review information for each director by clicking on Edit/View from section Company Directors. Choose between options No Changes OR Status Changes or Contact Info Changes and select Save to finalize.
- Updates allow - Updates allow Company D STATUS INFC Type: DIRECTOR	ed on Appointment Date & Occup ed on Email/Cellphone, if none ex irector Amendments - Remove	e or View	logger is an acti Status: ACTIVE	ve director	~	It is compulsory to review each active director to ensur up-to-date information. History approval results will be visible if available, use this feedback to apply and resubmit application changes Edit or View Review information for each director by clicking on Edit/View from section Company Directors. Choose between options No Changes OR Status Changes or Contact Info Changes and select Save to finalize. Choose Cancel to abort the current review

ESIDENT	IDENTIFICATION	NAME		ТҮРЕ		EDIT/VIEW	Reference: 60000020696
ES		HAYLIE DELPORT		DIRECTOR	ACTIVE	~	No: 0 Status: Draft
ΈS	B4444	PASSSURNAME PAANAME		DIRECTOR	ACTIVE	J.	Submitted By: HAYLIE
'ES		PETRUS SCHUL	Z	DIRECTOR	ACTIVE	J.	Cubinitied On: CONSERVED
		BACK	JONTINUE				COMPANY INFORMATION
0	Director Amendments						No: K2023000055 Name: SOFTTOY SHOP
Company						_	Type: PRIVATE COMPANY
Company					ACAIT.	DEMOVE/VIEW	Status. IN DUSINESS
Company	IDENTIFICATION	NAME	TYPE	AMENDN		KENIGVE/VIEW	Registration Date: 13-NOV-23

14. Select the Director with a Passport to Update.

15. Select Status Change.

RESIDENT	IDENTIFICATION	NAME		ТҮРЕ	STATUS	EDIT/VIEW	Reference: 6000020696
YES		HAYLIE DELPORT		DIRECTOR	ACTIVE	~	No: 0 Status: Draft
YES	B4444	PASSSURNAME PAANAME		DIRECTOR	ACTIVE	2	Submitted By: HAYLIE
YES		PETRUS SCHULTZ		DIRECTOR	ACTIVE	J.	
Company	Director Amendments						COMPANY INFORMATION
						_	No: K2023000055
RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDM	IENT	REMOVE/VIEW	Type: PRIVATE COMPANY
YES		HAYLIE DELPORT	DIRECTOR	NOCHAN	GE	£	Status: IN BUSINESS Registration Date: 13-NOV-23
							Email: TESTING@TESTING.CO.ZA
ACTION							Contact No: 01122255555
Please select a	an option below to proces	ss the selected director informa	tion				
O No Change	O Status Change						
Notes on Cont	act Info Changes						GUIDANCE
- Updates allow - Updates allow	wed on Appointment Date wed on Email/Cellphone,	a & Occupation, if none exist if none exist and application log	ger is an active	e director			It is compulsory to review each active director to ensure up-to-date information.
							History approval results will be visible if available, use
Company	Director Amendments -	- Remove or View					this feedback to apply and resubmit application changes
							Edit or View

16. Select No on Citizenship

ACTION Please select an option below to process the selected director inf	ormation	GUIDANCE
O No Change 🛛 🖲 Status Change		
Notes on Contact Info Changes - Updates allowed on Appointment Date & Occupation, if none exis - Updates allowed on Email/Cellphone, if none exist and applicatio	st n logger is an active director	It is compulsory to review each active director to ensure up-to-date information.
		History approval results will be visible if available, use
Citizenship		this feedback to apply and resubmit application
Are you using a South African identification book or card to up	date the director?	onding of
		Edit or View
O Yes O No		Review information for each director by clicking on
		Edit/View from section Company Directors. Choose
		between options No Changes OR Status Changes or
		Contact Info Changes and select Save to finalize.
		Choose Cancel to abort the current review
Company Director Amendments - Remove or View		Remove or View
		Remove an entry for information that need to change,
STATUS INFORMATION		to allow for another review on the selected record
Туре:	Status:	Back
DIRECTOR ~	CLICK TO SELECT ~	Revert to the previous section by selecting Back
Appointment Date: (DD/MON/YYYY)	Status Date: (DD/MON/YYYY)	Continue
30/NOV/2023	Please type date	Proceed to the next section by selecting Continue
Status Change Reason: (if applicable)		

17. Capture the Passport Number and Select the Expiration Date from the Calendar, then Click on the Verify Button.

		on an igo o
Are you using a South African identification book	or card to update the director?	Edit or View
O Yes 🔍 No		Review information for each director by clicking on
		Edit/View from section Company Directors. Choose
		between options No Changes OR Status Changes or
Foreigner Assurance Verification		Contact Info Changes and select Save to finalize.
renginer, teouranise termeation		Choose Cancel to abort the current review
Passport Number:	Passport Expiration	Remove or View
		Remove an entry for information that need to change,
	Click calendar icon to select date	to allow for another review on the selected record
		Back
С	ANCEL VERIFY	Revert to the previous section by selecting Back
		Continue
		Proceed to the next section by selecting Continue
Company Director Amendments - Remove or V	iew	
STATUS INFORMATION		
Туре:	Status:	
DIRECTOR	✓ CLICK TO SELECT ✓	
Appointment Date: (DD/MON/YYYY)	Status Date: (DD/MON/YYYY)	
30/NOV/2023	Please type date	
Status Change Reason: (if applicable)		

18. Capture required information.

STATUS INFORMATION			
Turney		Ctatuo	
Туре:		Status:	
DIRECTOR	~	ACTIVE	~
Appointment Date: (DD/MON/YYYY)		Status Date: (DD/MON/YYYY)	
30/NOV/2023		Please type date	
tatus Change Reason: (if applicable)			
3- ····· (·· -FF-·····)			
			4
ONTACT PERSONAL INFORMATION			
Citizenship:		ID or Passport Number	
MOZAMBIQUE	\sim	R////	
Surname:		Name(s):	
Surname:		Name(s):	
urname: PAANAME		Name(s): PASSSURNAME	
Surname: PAANAME Date of Birth: (DD/MON/YYYY)		Name(s): PASSSURNAME Occupation:	
Burname: PAANAME Date of Birth: (DD/MON/YYYY) 27/NOV/2005		Name(s): PASSSURNAME Occupation:	
Burname: PAANAME Date of Birth: (DD/MON/YYYY) 27/NOV/2005		Name(s): PASSSURNAME Occupation: COO	
Surname: PAANAME Date of Birth: (DD/MON/YYYY) 27/NOV/2005 :mail:		Name(s): PASSSURNAME Occupation: COO Cellphone:	

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

Jender:		Disability:	
MALE	~	NOT DISABLED	~
Demographic:		Title:	
WHITE	~	MR	~
PHYSICAL ADDRESS		POSTALADDRESS	
Address line 1:		Address line 1:	
4 MONDE AVE *		4 MONDE AVE	*
Address line 2:		Address line 2:	
MANHATTAN *	Ē	MANHATTAN	*
In which town/city is this address?	(COPY	In which town/city is this address?	
NEW YORK *		NEW YORK	*
In which province is this address?		In which province is this address?	
NEW YORK		NEW YORK	
What is the postal code?		What is the postal code?	
		A11111	*

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

RESIDENT	IDENTIFICATION	NAME	ТҮРЕ		EDIT/VIEW	Reference: 60000020696
YES		HAYLIE DELPORT	DIRECTOR	ACTIVE	 Image: A set of the set of the	No: 0 Status: Draft
YES	B4444	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	~	Submitted By: HAYLIE
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE		Submitted On: 0073AN/2024
Company	/ Director Amendment	BACK CONT	INUE			COMPANY INFORMATION No: K2023000055 Name: SOFITOY SHOP
Company	/ Director Amendmeni	BACK CONT		ENDMENT	REMOVE/VIEW	COMPANY INFORMATION No: K2023000055 Name: SOFTTOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS
Company	/ Director Amendmen	BACK CONT ts NAME	INUE TYPE AN	ENDMENT	REMOVE/VIEW	COMPANY INFORMATION No: K2023000055 Name: SOFITOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13-NOV-23 Emoti: TESTING CO 24
Company RESIDENT YES	/ Director Amendment	BACK CONT ts NAME HAYLIE DELPORT	INUE TYPE AN DIRECTOR NO	endment Change	REMOVE/VIEW	COMPANY INFORMATION No: K2023000055 Name: SOFITOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13-NOV-23 Email: TESTING®TESTING.CO.ZA Contact No: 0112225555
Company RESIDENT YES YES	Director Amendment	BACK CONT ts NAME HAYLIE DELPORT PASSSURNAME PAANAME	TYPE AM DIRECTOR NO DIRECTOR AC	ENDMENT CHANGE TIVE	REMOVE/VIEW	COMPANY INFORMATION No: K2023000055 Name: SOFTTOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13-NOV-23 Email: TESTING@TESTINC.CO.ZA Contact No: 0112225555

21. Click on the Continue Button.

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	Reference: 60000020696
′ES		HAYLIE DELPORT		ACTIVE	No: 0 Status: Draft
'ES	B4444	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	Submitted By: HAYLIE
/ES		PETRUS SCHULTZ	DIRECTOR	ACTIVE	Submitted On: 08/JAN/2024
	NEV	N DIRECTOR BACK CONT	TINUE		COMPANY INFORMATION No: K2023000055 Name: SOFTTOY SHOP
Director App	ointments	W DIRECTOR BACK CON	IINUE		COMPANY INFORMATION No: K2023000055 Name: SOFTTOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS
Director App resident	ointments IDENTIFICATION	N DIRECTOR BACK CONT	TINUE	REMOVE/VIEW	COMPANY INFORMATION No: K2023000055 Name: SOFITOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13-NOV-23 Email: TESTING@TESTING.CO.ZA Contact No: 01122255555

22. 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.

Supporting Documentation		APPLICATION		
Supporting documentation is not compulsory. Up	bload any additional docum	entation here over-and-above the	prescribed/required	
documentation, where applicable				Reference: 6000020696
				No: 0
When submitting an application as:	Status: Dratt			
 Shareholder, please provide documentation for 		Submitted On: 08/JAN/2024		
- Business Rescue Practitioner, please provide de	ocumentation for *proof of a	appointment as Practitioner		
 Liquidator, please provide documentation for *p 	proof of appointment as Liqu	uidator		
Status change to: - Term Expired, please provide documentation for - Remove, please provide documentation for *No - Decease, please provide documentation for *Co		COMPANY SELECTION No: K2023000055 Name: SOFITOY SHOP		
REFERENCE		ТҮРЕ	REMOVE	Status: IN BUSINESS
No documents available			_	Registration Date: 13-NOV-23 Email: TESTING@TESTING.CO.ZA Contact No: 01122255555
NEW DOCU	JMENT BACK	CONTINUE		
				GUIDANCE

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

Company	Directors				APPLICATION
RESIDENT	IDENTIFICATION	NAME	ТҮРЕ	STATUS	Reference: 6000020696
YES		HAYLIE DELPORT	DIRECTOR	ACTIVE	No: 0 Status: Draft
YES	B4444	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	Submitted By: HAYLIE
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE	Submitted On: 0873AIV/2024
Company I	Director Amendments	BACK CANCEL COM	IFIRM		COMPANY SELECTION No: K2023000055 Name: SOFTTOY SHOP
RESIDENT	IDENTIFICATION	NAME	ТҮРЕ	AMENDMENT	Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13-NOV-23
YES		HAYLIE DELPORT	DIRECTOR	NOCHANGE	Email: TESTING@TESTING.CO.ZA
YES	B4444	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	
YES		PETRUS SCHULTZ	DIRECTOR	NOCHANGE	
Company	Director Appointments	3			GUIDANCE Confirm all application detail for approval purpo
RESIDENT	IDENTIFICATI	ON NAME	TYPE AMENDM	IENT	Back
No proposed ne	w directors available				Revert to the previous section by selecting Bac

24. Finalise the Application by Clicking on OK.

Application Summary		APPLICATION
Active Directors: 3 No Changes: 2 Deceased: 0 Removed: 0	Appointments: 0 Contact Info Changes: 0 Resigned: 0 Term-Expired: 0	Reference: 60000020696 No: 872 Status: SUBMITTED, IN PROGRESS Submitted By: HAYLIE DELPORT Submitted On: 08/JAN/2024
Application Status		COMPANY SELECTION
Congratulations! Your application has been	submitted successfully for reference, 60000020696	No: K2023000055 Name: SOFTTOY SHOP Type: PRIVATE COMPANY
Application Next Steps		Status: IN BUSINESS Registration Date: 13-NOV-23 Email: TESTING@TESTING.CO.ZA
Director OTP Consent Approval to take plac - OTPs are valid for a 96-hour period	e if the application did not contain any director removals or deceased	Contact No: 01122255555
- OTPs to be sent for confirmation on resigna	ations and appointments, 100% consent required	
- The application will become invalid when the Back-Office Approval to take place if the app	ne validity period expires and consent not received	GUIDANCE
- CIPC offical to provide approval	·	
- Application was submitted by a non-associ	ated active director or secretary - Application contained one or more case for	Notifications
director removal or deceased - Application to	be reworked and resubmitted for approval when rejected	Please check for email correspondence that confi
	ок	OK View annlication summary with next steps and ret

25. 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.

Director A For Companie	mendments es						(A) Home > Director Amendments > ⊢
History A	Applications						GUIDANCE
DATE	REFERENCE	ТҮРЕ	EXPIRY		ENTERPRISE	VIEW	Use this page to view information on his
08/JAN/24	60000020696	OTP	12/JAN/2419:04:37	SUBMITTED, IN PROGRESS	K2023000055	£	applications and statuses
03/JAN/24	6000020681	OTP	07/JAN/24 17:18:02	COMPLETED	K2023000053	£	View
03/JAN/24	60000020680	OTP	07/JAN/2416:17:20	COMPLETED	K2023000054	£	View a history application or rework it aft
03/JAN/24	6000020679	BACKOFFICE	07/JAN/24 03:39:07	SUBMITTED, IN PROGRESS	K2022700022	£	rejection, by selecting view
02/DEC/23	6000020107	BACKOFFICE	06/DEC/23 23:12:23	REJECTED, OTP CONSENT EXPIRED	K2023000055	£	Continue A new application per enterpirse, may or
02/DEC/23	6000020097	OTP	06/DEC/23 20:23:40	COMPLETED	K2023000055	£	submitted once a pending one is conclu
02/DEC/23	6000020042	OTP	06/DEC/2317:52:48	COMPLETED	K2023000055	£	a new application, select Continue
30/NOV/23	60000019992	OTP	04/DEC/23 09:03:20	COMPLETED	K2023000048	٩	
22/NOV/23	60000019904	OTP	26/NOV/2313:04:16	COMPLETED	K2023000013	£	
			CONTINU	JE			

26. 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.



27. Select Red Consent Button.

Director Amendments	
For Companies	

OTP Approval -	Consent				APPROVAL RESULTS
ATE .	AMENDMENT	DIRECTOR	EXPIRE	CONSENT	Confirmation OTPs
/JAN/2024	FILER	HAYLIE DELPORT	12/JAN/2024 19:04:37	×	Required: 1 Received: 0
		RESEND OTPS			APPLICATION INFORMATION Reference: 60000020696 Submitted By: HAYLE DELPORT Submitted On: 08/JAN/2024 Status: SUBMITTED, IN PROGRESS

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

08/JAN/2024	FILER HAYLIE D	ELPORT 12/JAN/2024 19:04:37	Required: 1 Received: 0
	R	ESEND OTPS	
Verification Informat	ion		APPLICATION INFORMATION
DIRECTOR INFORMATIC	ИС	Director:	Reference: 60000020696 Submitted By: HAYLIE DELPORT Submitted On: 08/JAN/2024 Status: SUBMITTED, IN PROGRESS
3057		FILER	
VERIFY INFORMATION			COMPANY INFORMATION
IDENTIFICATION: Email OTP: E9722532		SMS OTP: \$4305718	No: K2023000055 Name: SOFTTOY SHOP Type: PRIVATE COMPANY Status: IN BUSINESS Registration Date: 13/NOV/2023 Email: TESTING@TESTING.CO.ZA Contact No: 0112222222
You are accountable for ar Commission are firmly res	CONSENT DII ny unauthorised, falsified or misle reved.	RECTOR AMENDMENTS ading information with the purpose to defraud. The rights of the	GUIDANCE
		Agree	- OTPs are valid for a 96-hours period - OTPs to be sent for confirmation on resignatio

29. 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.

Director Ameno for Companies	dments				
OTP Approval -	- Consent				APPROVAL RESULTS
DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT	Confirmation OTPs
08/JAN/2024	FILER	HAYLIE DELPORT	12/JAN/2024 19:04:37		Required: 1 Received: 1
INFORMATION					APPLICATION INFORMATION
Click finish to complete the director amendment application and send correspondence. Please check your email for correspondence.			Reference: 60000020696 Submitted By: HAYLIE DELPORT Submitted On: 08/JAN/2024 Status: SUBMITTED, IN PROGRESS		
			L		COMPANY INFORMATION

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

9

QA@cipc.co.za to	e	☆	←	:	
Dear					
We have successfully processed your application for Director Amendments with ref #60000019813, as per below:					
Submitted On: Submitted By: " Enterprise No: Enterprise Name:					
Congratulations, your application has been approved					
Please see attached for certificate documentation.					
Kind Regards, CIPC Director Amendments					
Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.					
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 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 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 file:	or otherwise restricted from any part thereof, or the atta a of the message.	disclosu chments	re wide theret	ır ⊳.If	
			dala la ma		