



Companies and Intellectual  
Property Commission

a member of **the dtic** group

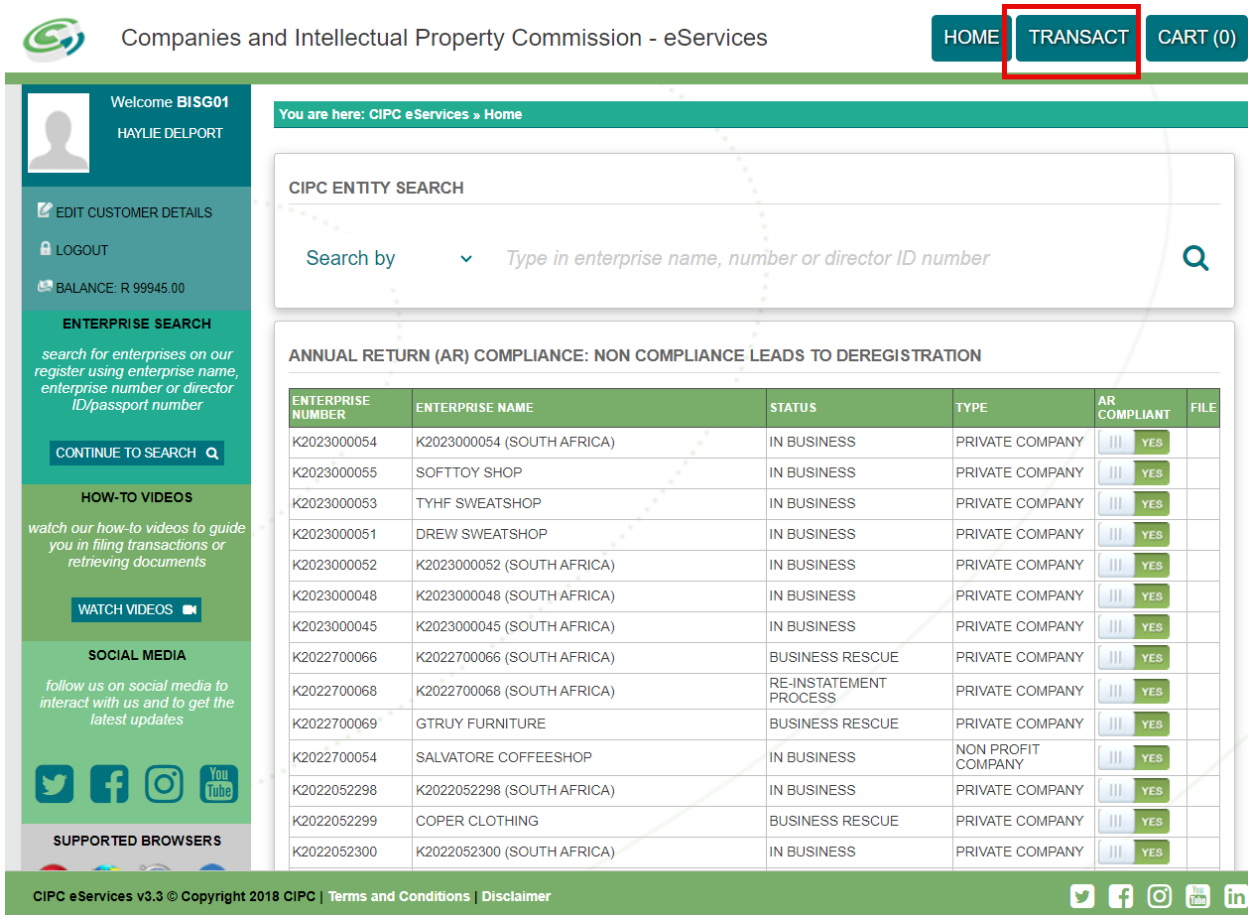
## **Director Amendment Step-by-Step Guidelines**

### **Change Director Type**

## Purpose

The purpose of this document is to demonstrate the steps to change the Director Type.

### 1. Login and select Transact



The screenshot shows the CIPC eServices website interface. At the top, there are navigation buttons for 'HOME', 'TRANSACTION', and 'CART (0)'. The 'TRANSACTION' button is highlighted with a red box. Below the navigation bar, the user is logged in as 'Welcome BISG01 HAYLIE DELPORT'. The main content area features a 'CIPC ENTITY SEARCH' section with a search bar and a search 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 icons.

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome BISG01  
HAYLIE DELPORT

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

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

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 BROWERS

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	

CIPC eServices v3.3 © Copyright 2018 CIPC | Terms and Conditions | Disclaimer

## 2. Select More Service

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (0)

Welcome B1SG01  
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	<b>MORE SERVICES</b>			

More services consist of Names with Association

CIPC eServices v3.3 © Copyright 2018 CIPC | Terms and Conditions | Disclaimer

## 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: f t y

<b>Business Registration</b> <ul style="list-style-type: none"><li>+ Name Reservation with Association</li><li>+ Foreigner assurance</li></ul>	<b>Business Maintenance</b> <ul style="list-style-type: none"><li><b>+ Director amendments</b></li><li>+ Change Contact Details</li><li>+ Disqualified Director Register</li></ul>
--	--

## 4. Click on Agree checkbox and Select and Continue

### 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  
a member of the dtic group

**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.

Companies and Intellectual Property Commission  
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

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		

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

BACK

Searched Company Information

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

8. Select No on the Director Foreigner Quiz and 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.

**Company Selection Confirmation**

Number: K2023000055

Type: PRIVATE COMPANY

Contact No: 0112225555

Name: SOFTTOY SHOP

Status: IN BUSINESS

Contact Email: TESTING@TESTING.CO.ZA

CANCEL
CONTINUE

**APPLICATION**

Reference: 60000020700

**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

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

**Company Directors**

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
YES		HAYLIE DELPORT	NON EXECUTIVE INDEPENDENT DIRECTOR	ACTIVE	
YES	AABBCC1234	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: 60000020701

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**

## 10. Select Status Change

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
YES		HAYLIE DELPORT	NON EXECUTIVE INDEPENDENT DIRECTOR	ACTIVE	
YES	AABBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE	

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

APPLICATION INFORMATION

Reference: 60000020701  
 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 up-to-date information.

## 11. Change the Director Type and Capture required information.

Passport Number:

Passport Expiration:

CANCEL

VERIFY

DHA FULLNAME UPDATE

Company Director Amendments - Remove or View

**STATUS INFORMATION**

Type: NON-EXECUTIVE DIRECTOR Status: ACTIVE

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

Status Change Reason: (if applicable)

**CONTACT PERSONAL INFORMATION**

Citizenship: SOUTH AFRICA ID or Passport Number:

**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

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

Gender: FEMALE

Disability: NOT DISABLED

Demographic: WHITE

Title: MRS

**CONTACT ADDRESS INFORMATION**

**PHYSICAL ADDRESS**

Address line 1: EST STREET \*

Address line 2: PRETORIA \*

In which town/city is this address? PRETORIA \*

In which province is this address? GAUTENG

What is the postal code? 0001 \*

↻

**POSTAL ADDRESS**

Address line 1: EST STREET \*

Address line 2: PRETORIA \*

In which town/city is this address? PRETORIA \*

In which province is this address? GAUTENG

What is the postal code? 0001 \*

CANCEL
SAVE

13. 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	NON EXECUTIVE INDEPENDENT DIRECTOR	ACTIVE	✔
YES	AABBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	✔
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE	✔

BACK
CONTINUE

**Company Director Amendments**

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT	REMOVE/VIEW
YES		HAYLIE DELPORT	NON EXECUTIVE DIRECTOR	ACTIVE	👤
YES	AABBCC1234	PASSSURNAME PAANAME	DIRECTOR	NOCHANGE	👤
YES		PETRUS SCHULTZ	DIRECTOR	NOCHANGE	👤

**APPLICATION INFORMATION**

Reference: 60000020701  
 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.



14. Click on the Continue Button.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
YES		HAYLIE DELPORT	NON EXECUTIVE INDEPENDENT DIRECTOR	ACTIVE
YES	AABBCC1234	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: 60000020701  
 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

15. 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: 60000020701  
 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: 0112225555

GUIDANCE

History approval results will be visible if available

## 16. Click on the Confirm Button. ONLY CLICK ONCE.

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
YES		HAYLIE DELPORT	NON EXECUTIVE INDEPENDENT DIRECTOR	ACTIVE
YES	AABBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE

Reference: 60000020701  
 No: 0  
 Status: Draft  
 Submitted By: HAYLIE  
 Submitted On: 08/JAN/2024

[BACK](#)
[CANCEL](#)
[CONFIRM](#)

### Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
YES		HAYLIE DELPORT	NON EXECUTIVE DIRECTOR	ACTIVE
YES	AABBCC1234	PASSSURNAME PAANAME	DIRECTOR	NOCHANGE
YES		PETRUS SCHULTZ	DIRECTOR	NOCHANGE

### 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: 0112225555

### Company Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
No proposed new directors available				

### GUIDANCE

Confirm all application detail for approval purposes

[Back](#)  
 Revert to the previous section by selecting Back

[Cancel](#)

## 17. 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

Reference: 60000020701  
 No: 875  
 Status: SUBMITTED, IN PROGRESS  
 Submitted By: HAYLIE DELPORT  
 Submitted On: 08/JAN/2024

### Application Status

Congratulations! Your application has been submitted successfully for reference, 60000020701

### 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: 0112225555

### 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](#)

### GUIDANCE

**Notifications**  
 Please check for email correspondence the receipt of application and information on a

[OK](#)  
 View application summary with next steps

18. 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.

**History Applications**

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
08/JAN/24	60000020701	OTP	12/JAN/24 20:34:53	SUBMITTED, IN PROGRESS	K2023000055	
08/JAN/24	60000020699	OTP	12/JAN/24 20:10:13	COMPLETED	K2023000055	
08/JAN/24	60000020698	OTP	12/JAN/24 19:51:07	COMPLETED	K2023000055	
08/JAN/24	60000020696	OTP	12/JAN/24 19:04:37	COMPLETED	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	

1 2

**GUIDANCE**

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

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

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

19. 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.

The screenshot shows an email interface with the following content:

Dear EDWIN MKHABELE,

We have successfully received your application for **Director Amendments** with ref #60000020002, as per below:

Submitted On: 01 DECEMBER 2023  
 Submitted By:  
 Enterprise No: :  
 Enterprise Name:

Please see attached proposed **amendments** and note the approval procedure below:

**APPROVAL BY BACK OFFICE**

- 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

**NOTE:** In Order to Continue The filer must consent by OTP

**APPROVAL BY OTP CONSENT**

- 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

Note, OTP pins will be sent to each **director** via SMS and Email

OTP Consent Page: [https://eservicetest.cipc.co.za/directors/otp\\_directors.aspx?reference=60000020002](https://eservicetest.cipc.co.za/directors/otp_directors.aspx?reference=60000020002)

Kind Regards,  
 CIPC **Director Amendments**

## 20. 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 20:34:53	<input type="checkbox"/>

RESEND OTPS

APPROVAL RESULTS

Confirmation OTPs  
Required: 1  
Received: 0

APPLICATION INFORMATION

Reference: 60000020701  
Submitted By: HAYLIE DELPORT  
Submitted On: 08/JAN/2024  
Status: SUBMITTED, IN PROGRESS

COMPANY INFORMATION

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

Verification Information

DIRECTOR INFORMATION

Number: 3060 Director: FILER

VERIFY INFORMATION

IDENTIFICATION: [Redacted] SMS OTP: S6984348

Email OTP: E4721523

APPLICATION INFORMATION

Reference: 60000020701  
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: 0112225555

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.

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

22. 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 20:34:53	<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: 60000020701  
Submitted By: HAYLIE DELPORT  
Submitted On: 08/JAN/2024  
Status: SUBMITTED, IN PROGRESS

**COMPANY INFORMATION**

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

**QA@cipc.co.za**

to

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 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.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand