

NOTICE TO CUSTOMERS (NOTICE NO. 76.....OF 2024)

DIRECTORS WHO APPEARED MORE THAN ONCE ON OUR RECORDS

We have observed several requests for the deletion of records of which the Commission does not delete records. Upon investigation we have found that the companies through their third parties, instead of updating the passport number of a director then add a new record with the latest passport number resulting in 2 records. The system will not view this as a duplicate because an ID number/Passport number is the unique identifier and not the name.

Therefore, the filer must instead “edit” the information of the existing record and update the passport number to that of an already verified passport number through the FAV process. For those companies having two similar records as a result of the above, must take a resolution to remove one record due to duplication, choose “remove” option on the system and attach same when filing the application.

Further to the above some filers have registered companies with incorrect ID numbers of directors and later want to correct using the Director Amendments, the Director Amendment process is for the changes on the records of directors and not for corrections and therefore for risk purposes was not designed to allow change of ID numbers. We therefore request filers to verify the information before filing for correctness to avoid filing incorrect information.

Yours Sincerely,



Adv. Rory Voller

CIPC Commissioner

Date: 3 December 2024