



Companies and Intellectual  
Property Commission

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a member of **the dtic** group

## **Director Change of Contact Details Step-by-Step Guidelines**

## Purpose

This document outlines the process for updating a director's contact details within the system. The change must be made in accordance with verification requirements to ensure accuracy and security.

Before proceeding with the update, the director must have a valid customer code. Additionally, the ID or passport number associated with the customer code must **match** the ID or passport number registered for the director in the company's records.

To initiate the change, a request must be submitted to update the director's contact details. Once the request is made, an email notification will be sent to both the current and new email addresses of the director to inform them of the pending update.

The director **must approve the change within 24 hours**. If the director provides approval within this timeframe, the new contact details will be updated in the system within the next 24 hours. However, if the director does not take any action within the given timeframe, the application will automatically expire, and no changes will be made.

If the director **objects to the change, they must reject the request within 24 hours**. Once rejected, the application will be terminated, and the contact details will remain unchanged. If no rejection is received within the given timeframe, the system will proceed with implementing the new contact details 24 hours after approval.

This process ensures that updates to a director's contact information are handled securely and with authorization.

### 1. Login and select Transact

The screenshot shows the CIPC eServices portal interface. At the top, there is a navigation bar with the CIPC logo, the text 'Companies and Intellectual Property Commission - eServices', and three buttons: 'HOME', 'TRANSACTION' (highlighted with a red box), and 'CART (0)'. Below the navigation bar, the user is logged in as 'Welcome BISG01 HAYLIE DELPORT'. The main content area is divided into several sections: 'CIPC ENTITY SEARCH' with a search bar, 'ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION' with a table of enterprises, and a sidebar on the left with links for 'EDIT CUSTOMER DETAILS', 'LOGOUT', 'BALANCE: R 99945.00', 'ENTERPRISE SEARCH', 'HOW-TO VIDEOS', 'SOCIAL MEDIA', and 'SUPPORTED BROWSERS'. The table below shows a list of enterprises with their status and compliance information.

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	

## 2. Select More Service

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 Change Contact Details

Home Contact Us Hello HAYLIE Logout

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

CIPC e-Services Follow Us: [Social Media Icons]

### Business Registration

- + Name Reservation with Association
- + Foreigner assurance
- + Prospectus

### Business Maintenance

- + Director amendments
- + **Change Contact Details**
- + Disqualified Director Register
- + Compliance Checklist

### AR Deregistration Letters

- Select File on the Company you want to update the Director Contact Details from the Associated Company Information list or Search for the Company on the search facility.

Associated Company Information

NUMBER	NAME	TYPE	STATUS	FILE
K2011109633	RIVER POINT	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2011113226	RUSSELLSTONE LIBERTAS	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2011113336	HUA MIN TRADING	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2011113358	GOLDTAPE	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2015178581	ZIMBABWE MAURITIUS TOURS S TRAVEL INCORPORATED IN HARARE	EXTERNAL COMPANY	AR DEREGISTRATION PROCESS	
K2021453401	CONVEAU	PUBLIC COMPANY	IN BUSINESS	
K2022052285	K2022052285 (SOUTH AFRICA)	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2022052298	K2022052298 (SOUTH AFRICA)	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2022052299	COPER CLOTHING	PRIVATE COMPANY	BUSINESS RESCUE	
K2022052300	K2022052300 (SOUTH AFRICA)	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	

APPLICATION

Reference: 60000072975

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SEARCH FACILITY

Search criteria: (long or short number)

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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

- Select the Edit/View button on the name of the logged in Director. The ID/Passport number of the Customer profile **must match** the ID/Passport number of the director on the company. If the ID/Passport number does not match, you will not be able to amend the contact details.

Director Contact Details Change

For Companies

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
YES		CHRIS MAREE	DIRECTOR	ACTIVE	
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE	

Company Director Contact Change

Company Director Amendments - Remove or View

ACTION  
Notes on Contact Info Changes  
- Updates allowed on Appointment Date & Occupation, if none exist

APPLICATION INFORMATION

Reference: 60000025239  
No: 0  
Status: **Draft**  
Submitted By:  
Submitted On: 12/FEB/2025

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COMPANY INFORMATION

No: K2022052300  
Name: K2022052300 (SOUTH AFRICA)  
Type: PRIVATE COMPANY  
Status: IN BUSINESS  
Registration Date: 04/DEC/2022  
Email:  
Contact No:

## 6. Capture the Email and Cellphone number.

**CONTACT PERSONAL INFORMATION**

Country of Origin: SOUTH AFRICA	ID or Passport Number
Surname: DELPORT	Name(s): HAYLIE
Date of Birth: (DD/MON/YYYY)	Occupation:
Email: TEBOGO.INFRAMATICS01@GMAIL.COM	Cellphone: 0711111111
Gender: CLICK TO SELECT	Disability: CLICK TO SELECT
Demographic: CLICK TO SELECT	Title: CLICK TO SELECT

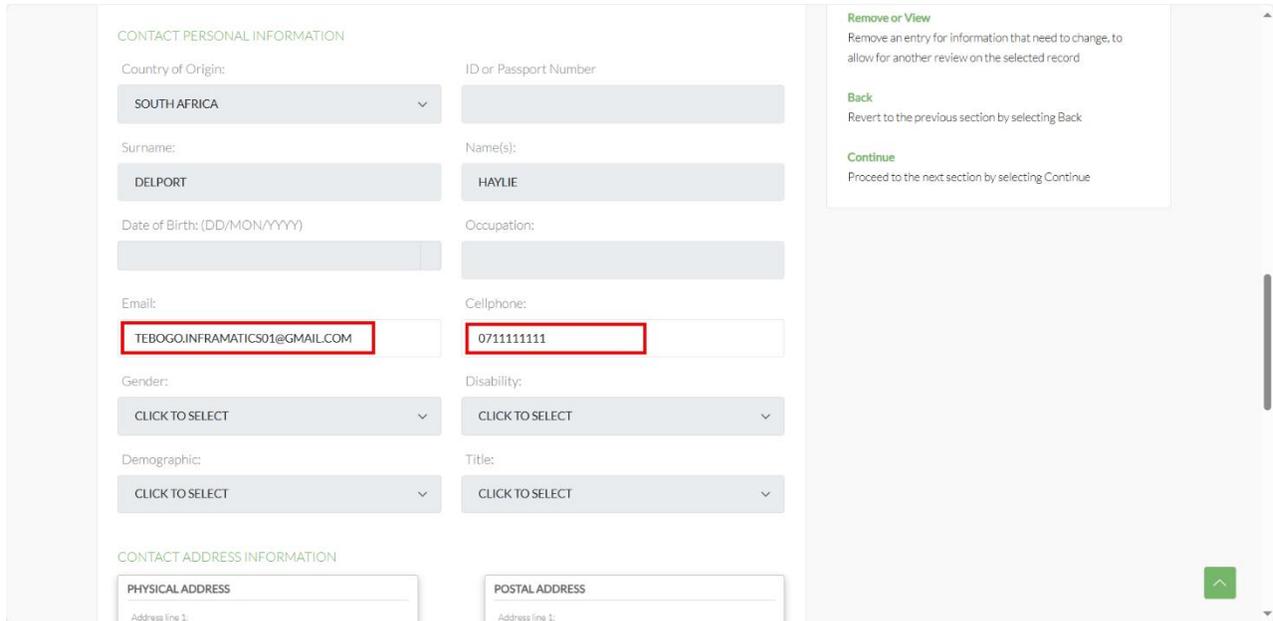
**CONTACT ADDRESS INFORMATION**

PHYSICAL ADDRESS Address line 1:	POSTAL ADDRESS Address line 1:
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**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

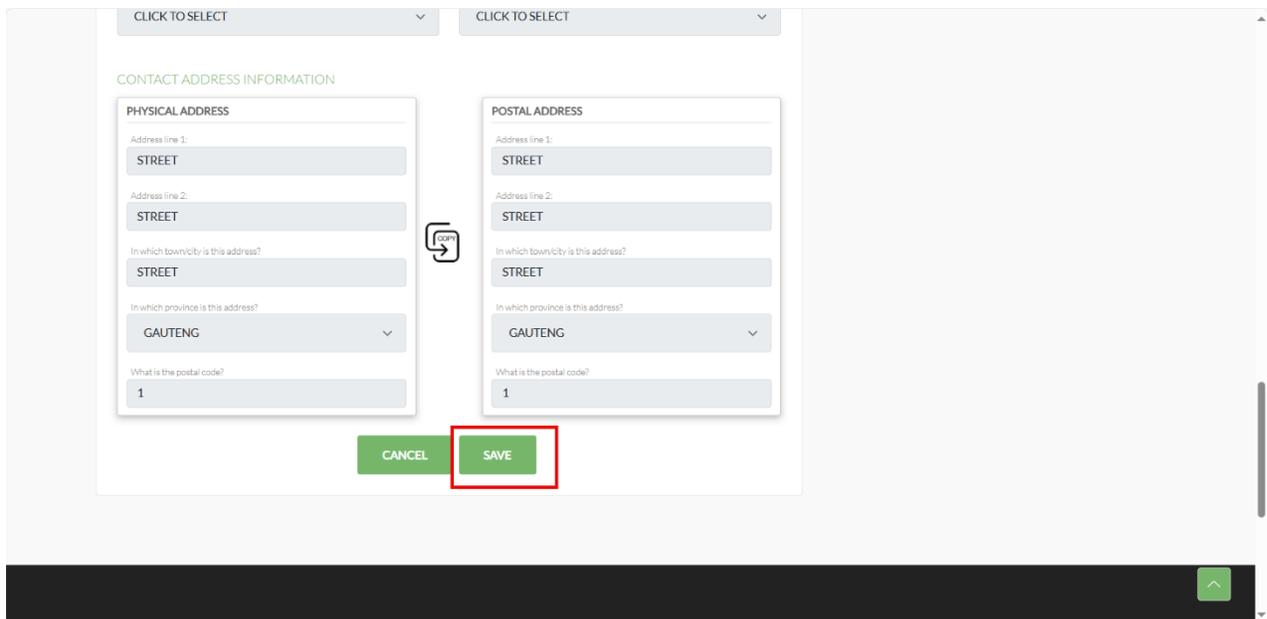


## 10. Click the Save button.

**CONTACT ADDRESS INFORMATION**

PHYSICAL ADDRESS Address line 1: STREET Address line 2: STREET In which town/city is this address? STREET In which province is this address? GAUTENG What is the postal code? 1	POSTAL ADDRESS Address line 1: STREET Address line 2: STREET In which town/city is this address? STREET In which province is this address? GAUTENG What is the postal code? 1
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CANCEL SAVE



11. Click on the Continue Button.

The screenshot shows a web application interface with two main sections: 'Company Directors' and 'Company Director Contact Change'. The 'Company Directors' section contains a table with columns: RESIDENT, IDENTIFICATION, NAME, TYPE, STATUS, and EDIT/VIEW. The first row shows a director named CHRIS MAREE, and the second row shows HAYLIE DELPORT. Below the table are 'BACK' and 'CONTINUE' buttons, with the 'CONTINUE' button highlighted by a red box. The 'Company Director Contact Change' section contains a table with columns: RESIDENT, IDENTIFICATION, NAME, TYPE, AMENDMENT, and REMOVE/VIEW. It shows a contact for HAYLIE DELPORT. To the right of these sections are three informational panels: 'APPLICATION INFORMATION' (Reference: 60000025239, Status: Draft), 'COMPANY INFORMATION' (Name: K2022052300 (SOUTH AFRICA), Status: PRIVATE COMPANY), and 'GUIDANCE' (It is compulsory to review each active director to ensure up-to-date information).

10. Finalise the Application by Clicking on Submit.

The screenshot shows the CIPC e-Services portal. The header includes navigation links for 'Home' and 'Contact Us', and a user profile for 'TEBOGO JOHN MAKAMA'. The main content area features a confirmation message: 'You are proposing to change your email to TEBOGO.INFRAMATICS01@GMAIL.COM and cell number to 0711111111. Click Submit to complete the process of change contact details.' Below the message is a green 'SUBMIT' button, which is highlighted with a red box. The page also includes a 'Query Resolution' link and social media icons for Facebook, Twitter, and YouTube.

11. An email will be sent to the current email and the new email to confirm the Contact Details change of the Director. You will also be redirected back to the Associated Company Information list.

**Associated Company Information**

NUMBER	NAME	TYPE	STATUS	FILE
K2011109633	RIVER POINT	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K201113226	RUSSELLSTONE LIBERTAS	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K201113336	HUA MIN TRADING	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K201113358	GOLDTAPE	PRIVATE COMPANY	AR DEREGISTRATION PROCESS	
K2011170501	ZIMBABWE MAURITILUS TOURS \$ TRAVEL INCORPORATED IN	EXTERNAL	AR DEREGISTRATION	

**APPLICATION**  
Reference: 60000072976

**SEARCH FACILITY**  
Search criteria: (long or short number)  
  
**SEARCH**

12. Open the email and click on the Approval link.

QA@cipc.co.za -QA@cipc.co.za>  
Reply-To: QA@cipc.co.za  
To: TEBOGO.INFRAMATICS01@gmail.com, I

Wed, Feb 12, 2025 at 6:19 PM

Dear TEBOGO

We have successfully received your application to Change the Director Contact Details Reference #60000025239, as per below:

Submitted On: 12 FEBRUARY 2025  
Submitted By: TEBOGO  
Enterprise No: 2022/052300/07  
Enterprise Name: K2022052300 (SOUTH AFRICA) (Pty) Ltd

Please see below the changes proposed:

Current Email HDE  
New Email: TEBOGO.INFRAMATICS01@GMAIL.COM  
Current Cellphone 082  
New Cellphone 0711111111

**OBJECTION OF THE CHANGE**  
- Click on the Rejection link to process the Objection to the Change.  
- You have 24 Hours to Object to the Change.  
- The application will be terminated if there is an Objection to the Change.

Objection Link: [https://eserviceslest.cipc.co.za/contactchanges/reject\\_contact\\_changes.aspx?reference=60000025239](https://eserviceslest.cipc.co.za/contactchanges/reject_contact_changes.aspx?reference=60000025239)

NOTE: You must Approve the Change for the Change to take effect.

**APPROVAL OF THE CHANGE**  
- Click on the Approval link to process the Approval of the Change.  
- The application will expire in 24 hours if the Approval is not processed by you.  
- Contact details will be updated in 24 hours after the Approval of the Change.  
- The application will be terminated if there is an Objection to the Change.

Approval Link: [https://eserviceslest.cipc.co.za/contactchanges/contact\\_approve\\_changes.aspx?reference=60000025239](https://eserviceslest.cipc.co.za/contactchanges/contact_approve_changes.aspx?reference=60000025239)

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.

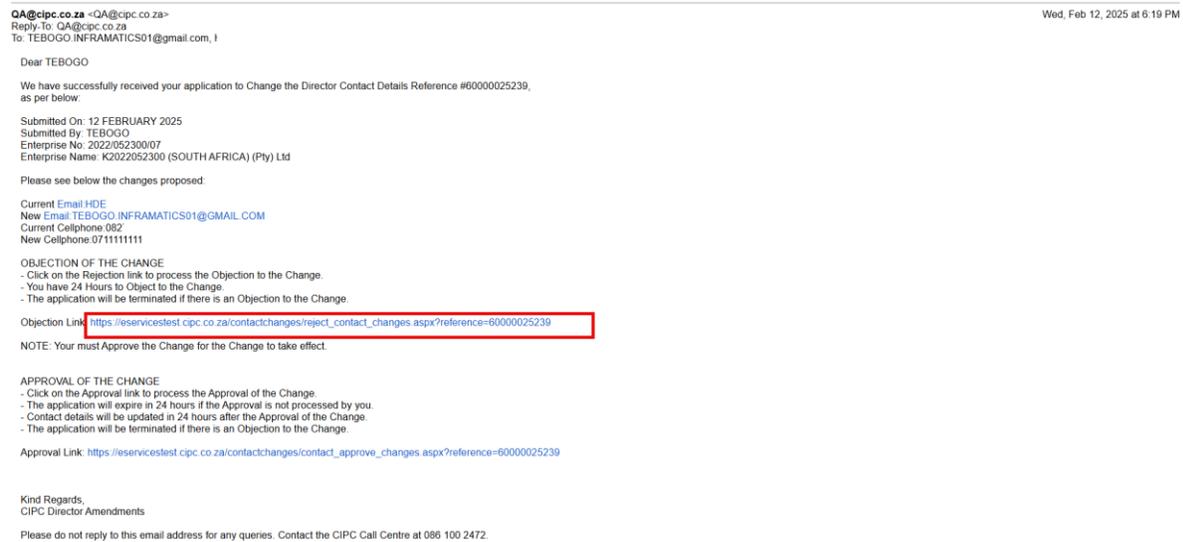
### 13. Click on the Approve Button.

The screenshot shows the CIPC e-Services portal interface. At the top, there is a navigation bar with 'Home' and 'Contact Us' on the left, and 'Hello Guest' on the right. Below the navigation bar, there are logos for 'Companies and Intellectual Property Commission' and 'Query Resolution: https://enquiries.cipc.co.za'. The main content area is divided into sections: 'CIPC e-Services', 'Business Registration', and 'Business Maintenance'. The 'APPROVE CONTACT CHANGES' section is the primary focus, containing a message: 'You are proposing to change your email from HDI TEBOGO.INFRAMATICS01@GMAIL.COM and cell number from 082: 60000025239. to 0711111111. Reference Number: 60000025239.' Below this message is a green 'APPROVE' button, which is highlighted with a red rectangular box. To the right of the main message, there are two informational sections: 'APPLICATION INFORMATION' with details like 'Reference: 60000025239', 'Submitted On: 12/Feb/2025', and 'Status: Contact Details Not Verified'; and 'COMPANY INFORMATION' with 'No: 2022/052300/07' and 'Name: K2022052300 (SOUTH AFRICA)'. A green arrow icon is visible at the bottom right of the company information section.

14. An email will be sent to the current email and the new email confirming that a pending change has been verified. The change will be effected in the next 24 hours if there is no objection to the change.

The screenshot shows an email confirmation message. The subject line is 'VERIFIED: DIRECTOR CONTACT DETAILS CHANGE - K2022052300 (SOUTH AFRICA) (Pty) Ltd - 12 FEBRUARY 2025'. The email is from 'QA@cipc.co.za' to 'TEBOGO.INFRAMATICS01@gmail.com'. The body of the email starts with 'Dear TEBOGO' and states: 'We have successfully received your approval to Change the Director Contact Details Reference #60000025239, as per below.' It then lists the submission details: 'Submitted On: 12 FEBRUARY 2025', 'Submitted By: TEBOGO', 'Enterprise No: 2022/052300/07', and 'Enterprise Name: K2022052300 (SOUTH AFRICA) (Pty) Ltd'. A section titled 'Please see below the changes proposed:' lists the 'Current Email HDI', 'New Email TEBOGO.INFRAMATICS01@GMAIL.COM', 'Current Cellphone 082', and 'New Cellphone 0711111111'. The email concludes with 'The following are the next steps:' followed by two bullet points: '- Contact details will be updated in 24 hours' and '- The application will be terminated if there is an Objection to the Change.' The email ends with 'Kind Regards, CIPC Director Amendments' and a note: 'Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.'

15. If there is an objection on the change, the director must click on the objection link and process the application within 24 hours.



16. If there is an objection on the change, the director must click on the objection link and then click on the Reject button. The application will then be Terminated.

