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

Purpose

The purpose of this document is to demostrate the steps were foreigner assuranse is integrated with director amendmemts. 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

2. Select More Service

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

4. Click on Agree checkbox and Select and Continue

Director Amendments
For Companies

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
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ⓘ Query Resolution:
    https://enquiries.cipc.co.za

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Director Amendments
For Companies

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 enterpirse, may only be submitted once a pending one is concluded. To initiate a new application, select Continue

6. Update Required Information.

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

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

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

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

Get In Touch With Us

Call centre: 086 100 2472

International telephone number:

Our Mobile App

Coming soon to
App Store

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Verified Customers

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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

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

7. 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: 60000020040

1 2 3 4 5 6

BACK

SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

SEARCH

Searched Company Information

NUMBER	NAME	TYPE	STATUS	COMPLIANT	FILE
K2023000055	SOFTTOY SHOP	PRIVATE COMPANY	IN BUSINESS	✖	👆

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

8. 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:
SOFTTOY 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 successfuly Verified before proceeding with capturing your COR39 application.

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

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:
SOFT TOY SHOP

Type:
PRIVATE COMPANY

Status:
IN BUSINESS

Contact No:
0112222222

Contact Email:
test@testing.co.za

CANCEL   CONTINUE

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

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	👆

BACK   CONTINUE

Company Director Amendments

APPLICATION INFORMATION

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

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

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

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

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

Company Director Amendments - Remove or View

STATUS 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

13. Select the Status

up-to-date information.

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

Company Director Amendments - Remove or View

STATUS INFORMATION

Type:
DIRECTOR ⌄

Status:
CLICK TO SELECT ⌄

Appointment Date: (DD/MON/YYYY)
13/NOV/2023

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

Status Change Reason: (if applicable)

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

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:

14. Update required information

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

16. Select Continue

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

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.

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

20. Capture the required information.

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

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

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

24. Select Yes.

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

26. Capture required information.

Director Appointment Information

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

VERIFY INFORMATION

Citizenship:

NAMIBIA

PERSONAL INFORMATION

Surname:	Name(s):
PAANAME	PASSSURNAME

Date of Birth: (DD/MON/YYYY)   Occupation:

30/DEC/1968

Email: Cellphone:

I   66@GMAIL.COM   0828:

Gender: Disability:

MALE   NOT DISABLED

Demographic: Title:

WHITE   MR

Verification:

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

ADDRESS INFORMATION

PHYSICAL ADDRESS	POSTAL ADDRESS
Address line 1:	Address line 1:
4 MONDE AVE	4 MONDE AVE
Address line 2:	Address line 2:
MANHATTAN	MANHATTAN
In which town/city is this address?	In which town/city is this address?
NEW YORK	NEW YORK
In which province is this address?	In which province is this address?
NEW YORK	
What is the postal code?	What is the postal code?
A4454	A4454

APPOINTMENT INFORMATION

Director Type: Appointment Date: (DD/MON/YYYY)

DIRECTOR   30/Nov/2023

CANCEL   SAVE

28. Select Continue.

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.

30. Select Confirm. ONLY CLICK ONCE.

31. Finalise the Application by Clicking on OK.

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.

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.

34. Select Red Consent Button.

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

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

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.

38. 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: ˉ
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

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