



Companies and Intellectual  
Property Commission

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a member of **the dtic** group

## **Director Amendment Step-by-Step Guidelines For Automated Appointments and Resignation**

## Purpose

The purpose of this document is to demonstrate the steps where foreigner assurance is integrated with director amendments. To ensure the system can handle real-world tasks and that system functionality adheres to the defined business rules according to various scenarios.

## Unverified Customers

### 1. Log on and select Transact

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome BISG01  
HAYLIE DELPORT

EDIT CUSTOMER DETAILS  
LOGOUT  
BALANCE: R 99945.00

**ENTERPRISE SEARCH**  
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number  
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**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)

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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 Directors Amendments

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- + Director amendments
- + 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

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

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### 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

## 6. Update Required Information.

Customer Registration Update Home > Customer Registration Update

Customer Registration Update

ID Number

Personal Details

Select Title

Dr

Full Names

HAYLIE

Surname

DELPORT

Date Of Birth (e.g. 1962/02/21)

GUIDANCE

Please update the details that are not accurate or incorrect

## 7. Move down the form and continue updating required information.

Date Of Birth (e.g. 1962/02/21)

1971/01/27

ID Issue Date (e.g. 1962/02/21)

Format: YYYY/MM/DD

Select demographic

African

Select gender

Select gender

Select disability status

Disabled

Are you a South Africa citizen?

Yes

Select country of residence

South Africa

8. Move down the form and continue updating required information.

The screenshot shows a form with two columns for address information. The left column is titled 'PHYSICAL ADDRESS' and the right column is titled 'POSTAL ADDRESS'. Both columns have identical fields: 'Address line 1' (containing 'MANSTREET'), 'Address line 2' (empty), 'In which town/city is this address?' (containing 'GAUTENG'), 'In which province is this address?' (a dropdown menu with 'Eastern Cape' selected), and 'What is the postal code?' (containing '0082'). A 'COPY' icon is located between the two columns. Below these columns are two more fields: 'Email Address' and 'Cellphone Number', both empty. At the bottom center is a green 'CONTINUE' button. A small green arrow icon is visible in the bottom right corner of the page.

9. Capture the SMS and Email OTPs, then Click on Verify.

The screenshot shows an 'OTP Verification' form. It has two input fields: 'Cellphone number OTP' (containing 'S32363') and 'Email address OTP' (containing 'E21794'). Below these fields is a green 'VERIFY' button.

10. Select Submit. Your account will be Verified and enabled to file a COR39

OTP Verification

Cellphone number OTP

S32363

✓

Email address OTP

E21794

✓

SUBMIT

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## Verified Customers

### 1. Log on and select Transact

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HOME **TRANSACTION** CART (0)


Welcome **BISG01**  
HAYLIE DELPORT

EDIT CUSTOMER DETAILS  
LOGOUT  
BALANCE: R 99945.00

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search for enterprises on our register using enterprise name, enterprise number or director ID/passport number  
CONTINUE TO SEARCH

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








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


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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	
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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

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**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 Directors Amendments

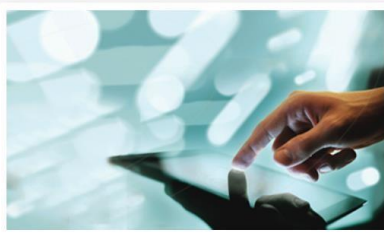
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- + Foreigner assurance



**Business Maintenance**

- + **Director amendments**
- + 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

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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

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### Director Amendments

For Companies

[Home](#) > [Director Amendments](#) > [History Applications](#)

#### History Applications

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
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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

## 6. Type Company Registration Number and Select Search. If your company appears on your list of companies, Click on the File button.

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













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### 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: 60000020040

#### SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

SEARCH

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

NUMBER	NAME	TYPE	STATUS	COMPLIANT	FILE
K201109613	TUNDRASPARK	PRIVATE COMPANY	IN BUSINESS	✓	
K201109617	LEO REX DISTRIBUTORS	PRIVATE COMPANY	IN BUSINESS	✓	
K201109619	TIDY ATOM NEAT SOLUTIONS	PRIVATE COMPANY	IN BUSINESS	✓	
K201109631	RAMISOURCE	PRIVATE COMPANY	IN BUSINESS	✓	
K201109633	RIVER POINT	PRIVATE COMPANY	IN BUSINESS	✓	
K201109634	SISAFIKA COMPUTING	PRIVATE COMPANY	IN BUSINESS	✓	
K201109639	HOMATHA TRANSPORT	PRIVATE COMPANY	IN BUSINESS	✓	
K201109645	JJJ AGRI CATTLE AUCTION	PRIVATE COMPANY	IN BUSINESS	✓	
K201109647	NKA THOMA TRADING	PRIVATE COMPANY	IN BUSINESS	✓	
K201109658	GENBAND BLACKBRIDGE CONNECT	PRIVATE COMPANY	IN BUSINESS	✓	

Reference: 60000020040

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

Searched Company Information

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

- Select Yes if you will be Appointing a Non South African AND/OR updating a Passport number. Capture the Passport numbers and Click Verify to ensure the passports are verified. Start the Foreigner Assurance process if the Passport is not verified. Alternatively, Select No if you will NOT be Appointing a Non South African or updating a passport number.

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:

CANCEL VERIFY

Company Selection Confirmation

Number: K2023000055 Name: SOFT TOY SHOP

Type: PRIVATE COMPANY Status: IN BUSINESS

Contact No: Contact Email:

APPLICATION

Reference:

SEARCH FACILITY

Search criteria: (long or short number)

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

9.1 Click the here link when the Passport is not Verified. 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 COR39 application.

The screenshot shows a web form for Foreigner Assurance. At the top, there is a text input field containing 'AB334343' and two buttons: 'CANCEL' and 'VERIFY'. Below this is a section titled 'Company Selection Confirmation' with fields for 'Number' (K2023000055), 'Name' (SOFTTOYSHOP), 'Type' (PRIVATE COMPANY), 'Status' (IN BUSINESS), 'Contact No.' (0112222222), and 'Contact Email' (TESTING@TESTING.CO.ZA). There are 'CANCEL' and 'CONTINUE' buttons at the bottom of this section. A red box highlights the 'VERIFY' button. Below the company selection section is a 'VALIDATION FAILURE' message: 'Identity not available via Foreigner Assurance! Director to apply for Foreigner Assurance prior to submitting an application. Please try again.' Below this message is a link labeled 'here' in a red box, with the text 'Click here to apply for director to be added to Foreigner Assurance register.' and a note: 'Note: You will be redirected to the foreign assurance to apply or update passport details.'

9.2 Alternatively, if all the Passports are Verified, click on the OK button and Continue with the process.

The screenshot shows the same web form as in 9.1, but with a modal dialog box titled 'Passport Verified' in the center. The dialog contains the text 'Passport verified successfully.' and an 'OK' button, which is highlighted with a red box. The background form is dimmed, showing the 'Director Foreigner Quiz' section with a question 'Will you be appointing a Non South African Directors or updating the passport number of an existing director?' and a 'Yes' radio button selected. Below this is the 'Foreigner Assurance Verification' section with a 'Passport Number' field. The 'Company Selection Confirmation' section is also visible in the background.

## 10. Update Enterprise Contact Details if necessary and Select Continue.

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	Name: SOFTTOY SHOP
Type: PRIVATE COMPANY	Status: IN BUSINESS
Contact No: 0112222222	Contact Email: test@testing.co.za

---

Reference: 60000020040

### SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

### 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




## 11. Review current Directors details by selecting the Edit button for each director.

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### Director Amendments

For Companies

[Home](#) > [Director Amendments](#) > [Change Directors](#)

### Company Directors

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

### APPLICATION INFORMATION

Reference: 60000020041  
No: 0  
Status: Draft  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

### Company Director Amendments

### COMPANY INFORMATION

12. 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. Alternatively, Select Status Change if you will be changing the Status or updating the details of the Director .

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:

Status:

Appointment Date: (DD/MON/YYYY)

Status Date: (DD/MON/YYYY)

Status Change Reason: (if applicable)

**CONTACT PERSONAL INFORMATION**

No: K2023000055  
Name: SOFTTOY SHOP  
Type: PRIVATE COMPANY  
Status: IN BUSINESS  
Registration Date: 13-NOV-23  
Email: TEST@TESTING.CO.ZA  
Contact No: 0112222222

**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**

### 13. Select the Status

**Company Director Amendments - Remove or View**

**STATUS INFORMATION**

Type:

Status:

Appointment Date: (DD/MON/YYYY)

Status Date: (DD/MON/YYYY)

Status Change Reason: (if applicable)

**CONTACT PERSONAL INFORMATION**

Citizenship:

ID or Passport Number:

Surname:

Name(s):

Date of Birth: (DD/MON/YYYY)

Occupation:

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

## 14. Update required information

Type:  

DIRECTOR

Status:  

ACTIVE

Appointment Date: (DD/MON/YYYY)  

13/NOV/2023

Status Date: (DD/MON/YYYY)  

Please type date

Status Change Reason: (If applicable)

CONTACT PERSONAL INFORMATION

Citizenship:  

SOUTH AFRICA

ID or Passport Number

Surname:  

DELPORT

Name(s):  

HAYLIE

Date of Birth: (DD/MON/YYYY)  

27/JAN/1971

Occupation:  

FINANCE DIRECTORs

Email:

Cellphone:

Gender:

Disability:

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

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Back

Revert to the previous section by selecting Back

Continue

Proceed to the next section by selecting Continue

## 15. Move down on the form and continue updating the required information and Select Save.

Gender:  

CLICK TO SELECT

Disability:  

CLICK TO SELECT

Demographic:  

CLICK TO SELECT

Title:  

CLICK TO SELECT

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?  

SELECT PROVINCE

What is the postal code?  

82

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?  

SELECT PROVINCE

What is the postal code?  

82

CANCEL

SAVE

Page 15 of 27



## 16. Select Continue

Director Amendments  
For Companies

Home > Director Amendments > Change Directors

Company Directors

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

BACK

CONTINUE

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT	REMOVE/VIEW
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE	

APPLICATION INFORMATION

Reference: 60000020042  
No: 0  
Status: Draft  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

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: 0112222222

GUIDANCE

## 17. Select New Director to Appoint a Director. Alternatively Select Continue.

Home Contact Us

Hello HAYLIE Logout

Companies and Intellectual Property Commission  
a member of the eSIC group

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

CIPC e-Services

Business Registration Business Maintenance

Follow Us:

Director Amendments  
For Companies

Home > Director Amendments > New Directors

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

NEW DIRECTOR

BACK

CONTINUE

APPLICATION INFORMATION

Reference: 60000020042  
No: 0  
Status: Draft  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

COMPANY INFORMATION

Director Appointments

18. Select Yes if you will be Appointing a Non South African. Capture the Passport number and Click on the Verify Button. If the Passport is not verified, follow the Foreigner Assurance prompt at the bottom of the screen. Alternatively, Select No if you will NOT be Appointing a Non South African.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

Director Foreigner Appointment

Will you be appointing or updating the Passport Number of a Non South African Citizen?

☐ Yes ☒ No

Note: If you have any foreign directors, please file them first.

Director Appointments

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

APPLICATION INFORMATION

Reference: 60000020042  
No: 0  
Status: Draft  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

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: 0112222222

GUIDANCE

History approval results will be visible if available, use this feedback to apply and resubmit application changes

19. Capture the ID Number and Select Verify. You will not be able to continue with the application if DHA is offline.

Director Foreigner Appointment

Will you be appointing or updating the Passport Number of a Non South African Citizen?

☐ Yes ☒ No

Note: If you have any foreign directors, please file them first.

Director Appointments

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

Director Appointment Information

VERIFY INFORMATION

Citizenship: SOUTH AFRICA

Identity Number:

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: 0112222222

GUIDANCE

History approval results will be visible if available, use this feedback to apply and resubmit application changes

New Director  
Note it is not compulsory to specify a New Director, only when applicable

Supply information on each new director by selecting New Director, continue to verify and save changes. History approval results will be visible if available, use this feedback to make and resubmit application changes

## 20. Capture the required information.

Director Appointment Information

VERIFY INFORMATION

Citizenship:  
SOUTH AFRICA

Identity Number:

PERSONAL INFORMATION

Surname:  
SCHULTZ

Name(s):  
PETRUS

Date of Birth: (DD/MON/YYYY)  
08/APR/1971

Occupation:

Email:

Cellphone:

Gender:  
CLICK TO SELECT

Disability:  
CLICK TO SELECT

Demographic:  
CLICK TO SELECT

Title:  
DR

Verification:

Identification Issue Date (book or card):

History approval results will be visible if available, use this feedback to apply and resubmit application changes

New Director

Note it is not compulsory to specify a New Director, only when applicable

Supply information on each new director by selecting New Director, continue to verify and save changes. History approval results will be visible if available, use this feedback to make and resubmit application changes

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

## 21. Move down on the form and continue to capture the required information, then Click on Save.

Verification:  
DHA

Identification Issue Date (book or card):  
15/Oct/2019

ADDRESS INFORMATION

PHYSICAL ADDRESS

Address line 1:  
1 MIE AVE

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:  
1 MIE AVE

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

APPOINTMENT INFORMATION

Director Type:  
DIRECTOR

Appointment Date: (DD/MON/YYYY)  
06/Jun/2023

CANCEL

SAVE

22. Move down on the form and continue to capture the required information, then Click on Save.

Verification: DHA Identification Issue Date (book or card): 15/Oct/2019

**ADDRESS INFORMATION**

**PHYSICAL ADDRESS**

Address line 1: 1 MIE AVE

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: 1 MIE AVE

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

**APPOINTMENT INFORMATION**

Director Type: DIRECTOR Appointment Date: (DD/MON/YYYY) 06/Jun/2023

CANCEL SAVE

23. Select New Director to Appoint a Non South African.

Director Amendments  
For Companies

Home > Director Amendments > New Directors

**Company Directors**

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

NEW DIRECTOR BACK CONTINUE

**Director Appointments**

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
YES		PETRUS SCHULTZ	DIRECTOR	APPOINT	

**APPLICATION INFORMATION**

Reference: 60000020097  
No: 0  
Status: Draft  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

**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

^

## 24. Select Yes.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

Director Foreigner Appointment

Will you be appointing or updating the Passport Number of a Non South African Citizen?

☒ Yes ☐ No

Note:if you have any foreign directors, please file them first.

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
YES		SCHULTZ	DIRECTOR	APPOINT	

APPLICATION INFORMATION

Reference: 60000020097  
No: 0  
Status: Draft  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

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

History approval results will be visible if available, use this feedback to apply and resubmit application changes

## 25. Capture Passport Number, Passport Expiration Date, and Select Verify.

Director Foreigner Appointment

Will you be appointing or updating the Passport Number of a Non South African Citizen?

☒ Yes ☐ No

Note:if you have any foreign directors, please file them first.

Foreigner Assurance Verification

Passport Number:

ZZBBCC1234

Passport Expiration

26/Feb/2030

CANCEL

VERIFY

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
YES		PETRUS SCHULTZ	DIRECTOR	APPOINT	

Director Appointment Information

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

History approval results will be visible if available, use this feedback to apply and resubmit application changes

New Director

Note it is not compulsory to specify a New Director, only when applicable

Supply information on each new director by selecting New Director, continue to verify and save changes.  
History approval results will be visible if available, use this feedback to make and resubmit application changes

## 26. Capture required information.

Director Appointment Information

VERIFY INFORMATION

Citizenship:  
NAMIBIA

PERSONAL INFORMATION

Surname:  
PAANAME

Name(s):  
PASSSURNAME

Date of Birth: (DD/MON/YYYY)  
30/DEC/1968

Occupation:

Email:  
I 66@GMAIL.COM

Cellphone:  
0828:

Gender:  
MALE

Disability:  
NOT DISABLED

Demographic:  
WHITE

Title:  
MR

Verification:

Email: TESTING@TESTING.CO.ZA  
Contact No: 0112222222

GUIDANCE

History approval results will be visible if available, use this feedback to apply and resubmit application changes

New Director  
Note it is not compulsory to specify a New Director, only when applicable

Supply information on each new director by selecting New Director, continue to verify and save changes. History approval results will be visible if available, use this feedback to make and resubmit application changes

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

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

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?  
A4454

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?

What is the postal code?  
A4454

APPOINTMENT INFORMATION

Director Type:  
DIRECTOR

Appointment Date: (DD/MON/YYYY)  
30/Nov/2023

CANCEL

SAVE

Page 21 of 27

## 28. Select Continue.

Director Amendments  
For Companies

Home > Director Amendments > New Directors

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

NEW DIRECTOR

BACK

CONTINUE

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
YES		PETRUS SCHULTZ	DIRECTOR	APPOINT	
NO	ZZBBOC1234	PASSSURNAME PAANAME	DIRECTOR	APPOINT	

APPLICATION INFORMATION

Reference: 60000020097  
No: 0  
Status: **Draft**  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

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

## 29. 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.

Director Amendments  
For Companies

Home > Director Amendments > Supporting Documentation

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: 60000020042  
No: 0  
Status: **Draft**  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

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: 0112222222

Page 22 of 27



### 30. Select Confirm. ONLY CLICK ONCE.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE

BACK

CANCEL

CONFIRM

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
NO		HAYLIE DELPORT	DIRECTOR	NOCHANGE

Company Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
YES		PETRUS SCHULTZ	DIRECTOR	APPOINT
NO	ZZBCC1234	PASSSURNAME PAANAME	DIRECTOR	APPOINT

Supporting Documentation

APPLICATION

Reference: 60000020097  
No: 0  
Status: Draft  
Submitted By: HAYLIE  
Submitted On: 02/DEC/2023

COMPANY SELECTION

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

Confirm all application detail for approval purposes

Back

Revert to the previous section by selecting Back

### 31. Finalise the Application by Clicking on OK.

Application Summary

Active Directors: 1

Appointments: 2

No Changes: 1

Contact Info Changes: 0

Deceased: 0

Resigned: 0

Removed: 0

Term-Expired: 0

Application Status

Congratulations! Your application has been submitted successfully for reference, 60000020097

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: 60000020097  
No: 762  
Status: SUBMITTED, IN PROGRESS  
Submitted By: HAYLIE DELPORT  
Submitted On: 02/DEC/2023

COMPANY SELECTION

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

Notifications

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

OK

View application summary with next steps and return to

32. 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.

The screenshot shows the CIPC e-Services portal. At the top, there is a navigation bar with 'Home' and 'Contact Us' on the left, and 'Hello HAYLIE' and 'Logout' on the right. Below this is a header section with the CIPC logo, a 'Query Resolution' link, and a shopping cart icon. The main content area is titled 'Director Amendments For Companies'. On the right, there are social media links for Facebook, Twitter, and YouTube. The central part of the page features a 'History Applications' table with the following data:

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
02/DEC/23	60000020042	OTP	06/DEC/23 17:52:48	SUBMITTED, IN PROGRESS	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	

Below the table is a green 'CONTINUE' button. To the right of the table is a 'GUIDANCE' section with the following text:

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

33. 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 from CIPC to Edwin Mkhabele. The email content is as follows:

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**

#### 34. Select Red Consent Button.






Companies and Intellectual  
Property Commission  
an act of the 1994 group

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

0




CIPC e-Services

Business RegistrationBusiness Maintenance

Follow Us:   

Director Amendments  
For Companies

OTP Approval - Consent

DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT
02/DEC/2023	APPOINT	PETRUS SCHULTZ	06/DEC/2023 20:23:40	
02/DEC/2023	APPOINT	PASSSURNAME PAANAME	06/DEC/2023 20:23:40	
02/DEC/2023	FILER	HAYLIE DELPORT	06/DEC/2023 20:23:40	

RESEND OTPS

APPROVAL RESULTS

Confirmation OTPs  
Required: 3  
Received: 0

APPLICATION INFORMATION

Reference: 60000020097  
Submitted By: HAYLIE DELPORT  
Submitted On: 02/DEC/2023  
Status: SUBMITTED, IN PROGRESS

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

RESEND OTPS

Verification Information

DIRECTOR INFORMATION

Number:  
2824

Director:  
APPOINT

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

CANCEL

SUBMIT

APPLICATION INFORMATION

Reference: 60000020042  
Submitted By: HAYLIE DELPORT  
Submitted On: 02/DEC/2023  
Status: SUBMITTED, IN PROGRESS

COMPANY INFORMATION

No: K2023000055  
Name: SOFTTOY SHOP  
Type: PRIVATE COMPANY  
Status: IN BUSINESS  
Registration Date: 13/NOV/2023  
Email: STREET  
Contact No: 0827786881

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

36. All impacted directors and the filer will complete the process above and the Last Submitter will see the Finish Button after submitting.

Verification Information

**DIRECTOR INFORMATION**

Number: 2825

Director: FILER

**VERIFY INFORMATION**

IDENTIFICATION:

SMS OTP: S500984

Email OTP: E153933

**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

Reference: 60000020042

Submitted By: HAYLIE DELPORT

Submitted On: 02/DEC/2023

Status: OTP VERIFIED

**COMPANY INFORMATION**

No: K2023000055

Name: SOFTTOY SHOP

Type: PRIVATE COMPANY

Status: IN BUSINESS

Registration Date: 13/NOV/2023

Email: STREET

Contact No: 0827786681

**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

**Consent**

OTP information for each director to be provided by selecting the consent column and completing the fields

37. 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
02/DEC/2023	APPOINT	:PETRUS SCHULTZ	06/DEC/2023 20:23:40	<input checked="" type="checkbox"/>
02/DEC/2023	APPOINT	PASSSURNAME PAANAME	06/DEC/2023 20:23:40	<input checked="" type="checkbox"/>
02/DEC/2023	FILER	HAYLIE DELPORT	06/DEC/2023 20:23:40	<input checked="" type="checkbox"/>

**APPROVAL RESULTS**

Confirmation OTPs

Required: 3

Received: 3

**APPLICATION INFORMATION**

Reference: 60000020097

Submitted By: HAYLIE DELPORT

Submitted On: 02/DEC/2023

Status: OTP VERIFIED

**COMPANY INFORMATION**

No: K2023000055

Name: SOFTTOY SHOP

Type: PRIVATE COMPANY

**INFORMATION**

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

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

