Director amendment step-by-step guidelines for back office 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 director 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

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Property Commission
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    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.

Customer Registration Update

Customer Registration Update

ID Number

GUIDANCE

Please update the details that are not accurate or incorrect

Personal Details

Select Title

Dr ⌄

Full Names

HAYLIE *

Surname

DELPORT *

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

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.

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

OTP Verification

Cellphone number OTP

S32363

Email address OTP

E21794

SUBMIT

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Call centre: 086 100 2472
International telephone number:

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App Store

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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

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	✓	👆

1 2 3 4 5 6

Reference: 60000020040

SEARCH FACILITY

Search criteria: (long or short number)

K2023000055

SEARCH

BACK

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

Searched Company Information

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

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 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.

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.

Reference: 60000020040

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

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	👆
NO	ZZBBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	👆
YES		'ETRUS SCHULTZ	DIRECTOR	ACTIVE	👆

BACK   CONTINUE

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT	REMOVE/VIEW
No proposed change directors available					

APPLICATION INFORMATION

Reference: 60000020107
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

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. To update the passport number that has expired, select status change for a non-South African and select **OK**.

13. Capture the new passport number and passport expiration date and select verify.

14. Capture required information to be updated.

15. Move down on the form and continue capturing any required changes then select save.

10. Applications with status remove, deceased, and term expired will be directed to the back office. Select the director to edit, then status change.

11. Select the status and update the required information.

12. Move down on the form and continue updating the required information and select save.

13. Select continue

14. Select new director to appoint a director. Alternatively select continue.

15. 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.

16. Capture passport number, passport expiration date, and select verify.

17. Capture required information.

18. Move down on the form and continue capturing required information and click save.

19. Select continue.

20. Select new document.

21. Select choose file, select document from your computer, then select save.

10. Attach all required documents then select continue.

22. Select confirm. **Only click once.**

23. Finalise the application by clicking on **OK.**

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

25. 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.

26. Select red consent button.

27. Move down on the form and capture identification, SMS OTP, and email OTP, select the agree checkbox. Lastly click on submit.

28. All impacted directors and the filer will complete the process above and the last submitter will see the finish button after submitting.

29. 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.

30. All active directors will receive an email with the COR39 attached after the back office approval.