



Companies and Intellectual
Property Commission

a member of **the dtic** group

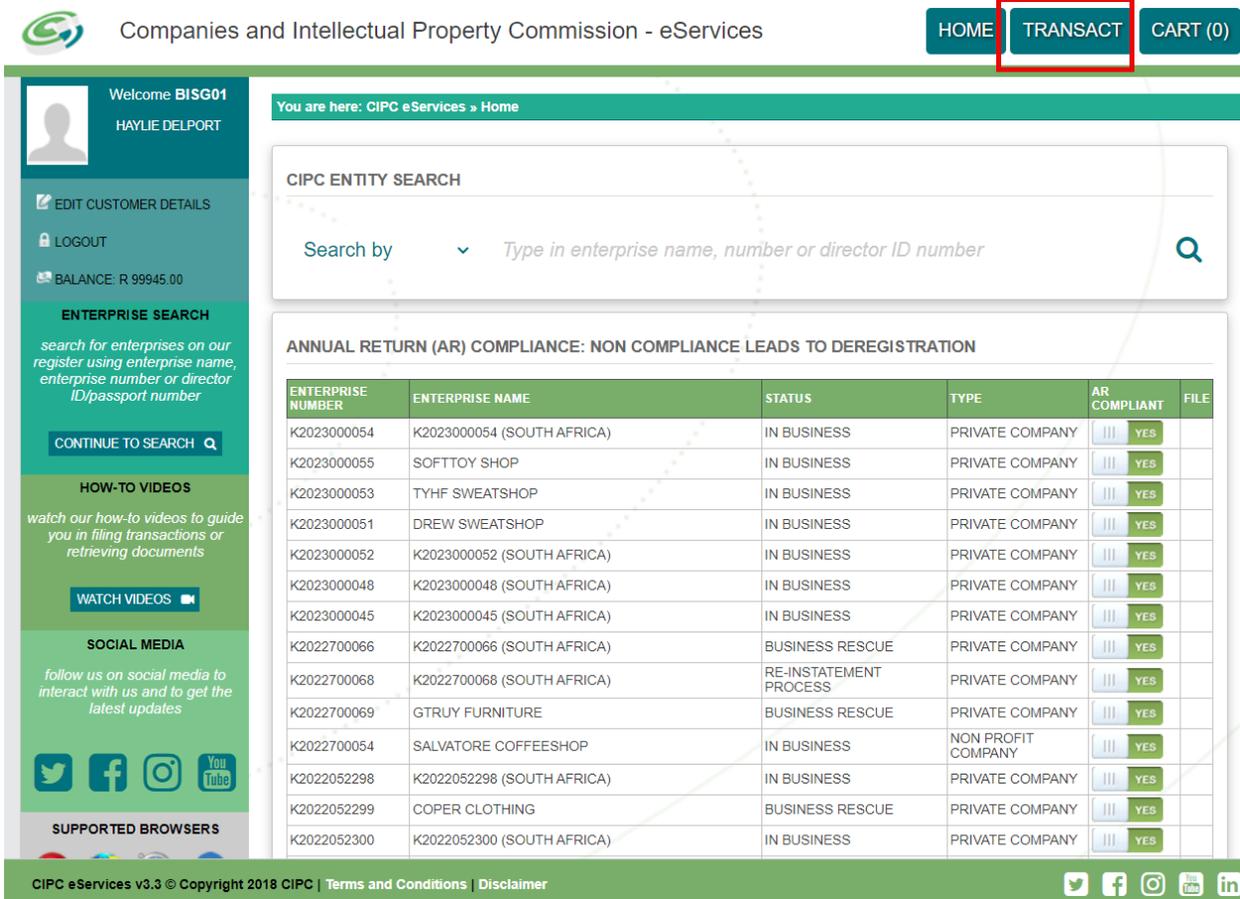
Director Amendment Step-by-Step Guidelines

Update Passport

Purpose

The purpose of this document is to demonstrate 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 be used to update an expired passport.

1. Login 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 user is logged in as 'BISG01 HAYLIE DELPORT'. The main content area features a 'CIPC ENTITY SEARCH' section with a search input field and a magnifying glass icon. Below this is a table titled 'ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION'. The table lists various enterprises with their status and compliance information. The footer contains copyright information and social media links.

Welcome **BISG01**
HAYLIE DELPORT

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 |
|-------------------|----------------------------|------------------------|--------------------|--------------|------|
| K2023000054 | K2023000054 (SOUTH AFRICA) | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2023000055 | SOFTTOY SHOP | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2023000053 | TYHF SWEATSHOP | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2023000051 | DREW SWEATSHOP | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2023000052 | K2023000052 (SOUTH AFRICA) | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2023000048 | K2023000048 (SOUTH AFRICA) | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2023000045 | K2023000045 (SOUTH AFRICA) | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2022700066 | K2022700066 (SOUTH AFRICA) | BUSINESS RESCUE | PRIVATE COMPANY | YES | |
| K2022700068 | K2022700068 (SOUTH AFRICA) | RE-INSTATEMENT PROCESS | PRIVATE COMPANY | YES | |
| K2022700069 | GTRUY FURNITURE | BUSINESS RESCUE | PRIVATE COMPANY | YES | |
| K2022700054 | SALVATORE COFFEESHOP | IN BUSINESS | NON PROFIT COMPANY | YES | |
| K2022052298 | K2022052298 (SOUTH AFRICA) | IN BUSINESS | PRIVATE COMPANY | YES | |
| K2022052299 | COPER CLOTHING | BUSINESS RESCUE | PRIVATE COMPANY | YES | |
| K2022052300 | K2022052300 (SOUTH AFRICA) | IN BUSINESS | PRIVATE COMPANY | YES | |

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2. Select More Service

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (0)

Welcome **BISG01**
HAYLIE DELPORT

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 Names with Association

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

Home Contact Us

Hello HAYLIE Logout

Companies and Intellectual Property Commission
a member of the dsbe group

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

CIPC e-Services

Follow Us:

| | |
|---|---|
| Business Registration <ul style="list-style-type: none">+ Name Reservation with Association+ Foreigner assurance | Business Maintenance <ul style="list-style-type: none">+ Director amendments (highlighted with red box)+ Change Contact Details+ Disqualified Director Register |
|---|---|

4. Click on Agree checkbox and Select and Continue

Director Amendments
For Companies

Home > Director Amendments

Director Amendments for Companies

Which company statuses?
Company statuses allowed are In Business OR Business Rescue OR Liquidation OR Annual Returns De-Registration

Which company types?
Company types allowed are Private OR Public OR Non-Profit OR Personal Liability OR State Owned OR External

Who can file?
Members with an Active Director OR Company Secretary OR Business Rescue Practitioner OR Liquidator OR Shareholder, all of whom are existing and valid customers

The individual to initiate an application for company director amendments, will be held responsible for the information provided. The Commission may request a company to provide a copy of any document, as set out in Regulation 5(3) of the Act.*

Companies are expected to keep records of all documentation pertaining change of directors and produce the same when required by the authorities

Agree

CONTINUE

5. Select Continue

Home Contact Us Hello HAYLIE Logout

 Companies and Intellectual Property Commission
 Query Resolution:
<https://enquiries.cipc.co.za>


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

Director Amendments
For Companies

Home > Director Amendments > History Applications

History Applications

| DATE | REFERENCE | TYPE | EXPIRY | STATUS | ENTERPRISE | VIEW |
|-----------|-------------|------|--------------------|-----------|-------------|--|
| 30/NOV/23 | 60000019992 | OTP | 04/DEC/23 09:03:20 | COMPLETED | K2023000048 |  |
| 22/NOV/23 | 60000019904 | OTP | 26/NOV/23 13:04:16 | COMPLETED | K2023000013 |  |

CONTINUE

GUIDANCE

Use this page to view information on history submitted applications and statuses

View
View a history application or rework it after approval rejection, by selecting View

Continue
A new application per enterprise, may only be submitted once a pending one is concluded. To initiate a new application 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.

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a member of the SABC group

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

CIPC e-Services Business Registration Business Maintenance Follow Us:

Director Amendments
For Companies Home > Director Amendments > Company Information

Associated Company Information

| NUMBER | NAME | TYPE | STATUS | COMPLIANT | FILE |
|-------------|--------------------------|-----------------|-------------|-----------|------|
| K2011109613 | TUNDRASPARK | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109617 | LEO REX DISTRIBUTORS | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109619 | TIDY ATOM NEAT SOLUTIONS | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109631 | RAMISOURCE | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109633 | RIVER POINT | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109634 | SISAFIKA COMPUTING | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109639 | HOMATHA TRANSPORT | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109645 | JJJ AGRI CATTLE AUCTION | PRIVATE COMPANY | IN BUSINESS | | |

APPLICATION
Reference: 6000020040

SEARCH FACILITY
Search criteria: (long or short number)

- Select the File button on the Searched Company Information List

Reference: 6000020040

SEARCH FACILITY
Search criteria: (long or short number)

GUIDANCE
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

| NUMBER | NAME | TYPE | STATUS | COMPLIANT | FILE |
|-------------|-----------------------------|-----------------|-------------|-----------|------|
| K2011109613 | TUNDRASPARK | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109617 | LEO REX DISTRIBUTORS | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109619 | TIDY ATOM NEAT SOLUTIONS | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109631 | RAMISOURCE | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109633 | RIVER POINT | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109634 | SISAFIKA COMPUTING | PRIVATE COMPANY | IN BUSINESS | | |
| K2011109639 | HOMATHA TRANSPORT | PRIVATE COMPANY | IN BUSINESS | | |
| 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 | | |

1 2 3 4 5 6

Searched Company Information

| NUMBER | NAME | TYPE | STATUS | COMPLIANT | FILE |
|-------------|---------------|-----------------|-------------|-----------|------|
| K2023000055 | SOFT TOY SHOP | PRIVATE COMPANY | IN BUSINESS | | |

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

The screenshot shows the 'Director Foreigner Quiz' section with the 'Yes' radio button selected. Below it is the 'Foreigner Assurance Verification' section with a red box around the 'Passport Number' input field and another red box around the 'VERIFY' button. To the right, there is an 'APPLICATION' section with a 'Reference:' field, a 'SEARCH FACILITY' section with a search criteria input and a 'SEARCH' button, and a 'GUIDANCE' section with instructions and a 'History Applications' note.

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 successfully Verified before proceeding with capturing your Director Amendments application.

This screenshot shows the 'Foreigner Assurance Verification' step with a red box around the 'Passport Number' field containing 'AB334343' and another red box around the 'VERIFY' button. Below this is the 'Company Selection Confirmation' section with fields for Number, Name, Type, Status, Contact No, and Contact Email, and 'CANCEL' and 'CONTINUE' buttons. At the bottom, a 'VALIDATION FAILURE' message is displayed, with a red box around the word 'here' in the text 'Click here to apply for director to be added to Foreigner Assurance register.' To the right, the 'GUIDANCE' section is visible, including a 'SEARCH' button and instructions for 'History Applications', 'Search Facility', 'Back', 'Cancel', and '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.

Director Foreigner Quiz

Will you be appointing a Non South African Directors or updating the passport number of an existing director?

Yes No

Note: If you have any Non South African Directors, please verify them first.

Foreigner Assurance Verification

Passport Number:

Company Selection Confirmation

Number: K2023000055

Name: SOFTTOYSHOP

Type: PRIVATE COMPANY

Status: IN BUSINESS

Contact No: 0112222222

Contact Email: TESTING@TESTING.CO.ZA

APPLICATION

Reference: 60000020096

SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

SEARCH

GUIDANCE

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

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

Director Foreigner Quiz

Will you be appointing a Non South African Directors or updating the passport number of an existing director?

Yes No

Note: If you have any Non South African Directors, please verify them first.

Foreigner Assurance Verification

Passport Number:

Company Selection Confirmation

Number: K2023000055

Name: SOFTTOYSHOP

Type: PRIVATE COMPANY

Status: IN BUSINESS

Contact No: 0112222222

Contact Email: TESTING@TESTING.CO.ZA

APPLICATION

Reference: 60000020718

SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

SEARCH

GUIDANCE

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

Back

Revert back to history applications by selecting Back

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.**

Company Directors

| RESIDENT | IDENTIFICATION | NAME | TYPE | STATUS | EDIT/VIEW |
|----------|----------------|---------------------|----------|--------|-----------|
| YES | | HAYLIE DELPORT | DIRECTOR | ACTIVE | |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE | |
| YES | | PETRUS SCHULTZ | DIRECTOR | ACTIVE | |

BACK
CONTINUE

Company Director Amendments

| RESIDENT | IDENTIFICATION | NAME | TYPE | AMENDMENT | REMOVE/VIEW |
|--|----------------|------|------|-----------|-------------|
| No proposed change directors available | | | | | |

APPLICATION INFORMATION

Reference: 60000020696

No: 0

Status: Draft

Submitted By: HAYLIE

Submitted On: 08/JAN/2024

COMPANY INFORMATION

No: K2023000055

Name: SOFTTOY SHOP

Type: PRIVATE COMPANY

Status: IN BUSINESS

Registration Date: 13-NOV-23

Email: TESTING@TESTING.CO.ZA

Contact No: 01122255555

GUIDANCE

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 Director Amendments

| RESIDENT | IDENTIFICATION | NAME | TYPE | AMENDMENT | REMOVE/VIEW |
|--|----------------|------|------|-----------|-------------|
| No proposed change directors available | | | | | |

ACTION

Please select an option below to process the selected director information

No Change
 Status Change

Notes on Contact Info Changes

- Updates allowed on Appointment Date & Occupation, if none exist
- Updates allowed on Email/Cellphone, if none exist and application logger is an active director

Company Director Amendments - Remove or View

STATUS INFORMATION

Type:

DIRECTOR
▼

Status:

ACTIVE
▼

Appointment Date: (DD/MON/YYYY)

Status Date: (DD/MON/YYYY)

COMPANY INFORMATION

No: K2023000055

Name: SOFTTOY SHOP

Type: PRIVATE COMPANY

Status: IN BUSINESS

Registration Date: 13-NOV-23

Email: TESTING@TESTING.CO.ZA

Contact No: 01122255555

GUIDANCE

It is compulsory to review each active director to ensure 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

Remove or View

Remove an entry for information that need to change,

14. Select the Director with a Passport to Update.

Company Directors

| RESIDENT | IDENTIFICATION | NAME | TYPE | STATUS | EDIT/VIEW |
|----------|----------------|---------------------|----------|--------|-------------------------------------|
| YES | | HAYLIE DELPORT | DIRECTOR | ACTIVE | <input checked="" type="checkbox"/> |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE | |
| YES | | :PETRUS SCHULTZ | DIRECTOR | ACTIVE | |

BACK
CONTINUE

Company Director Amendments

| RESIDENT | IDENTIFICATION | NAME | TYPE | AMENDMENT | REMOVE/VIEW |
|----------|----------------|----------------|----------|-----------|-------------|
| YES | 710127000000 | HAYLIE DELPORT | DIRECTOR | NOCHANGE | |

APPLICATION INFORMATION

Reference: 60000020696
 No: 0
 Status: Draft
 Submitted By: HAYLIE
 Submitted On: 08/JAN/2024

COMPANY INFORMATION

No: K2023000055
 Name: SOFTTOY SHOP
 Type: PRIVATE COMPANY
 Status: IN BUSINESS
 Registration Date: 13-NOV-23
 Email: TESTING@TESTING.CO.ZA
 Contact No: 0112225555

15. Select Status Change.

| RESIDENT | IDENTIFICATION | NAME | TYPE | STATUS | EDIT/VIEW |
|----------|----------------|---------------------|----------|--------|-------------------------------------|
| YES | | HAYLIE DELPORT | DIRECTOR | ACTIVE | <input checked="" type="checkbox"/> |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE | |
| YES | | :PETRUS SCHULTZ | DIRECTOR | ACTIVE | |

Company Director Amendments

| RESIDENT | IDENTIFICATION | NAME | TYPE | AMENDMENT | REMOVE/VIEW |
|----------|----------------|----------------|----------|-----------|-------------|
| YES | | HAYLIE DELPORT | DIRECTOR | NOCHANGE | |

ACTION

Please select an option below to process the selected director information

No Change Status Change

Notes on Contact Info Changes

- Updates allowed on Appointment Date & Occupation, if none exist
- Updates allowed on Email/Cellphone, if none exist and application logger is an active director

Company Director Amendments - Remove or View

Reference: 60000020696
 No: 0
 Status: Draft
 Submitted By: HAYLIE
 Submitted On: 08/JAN/2024

COMPANY INFORMATION

No: K2023000055
 Name: SOFTTOY SHOP
 Type: PRIVATE COMPANY
 Status: IN BUSINESS
 Registration Date: 13-NOV-23
 Email: TESTING@TESTING.CO.ZA
 Contact No: 0112225555

GUIDANCE

It is compulsory to review each active director to ensure up-to-date information.

History approval results will be visible if available, use 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 information

No Change Status Change

Notes on Contact Info Changes
- Updates allowed on Appointment Date & Occupation, if none exist
- Updates allowed on Email/Cellphone, if none exist and application logger is an active director

Citizenship

Are you using a South African identification book or card to update the director?

Yes No

Company Director Amendments - Remove or View

STATUS INFORMATION

Type: DIRECTOR Status: CLICK TO SELECT

Appointment Date: (DD/MON/YYYY) 30/NOV/2023 Status Date: (DD/MON/YYYY) Please type date

Status Change Reason: (if applicable)

GUIDANCE

It is compulsory to review each active director to ensure 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

Remove or View
Remove an entry for information that need to change, to allow for another review on the selected record

Back
Revert to the previous section by selecting Back

Continue
Proceed to the next section by selecting Continue

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

Are you using a South African identification book or card to update the director?

Yes No

Foreigner Assurance Verification

Passport Number: [Redacted] Passport Expiration: Click calendar icon to select date [Calendar Icon]

Company Director Amendments - Remove or View

STATUS INFORMATION

Type: DIRECTOR Status: CLICK TO SELECT

Appointment Date: (DD/MON/YYYY) 30/NOV/2023 Status Date: (DD/MON/YYYY) Please type date

Status Change Reason: (if applicable)

GUIDANCE

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

Remove or View
Remove an entry for information that need to change, to allow for another review on the selected record

Back
Revert to the previous section by selecting Back

Continue
Proceed to the next section by selecting Continue

18. Capture required information.

STATUS INFORMATION

Type: DIRECTOR Status: ACTIVE

Appointment Date: (DD/MON/YYYY) 30/NOV/2023 Status Date: (DD/MON/YYYY) Please type date

Status Change Reason: (if applicable)

CONTACT PERSONAL INFORMATION

Citizenship: MOZAMBIQUE ID or Passport Number B4444

Surname: PAANAME Name(s): PASSSURNAME

Date of Birth: (DD/MON/YYYY) 27/NOV/2005 Occupation: COO

Email: MP@ Cellphone: 234

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

Remove or View
Remove an entry for information that need to change, to allow for another review on the selected record

Back
Revert to the previous section by selecting Back

Continue
Proceed to the next section by selecting Continue

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

Gender: MALE Disability: NOT DISABLED

Demographic: WHITE Title: MR

CONTACT ADDRESS INFORMATION

PHYSICAL ADDRESS

Address line 1: 4 MONDE AVE *

Address line 2: MANHATTAN *

In which town/city is this address? NEW YORK *

In which province is this address? NEW YORK

What is the postal code? A11111 *

POSTAL ADDRESS

Address line 1: 4 MONDE AVE *

Address line 2: MANHATTAN *

In which town/city is this address? NEW YORK *

In which province is this address? NEW YORK

What is the postal code? A11111 *

COPY

CANCEL SAVE

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

Company Directors

| RESIDENT | IDENTIFICATION | NAME | TYPE | STATUS | EDIT/VIEW |
|----------|----------------|---------------------|----------|--------|-------------------------------------|
| YES | | HAYLIE DELPORT | DIRECTOR | ACTIVE | <input checked="" type="checkbox"/> |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE | <input checked="" type="checkbox"/> |
| YES | | PETRUS SCHULTZ | DIRECTOR | ACTIVE | <input checked="" type="checkbox"/> |

BACK
CONTINUE

Company Director Amendments

| RESIDENT | IDENTIFICATION | NAME | TYPE | AMENDMENT | REMOVE/VIEW |
|----------|----------------|---------------------|----------|-----------|-------------|
| YES | | HAYLIE DELPORT | DIRECTOR | NOCHANGE | |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE | |
| YES | | PETRUS SCHULTZ | DIRECTOR | NOCHANGE | |

APPLICATION INFORMATION

Reference: 60000020696
 No: 0
 Status: **Draft**
 Submitted By: HAYLIE
 Submitted On: 08/JAN/2024

COMPANY INFORMATION

No: K2023000055
 Name: SOFTTOY SHOP
 Type: PRIVATE COMPANY
 Status: IN BUSINESS
 Registration Date: 13-NOV-23
 Email: TESTING@TESTING.CO.ZA
 Contact No: 01122255555

GUIDANCE

21. Click on the Continue Button.

Company Directors

| RESIDENT | IDENTIFICATION | NAME | TYPE | STATUS |
|----------|----------------|---------------------|----------|--------|
| YES | | HAYLIE DELPORT | DIRECTOR | ACTIVE |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE |
| YES | | PETRUS SCHULTZ | DIRECTOR | ACTIVE |

NEW DIRECTOR
BACK
CONTINUE

Director Appointments

| RESIDENT | IDENTIFICATION | NAME | TYPE | STATUS | REMOVE/VIEW |
|-------------------------------------|----------------|------|------|--------|-------------|
| No proposed new directors available | | | | | |

APPLICATION INFORMATION

Reference: 60000020696
 No: 0
 Status: **Draft**
 Submitted By: HAYLIE
 Submitted On: 08/JAN/2024

COMPANY INFORMATION

No: K2023000055
 Name: SOFTTOY SHOP
 Type: PRIVATE COMPANY
 Status: IN BUSINESS
 Registration Date: 13-NOV-23
 Email: TESTING@TESTING.CO.ZA
 Contact No: 01122255555

GUIDANCE

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

Supporting documentation is not compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

When submitting an application as:

- Shareholder, please provide documentation for *Certificate Share Register or *Certified Shares Certificate
- Business Rescue Practitioner, please provide documentation for *proof of appointment as Practitioner
- Liquidator, please provide documentation for *proof of appointment as Liquidator

Status change to:

- Term Expired, please provide documentation for *Notice of Meeting, Resolution, Presentations
- Remove, please provide documentation for *Notice of Meeting, Resolution, Minutes of Meeting
- Decease, please provide documentation for *Certified Death Certificate, Resolution

| REFERENCE | FILE | TYPE | REMOVE |
|------------------------|------|------|--------|
| No documents available | | | |

NEW DOCUMENT

BACK

CONTINUE

APPLICATION

Reference: 60000020696
No: 0
Status: **Draft**
Submitted By: HAYLIE
Submitted On: 08/JAN/2024

COMPANY SELECTION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13-NOV-23
Email: TESTING@TESTING.CO.ZA
Contact No: 01122255555

GUIDANCE

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

Company Directors

| RESIDENT | IDENTIFICATION | NAME | TYPE | STATUS |
|----------|----------------|---------------------|----------|--------|
| YES | | HAYLIE DELPORT | DIRECTOR | ACTIVE |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE |
| YES | | :PETRUS SCHULTZ | DIRECTOR | ACTIVE |

BACK

CANCEL

CONFIRM

Company Director Amendments

| RESIDENT | IDENTIFICATION | NAME | TYPE | AMENDMENT |
|----------|----------------|---------------------|----------|-----------|
| YES | | HAYLIE DELPORT | DIRECTOR | NOCHANGE |
| YES | B4444 | PASSSURNAME PAANAME | DIRECTOR | ACTIVE |
| YES | | PETRUS SCHULTZ | DIRECTOR | NOCHANGE |

Company Director Appointments

| RESIDENT | IDENTIFICATION | NAME | TYPE | AMENDMENT |
|-------------------------------------|----------------|------|------|-----------|
| No proposed new directors available | | | | |

APPLICATION

Reference: 60000020696
No: 0
Status: **Draft**
Submitted By: HAYLIE
Submitted On: 08/JAN/2024

COMPANY SELECTION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13-NOV-23
Email: TESTING@TESTING.CO.ZA
Contact No: 01122255555

GUIDANCE

Confirm all application detail for approval purpoc

[Back](#)

Revert to the previous section by selecting Bac

24. Finalise the Application by Clicking on OK.

Application Summary

| | |
|---------------------|-------------------------|
| Active Directors: 3 | Appointments: 0 |
| No Changes: 2 | Contact Info Changes: 0 |
| Deceased: 0 | Resigned: 0 |
| Removed: 0 | Term-Expired: 0 |

Application Status

Congratulations! Your application has been submitted successfully for reference, 60000020696

Application Next Steps

Director OTP Consent Approval to take place if the application did not contain any director removals or deceased

- OTPs are valid for a 96-hour 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

Back-Office Approval to take place if the application did contain any director removals or deceased

- CIPC official to provide approval
- Application was submitted by a non-associated active director or secretary - Application contained one or more case for director removal or deceased - Application to be reworked and resubmitted for approval when rejected

OK

APPLICATION

Reference: 60000020696
 No: 872
 Status: SUBMITTED, IN PROGRESS
 Submitted By: HAYLIE DELPORT
 Submitted On: 08/JAN/2024

COMPANY SELECTION

No: K2023000055
 Name: SOFTTOY SHOP
 Type: PRIVATE COMPANY
 Status: IN BUSINESS
 Registration Date: 13-NOV-23
 Email: TESTING@TESTING.CO.ZA
 Contact No: 01122255555

GUIDANCE

Notifications
 Please check for email correspondence that confirms receipt of application and information on approval

OK
 View application summary with next steps and rework

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 Amendments
For Companies

Home > Director Amendments > f

History Applications

| DATE | REFERENCE | TYPE | EXPIRY | STATUS | ENTERPRISE | VIEW |
|-----------|-------------|------------|--------------------|-------------------------------|-------------|------|
| 08/JAN/24 | 60000020696 | OTP | 12/JAN/24 19:04:37 | SUBMITTED, IN PROGRESS | K2023000055 | |
| 03/JAN/24 | 60000020681 | OTP | 07/JAN/24 17:18:02 | COMPLETED | K2023000053 | |
| 03/JAN/24 | 60000020680 | OTP | 07/JAN/24 16:17:20 | COMPLETED | K2023000054 | |
| 03/JAN/24 | 60000020679 | BACKOFFICE | 07/JAN/24 03:39:07 | SUBMITTED, IN PROGRESS | K2022700022 | |
| 02/DEC/23 | 60000020107 | BACKOFFICE | 06/DEC/23 23:12:23 | REJECTED, OTP CONSENT EXPIRED | K2023000055 | |
| 02/DEC/23 | 60000020097 | OTP | 06/DEC/23 20:23:40 | COMPLETED | K2023000055 | |
| 02/DEC/23 | 60000020042 | OTP | 06/DEC/23 17:52:48 | COMPLETED | K2023000055 | |
| 30/NOV/23 | 60000019992 | OTP | 04/DEC/23 09:03:20 | COMPLETED | K2023000048 | |
| 22/NOV/23 | 60000019904 | OTP | 26/NOV/23 13:04:16 | COMPLETED | K2023000013 | |

CONTINUE

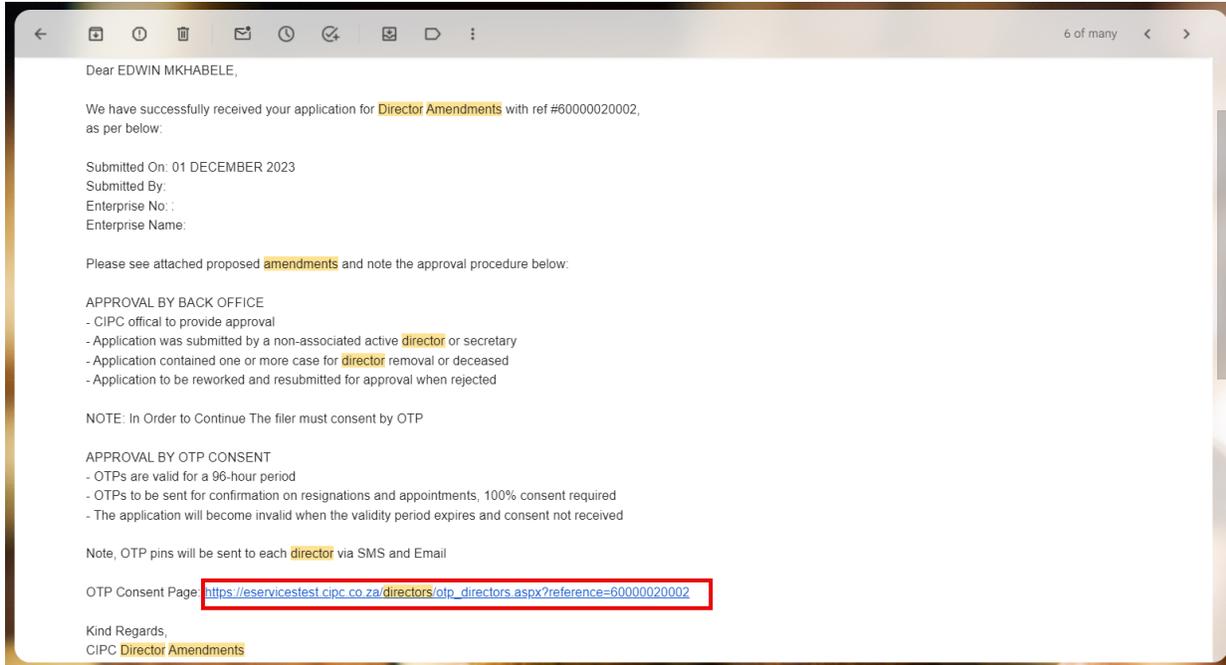
GUIDANCE

Use this page to view information on history applications and statuses

View
View a history application or rework it after rejection, by selecting View

Continue
A new application per enterprise, may only be submitted once a pending one is concluded. To submit a new application, select Continue

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

| DATE | AMENDMENT | DIRECTOR | EXPIRE | CONSENT |
|-------------|-----------|----------------|----------------------|---|
| 08/JAN/2024 | FILER | HAYLIE DELPORT | 12/JAN/2024 19:04:37 | X |

RESEND OTPS

APPROVAL RESULTS

Confirmation OTPs
 Required: 1
 Received: 0

APPLICATION INFORMATION

Reference: 60000020696
 Submitted By: HAYLIE DELPORT
 Submitted On: 08/JAN/2024
 Status: SUBMITTED, IN PROGRESS

COMPANY INFORMATION

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 DELPORT
12/JAN/2024 19:04:37
✖

RESEND OTPS

Verification Information

DIRECTOR INFORMATION

Number: Director:

VERIFY INFORMATION

IDENTIFICATION:

SMS OTP:

Email OTP:

CONSENT DIRECTOR AMENDMENTS

You are accountable for any unauthorised, falsified or misleading information with the purpose to defraud. The rights of the Commission are firmly reserved.

Agree

REQUIRED/RECEIVED

Required: 1
Received: 0

APPLICATION INFORMATION

Reference: 60000020696
Submitted By: HAYLIE DELPORT
Submitted On: 08/JAN/2024
Status: SUBMITTED, IN PROGRESS

COMPANY INFORMATION

No: K2023000055
Name: SOFTTOY SHOP
Type: PRIVATE COMPANY
Status: IN BUSINESS
Registration Date: 13/NOV/2023
Email: TESTING@TESTING.CO.ZA
Contact No: 0112222222

GUIDANCE

- OTPs are valid for a 96-hours period
- OTPs to be sent for confirmation on resignation

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 Amendments
For Companies

OTP Approval - Consent

| DATE | AMENDMENT | DIRECTOR | EXPIRE | CONSENT |
|-------------|-----------|----------------|----------------------|-------------------------------------|
| 08/JAN/2024 | FILER | HAYLIE DELPORT | 12/JAN/2024 19:04:37 | <input checked="" type="checkbox"/> |

INFORMATION

Click finish to complete the director amendment application and send correspondence. Please check your email for correspondence.

FINISH

APPROVAL RESULTS

Confirmation OTPs
Required: 1
Received: 1

APPLICATION INFORMATION

Reference: 60000020696
Submitted By: HAYLIE DELPORT
Submitted On: 08/JAN/2024
Status: SUBMITTED, IN PROGRESS

COMPANY INFORMATION

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

