

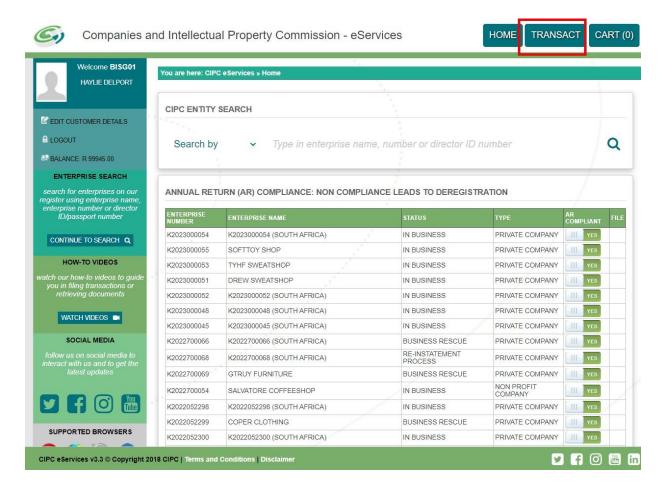
# Director amendments step-by-step guidelines for automated appointments and resignation

#### **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**

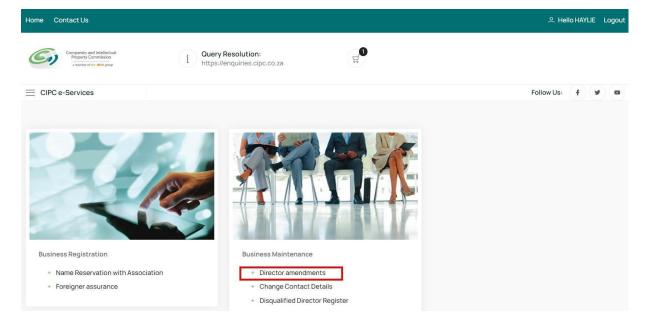
1. Log on and select transact



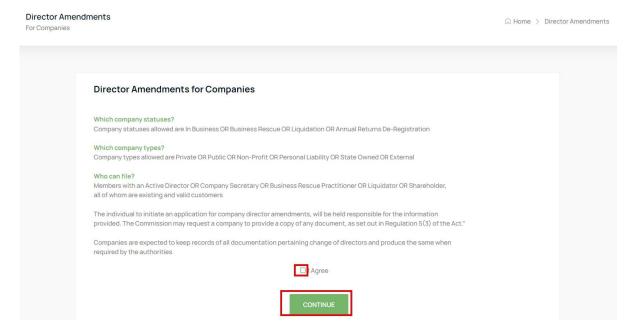
#### 2. Select more services



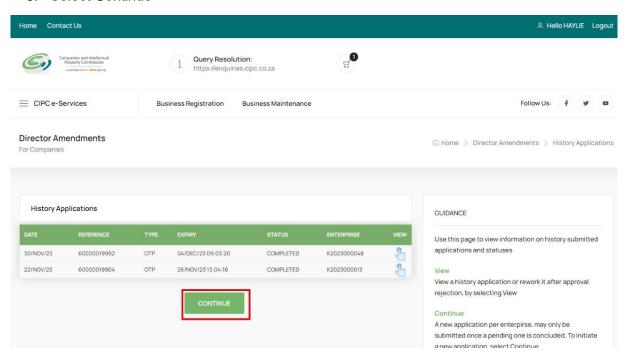
3. Agree to the terms and conditions and select directors' amendments



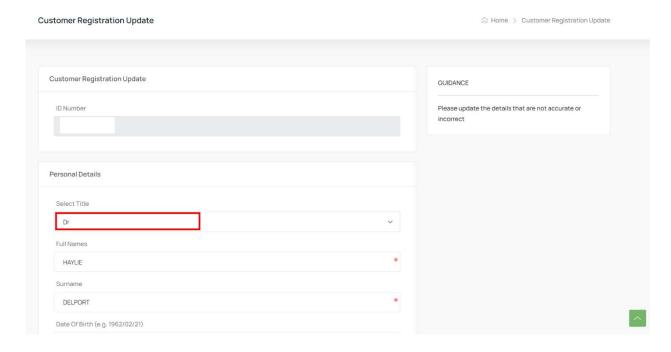
#### 4. Click on agree checkbox and select and continue



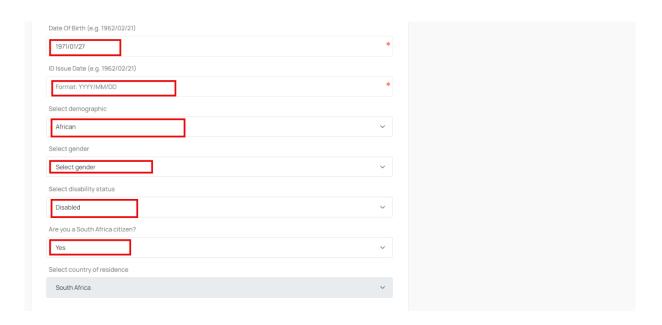
#### 5. Select Continue



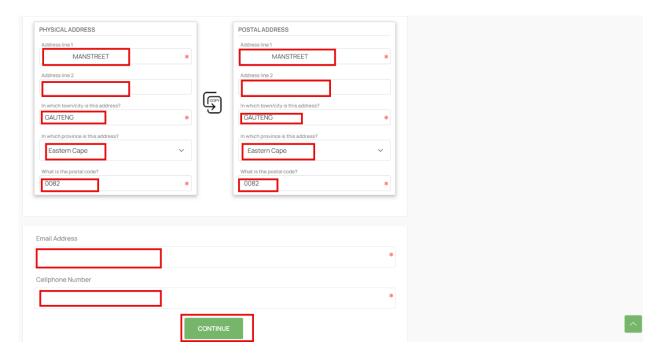
# 6. Update required information.



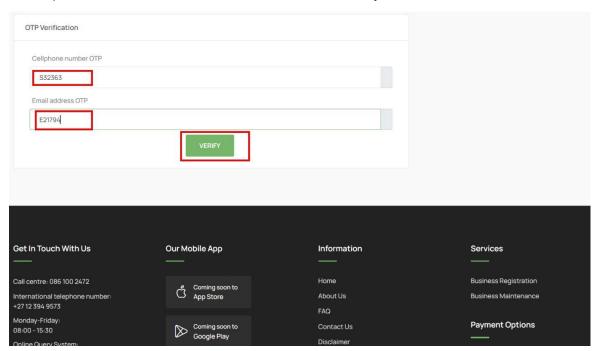
7. Move down the form and continue updating required information.



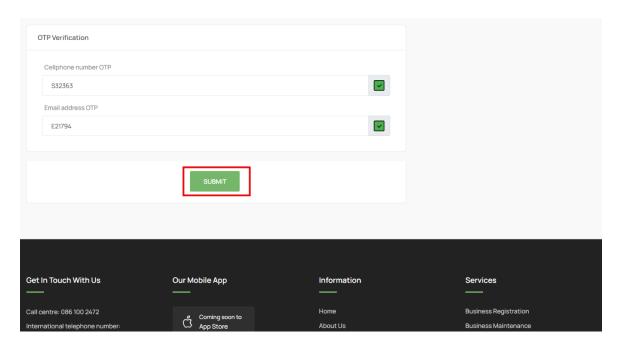
8. Move down the form and continue updating required information.



9. Capture the SMS and email OTPs, then click on verify.

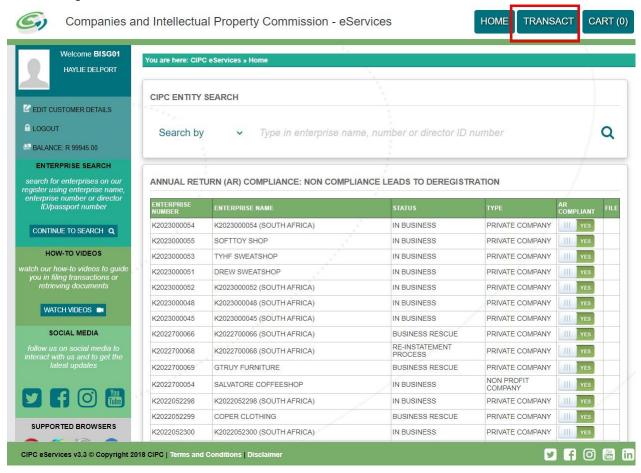


10. Select submit. Your account will be verified and enable you to file a COR39

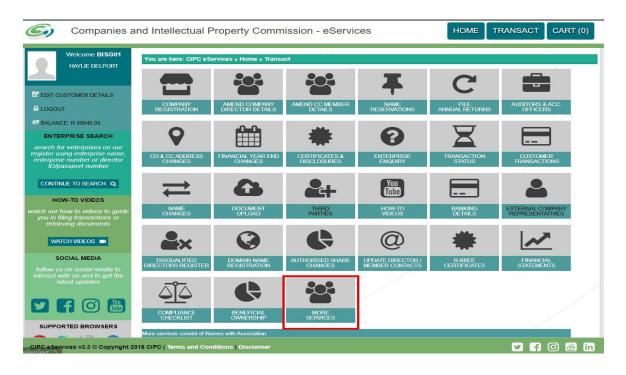


#### **Verified customers**

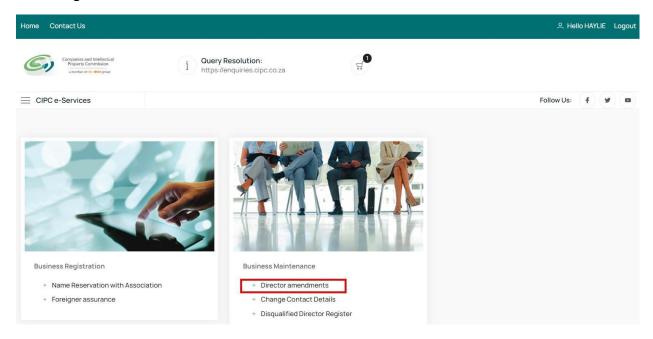
1. Log on and select transact



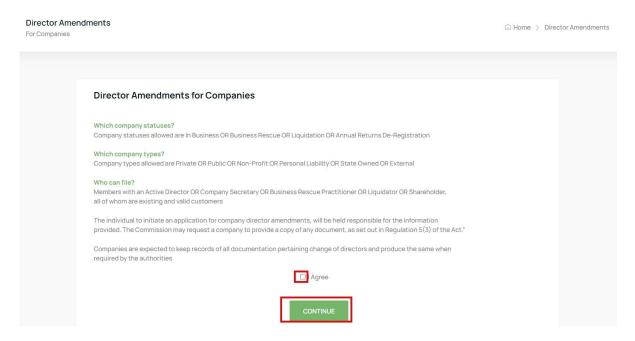
#### 2. Select more services



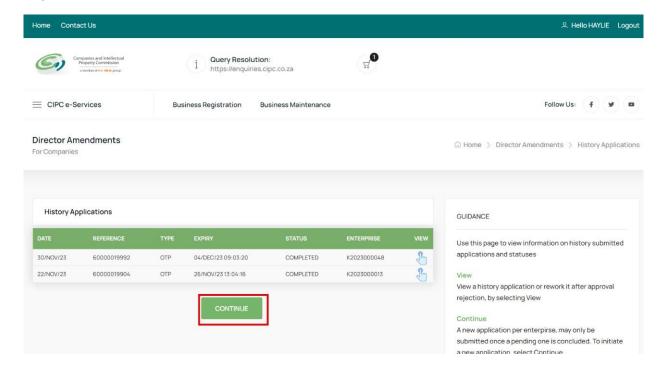
3. Agree to the terms and conditions and select director amendments



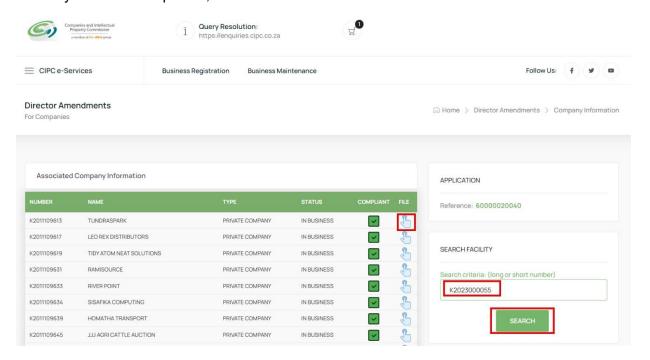
4. Click on agree checkbox and select and continue



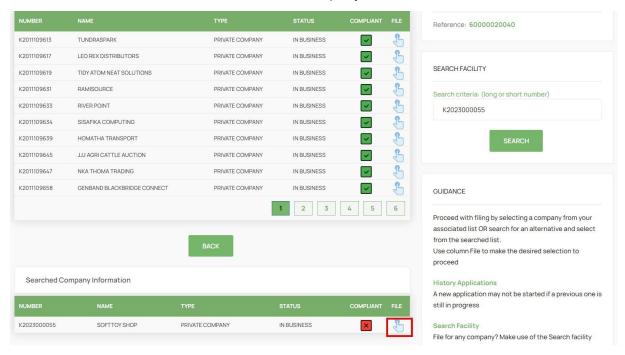
#### 5. Select continue



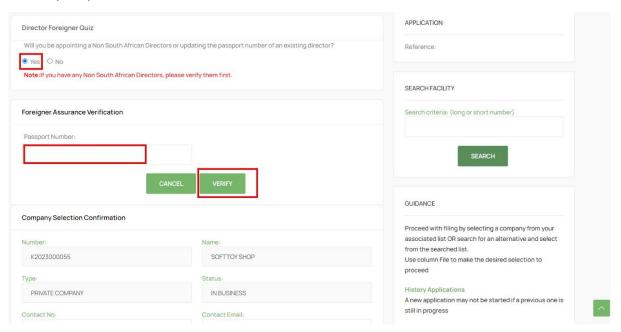
6. Type company registration number and select search. If your company appears on your list of companies, click on the file button.



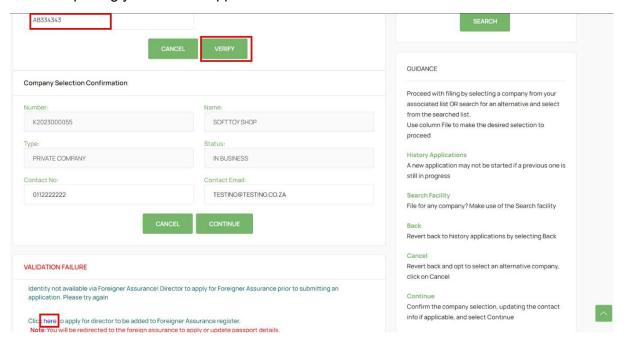
7. Select the file button on the searched company information list



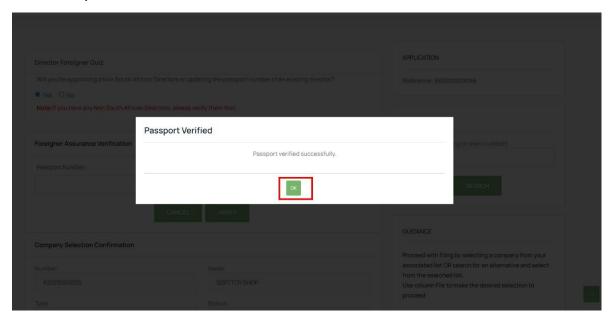
8. Select yes if you will be appointing a non-South African and/or updating a passport number. Capture the passport numbers and click verify to ensure the passports are verified. Start the foreigner assurance process if the passport is not verified. Alternatively, select no if you will **NOT** be appointing a non-South African or updating a passport number.



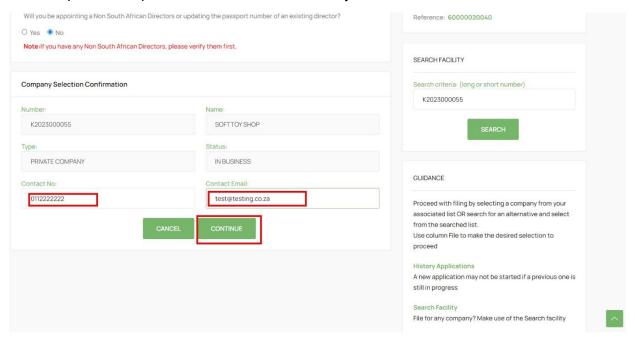
9.1 Click the here link when the passport is not verified. You will then be redirected to foreigner assurance. Wait until you receive an email that the passports filed through the foreigner assurance process have been successfully verified before proceeding with capturing your COR39 application.



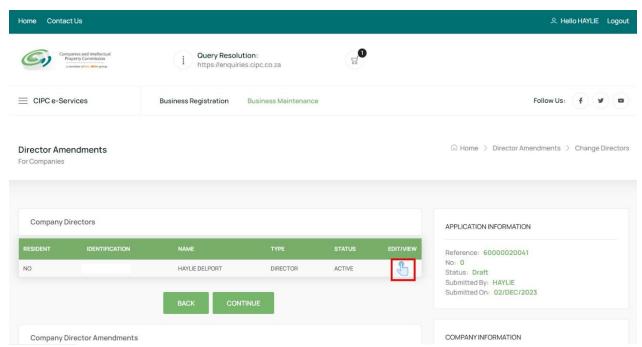
9.2 Alternatively, if all the passports are verified, click on the **OK** button and continue with the process.



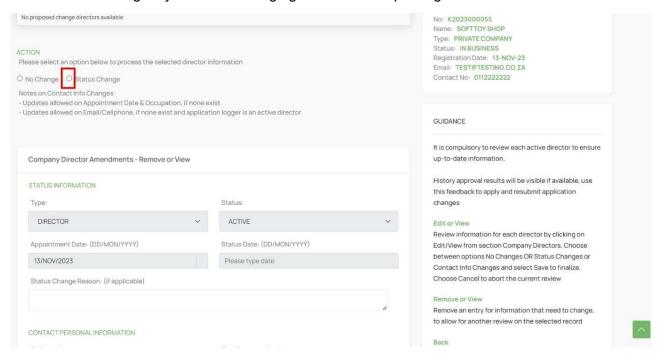
10. Update enterprise contact details if necessary and select continue.



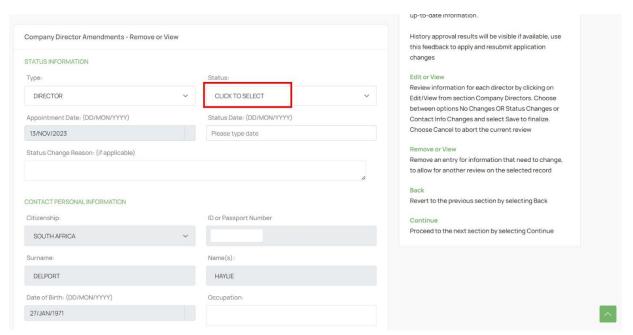
11. Review current directors' details by selecting the edit button for each director.



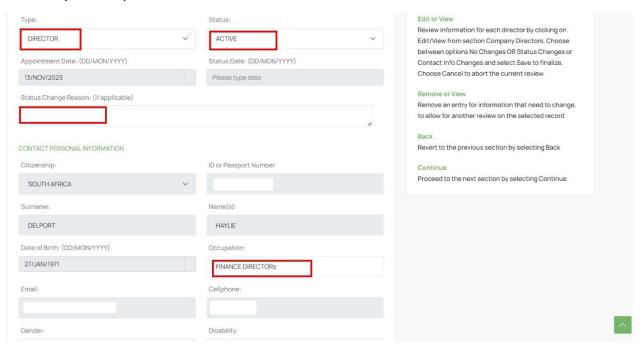
12. Select no change if you will not be updating the status or other details of an existing director, then select the save button at the bottom of the screen. Alternatively, select status change if you will be changing the status or updating the details of the director.



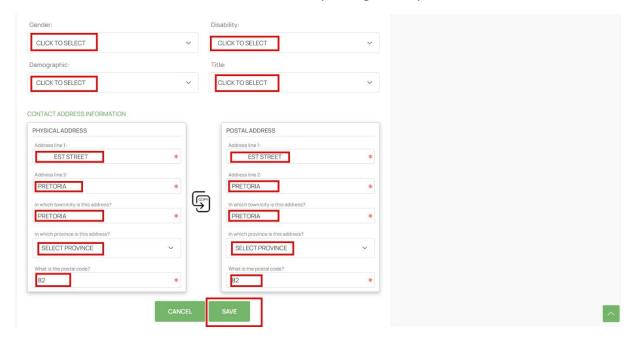
#### 13. Select the status



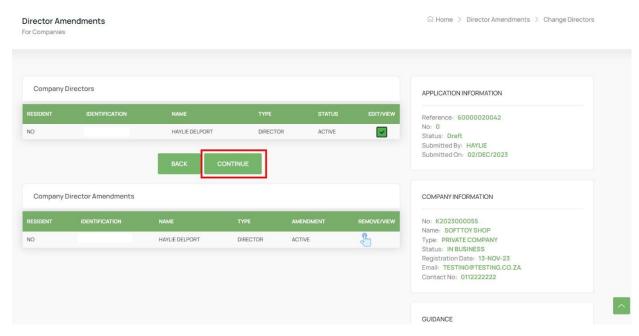
## 14. Update required information



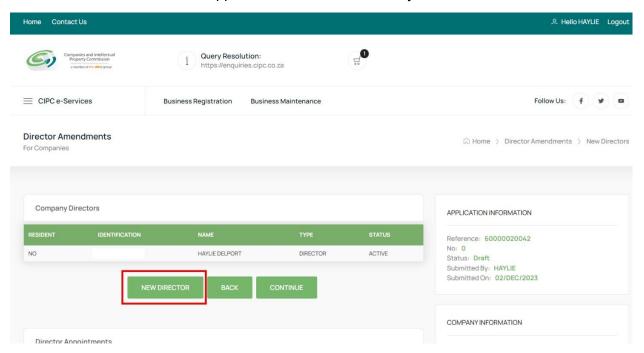
15. Move down on the form and continue updating the required information and Select Save.



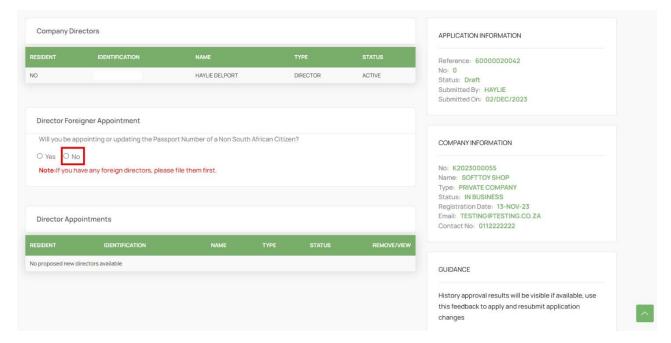
#### 16. Select continue



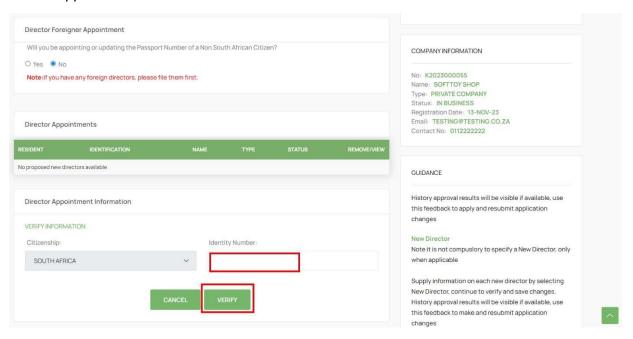
17. Select New Director to Appoint a Director. Alternatively Select Continue.



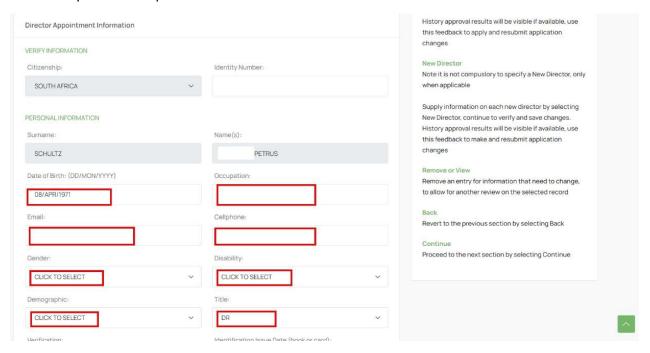
18. Select yes if you will be appointing a non-South African. Capture the passport number and click on the verify button. If the passport is not verified, follow the foreigner assurance prompt at the bottom of the screen. Alternatively, select **NO** if you will not be appointing a non-South African.



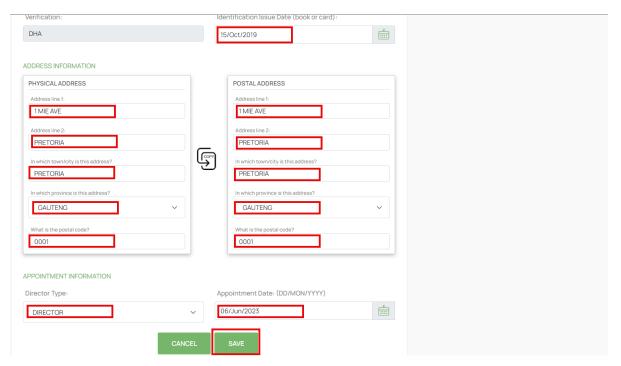
19. Capture the ID number and select verify. You will not be able to continue with the application if DHA is offline.



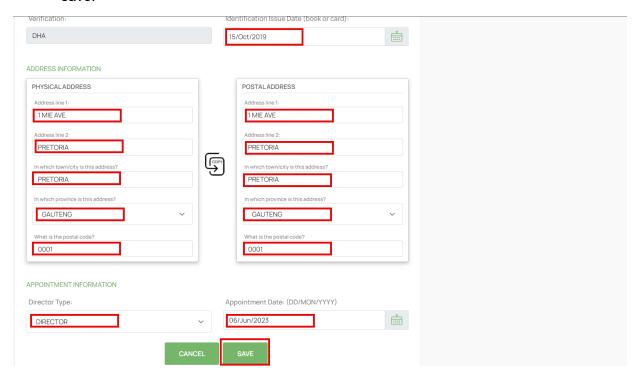
## 20. Capture the required information.



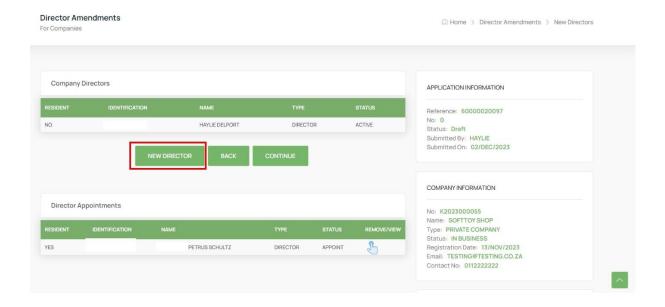
21. Move down on the form and continue to capture the required information, then Click on Save.



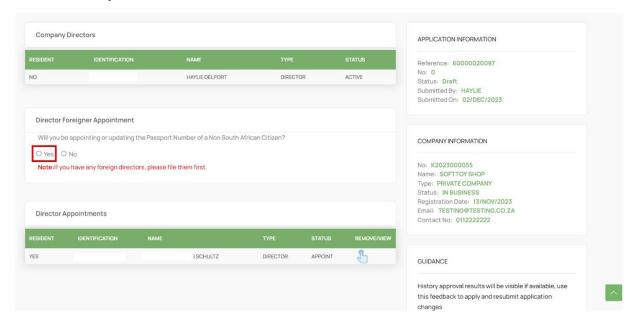
22. Move down on the form and continue to capture the required information, then click on save.



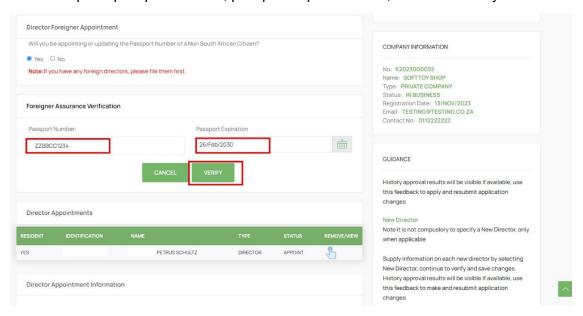
23. Select new director to appoint a non-South African.



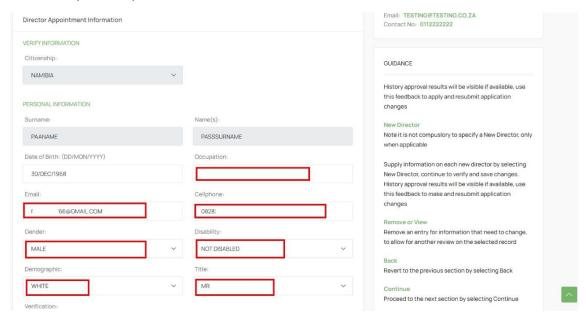
#### 24. Select yes.



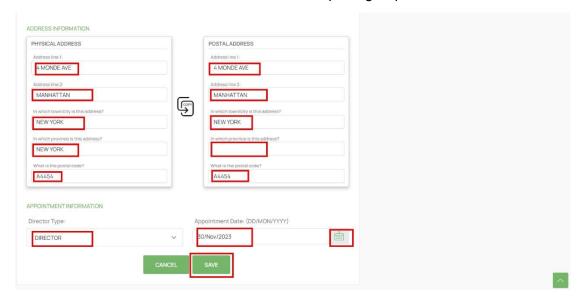
## 25. Capture passport number, passport expiration date, and select verify.



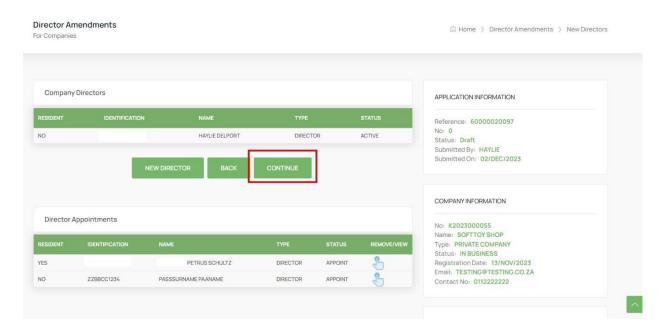
## 26. Capture required information.



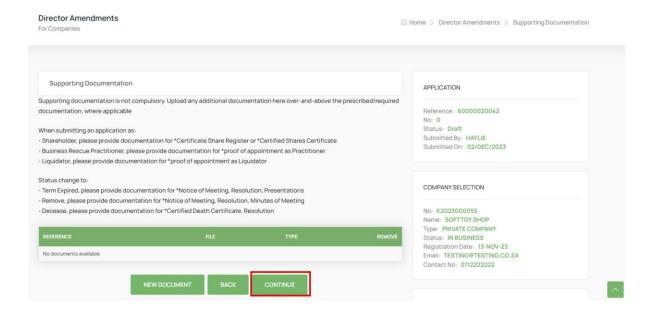
27. Move Down on the Form and continue capturing required information and Click Save.



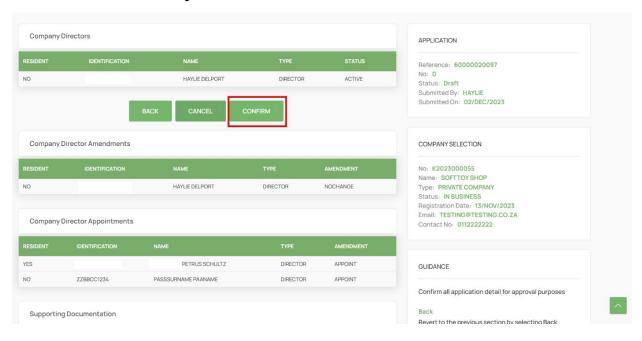
#### 28. Select continue.



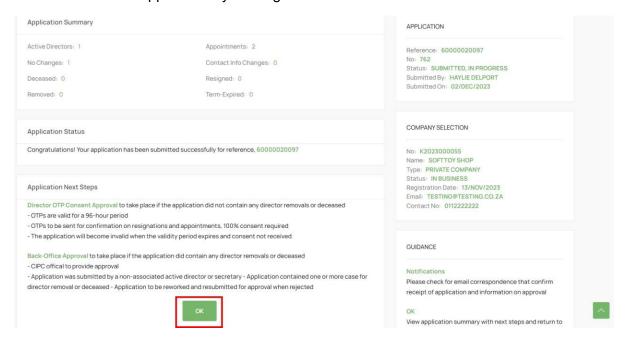
29. Attach documents if required then click continue. Documents are optional when updating director details, appointing, or resigning a director. On status remove, deceased, and term expired – documents are mandatory.



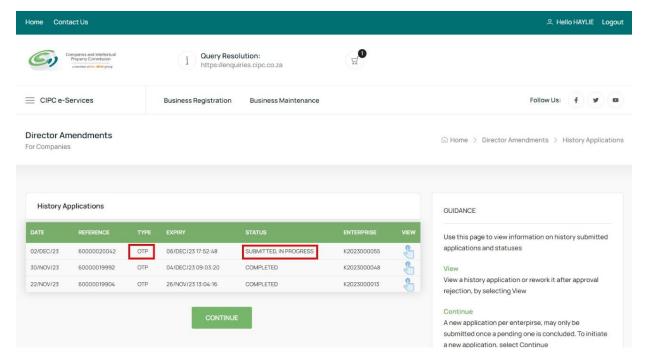
## 30. Select confirm. Only click once.



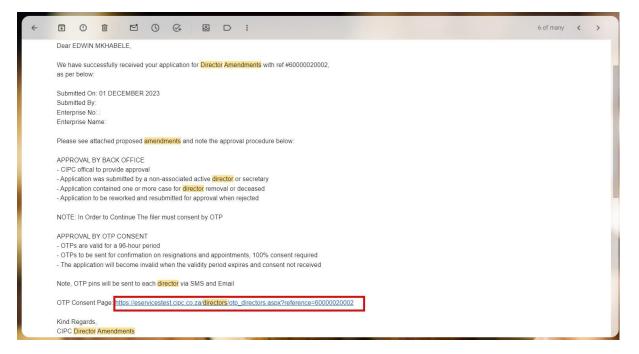
#### 31. Finalise the application by clicking on OK.



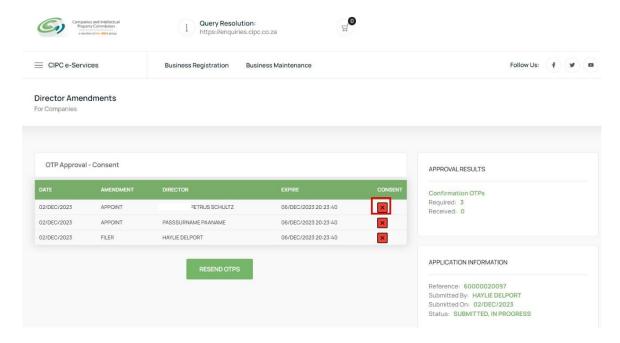
32. The application will be in submitted status with type OTP. The filer and directors being appointed or resigned must navigate to their email application to find the proposed changes email from the CIPC.



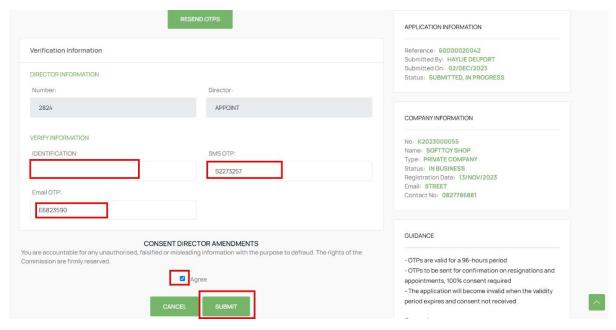
33. The filer, the directors being appointed and resigned must review the proposed changes attached document and then click on the link on the email to capture their identification number, SMS and email OTPs.



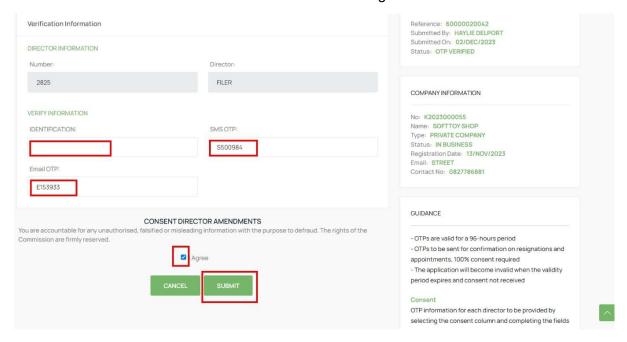
#### 34. Select red consent button.



35. Move down on the form and capture Identification, 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.

#### OTP Approval - Consent APPROVAL RESULTS Required: 3 06/DEC/2023 20:23:40 ~ Received: 3 02/DEC/2023 PASSSURNAME PAANAME 06/DEC/2023 20:23:40 APPOINT ~ 06/DEC/2023 20:23:40 02/DEC/2023 HAYLIE DELPORT V FILER APPLICATION INFORMATION Reference: 60000020097 Submitted By: HAYLIE DELPORT Submitted On: 02/DEC/2023 INFORMATION Status: OTP VERIFIED Click finish to complete the director amendment application and send correspondence. Please check for Email COMPANY INFORMATION No: K2023000055 Type: PRIVATE COMPANY

Director Amendments

## All active directors will receive an email with the COR39 attachment.

