



Companies and Intellectual
Property Commission

a member of **the dtic** group

Director Amendment Step-by-Step Guidelines For BackOffice 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 BISO01
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

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HOME TRANSACT CART (0)

Welcome **BISG01**
HAYLIE DELPORT

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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			

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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

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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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

Get In Touch With Us

Call centre: 086 100 2472

International telephone number:

Our Mobile App

Coming soon to App Store

Information

Home

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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
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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
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K2023000051	DREW SWEATSHOP	IN BUSINESS	PRIVATE COMPANY	 YES	
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K2023000045	K2023000045 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	 YES	
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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

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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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 COMPANY REGISTRATION	 AMEND COMPANY 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
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 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

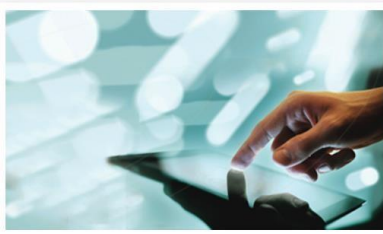
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Business Maintenance

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

4. Click on Agree checkbox and Select and Continue

Director Amendments
For Companies

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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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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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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. 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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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 displays a web form for Foreigner Assurance. At the top, a text input field contains 'AB334343', with a red box highlighting it. Below this are 'CANCEL' and 'VERIFY' buttons, with 'VERIFY' highlighted by a red box. The main section is titled 'Company Selection Confirmation' and contains several input fields: 'Number' (K2023000055), 'Name' (SOFTTOYSHOP), 'Type' (PRIVATE COMPANY), 'Status' (IN BUSINESS), 'Contact No.' (0112222222), and 'Contact Email' (TESTING@TESTING.CO.ZA). Below these fields are 'CANCEL' and 'CONTINUE' buttons. A red 'VALIDATION FAILURE' message states: 'Identity not available via Foreigner Assurance! Director to apply for Foreigner Assurance prior to submitting an application. Please try again.' Below this message, a red box highlights a link that says 'Click here to apply for director to be added to Foreigner Assurance register.' A note below the link reads: 'Note: You will be redirected to the foreign assurance to apply or update passport details.' On the right side, a 'GUIDANCE' panel provides instructions on how to proceed, including sections for 'History Applications', 'Search Facility', 'Back', 'Cancel', and 'Continue'. A green 'SEARCH' button is located at the top right of the form.

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

This screenshot shows the same 'Company Selection Confirmation' form as in the previous image, but with a modal dialog box titled 'Passport Verified' overlaid in the center. The dialog box contains the text 'Passport verified successfully.' and an 'OK' button, which is highlighted by a red box. The background form is dimmed, but the 'CANCEL' and 'VERIFY' buttons are still visible. The 'GUIDANCE' panel on the right is also visible, providing additional context for the user's next steps.

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

[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	✎
NO	ZZBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	✎
YES		ETRUS SCHULTZ	DIRECTOR	ACTIVE	✎

[BACK](#) [CONTINUE](#)

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

Company Director Amendments

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

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.

The screenshot shows the 'Company Director Amendments' form. A modal titled 'Passport Expired' is displayed in the center, with the message: 'The passport of the selected Director has expired. Please follow the foreigner assurance process.' and an 'OK' button. In the background, the 'ACTION' section shows 'No Change' selected. The 'Foreigner Assurance Verification' section has fields for 'Passport Number' and 'Passport Expiration'. The 'COMPANY INFORMATION' section on the right shows details for 'K2023000055'.

13. Capture the New Passport Number and Passport Expiration Date and Select Verify.

The screenshot shows the 'Company Director Amendments' form with the 'Status Change' option selected. The 'Foreigner Assurance Verification' section has fields for 'Passport Number' and 'Passport Expiration'. The 'Verify' button is highlighted. The 'COMPANY INFORMATION' section on the right shows details for 'K2023000055'.

14. Capture required information to be updated.

STATUS INFORMATION

Type:

DIRECTOR

Status:

CLICK TO SELECT

Appointment Date: (DD/MON/YYYY)

30/NOV/2023

Status Date: (DD/MON/YYYY)

Please type date

Status Change Reason: (if applicable)

CONTACT PERSONAL INFORMATION

Citizenship:

MOZAMBIQUE

ID or Passport Number

ZZBBCC1234

Surname:

PAANAME

Name(s):

PASSSURNAME

Date of Birth: (DD/MON/YYYY)

27/NOV/2005

Occupation:

COO

Email:

f66@GMAIL.COM

Cellphone:

23477788889

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

15. Move down on the form and continue capturing any required changes then Select Save.

Gender:

MALE

Disability:

NOT DISABLED

Demographic:

WHITE

Title:

MR

CONTACT 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?

3370

What is the postal code?

0001

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?

3370

What is the postal code?

0001

CANCEL

SAVE

Page 15 of 26

10. Applications with Status Remove, Deceased, and Term Expired will be directed to the Back Office. Select the Director to Edit, then Status Change.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE	
NO	ZZBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE	

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT	REMOVE/VIEW
NO		HAYLIE DELPORT	DIRECTOR	NOCHANGE	
NO	ZZBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	

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

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

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

11. Select the Status and Update the required 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:

DIRECTOR

Status:

REMOVE

Appointment Date: (DD/MON/YYYY)

30/NOV/2023

Status Date: (DD/MON/YYYY)

02/Dec/2023

Status Change Reason: (if applicable)

Remove the director due to disqualification

CONTACT PERSONAL INFORMATION

Citizenship:

MOZAMBIQUE

ID or Passport Number

Surname:

Name(s):

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

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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

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

Gender: Disability:

Demographic: Title:

CONTACT ADDRESS INFORMATION

PHYSICAL ADDRESS

Address line 1:

Address line 2:

In which town/city is this address?

In which province is this address?

What is the postal code?

POSTAL ADDRESS

Address line 1:

Address line 2:

In which town/city is this address?

In which province is this address?

What is the postal code?

13. Select Continue

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	EDIT/VIEW
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE	☒
NO	ZZBBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	☒
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE	☒

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT	REMOVE/VIEW
NO		HAYLIE DELPORT	DIRECTOR	NOCHANGE	
NO	ZZBBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE	
YES		PETRUS SCHULTZ	DIRECTOR	REMOVE	

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

GUIDANCE

It is compulsory to review each active director to ensure up-to-date information.

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

Director Amendments
For Companies

Home > Director Amendments > New Directors

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE
NO	ZZBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE

NEW DIRECTOR

BACK

CONTINUE

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
No proposed new 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

GUIDANCE

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.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE
NO	ZZBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE
YES		ETRUS SCHULTZ	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: 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

GUIDANCE

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

New Director

16. 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: VTX352

Passport Expiration: 27/Feb/2025



Director Appointments

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

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

17. Capture required information.

Director Appointment Information

VERIFY INFORMATION

Citizenship: NAMIBIA

PERSONAL INFORMATION

Surname: PAANAME

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

Email: I 66@GMAIL.COM

Gender: MALE

Demographic: WHITE

Verification:

Name(s): PASSSURNAME

Occupation:

Cellphone: 0828:

Disability: NOT DISABLED

Title: MR

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

18. 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?
NEW YORK

What is the postal code?
A4454

APPOINTMENT INFORMATION

Director Type: DIRECTOR

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

CANCEL SAVE

19. Select Continue.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE
NO	ZZBBCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE
YES		PETRUS SCHULTZ	DIRECTOR	ACTIVE

NEW DIRECTOR BACK CONTINUE

Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS	REMOVE/VIEW
NO	RHL352	SOLLY SIWEYA	NON EXECUTIVE DIRECTOR	APPOINT	

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

GUIDANCE

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

20. Select New Document.

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: 60000020107
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

GUIDANCE

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

New Document
Supply a new document for upload by selecting New Document, and proceed to save changes

21. Select Choose File, select document from your computer, then Select Save.

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			

Supporting Document:
*Please provide documentation in PDF format, max 10MB size each

Choose File Resolution Board.pdf

CANCEL

SAVE

Reference: 60000020107
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

GUIDANCE

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

New Document
Supply a new document for upload by selecting New Document, and proceed to save changes

10. Attache all required documents then Select Continue.

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
60000020107	Resolution Board.pdf	Supporting Documentation	

NEW DOCUMENT

BACK

CONTINUE

APPLICATION

Reference: 60000020107
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

GUIDANCE

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

22. Select Confirm. ONLY CLICK ONCE.

Company Directors

RESIDENT	IDENTIFICATION	NAME	TYPE	STATUS
NO		HAYLIE DELPORT	DIRECTOR	ACTIVE
NO	ZZ8BCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE
YES		*ETRUS SCHULTZ	DIRECTOR	ACTIVE

BACK

CANCEL

CONFIRM

Company Director Amendments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
NO		HAYLIE DELPORT	DIRECTOR	NOCHANGE
NO	ZZ8BCC1234	PASSSURNAME PAANAME	DIRECTOR	ACTIVE
YES		*ETRUS SCHULTZ	DIRECTOR	REMOVE

Company Director Appointments

RESIDENT	IDENTIFICATION	NAME	TYPE	AMENDMENT
NO	RH4J352	SOLLY SIWEYA	NON EXECUTIVE DIRECTOR	APPOINT

APPLICATION

Reference: 60000020107
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

GUIDANCE

Confirm all application detail for approval purposes

[Back](#)
Revert to the previous section by selecting Back

[Cancel](#)
Disregard and remove the application by clicking on

23. Finalise the Application by Clicking on OK.

Application Summary

Active Directors: 3

Appointments: 1

No Changes: 1

Contact Info Changes: 0

Deceased: 0

Resigned: 0

Removed: 1

Term-Expired: 0

Application Status

Congratulations! Your application has been submitted successfully for reference, 60000020107

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: 60000020107

No: 763

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-23

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

24. The Application will be in Submitted Status with Type BackOffice. The filer and directors being appointed or resigned must navigate to their email application to find the Proposed Changes email from the CIPC.

 Companies and Intellectual Property Commission
a member of the SAG Group

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



CIPC e-Services

Business RegistrationBusiness Maintenance

Follow Us:   

Director Amendments
For Companies

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

History Applications

DATE	REFERENCE	TYPE	EXPIRY	STATUS	ENTERPRISE	VIEW
02/DEC/23	60000020107	BACKOFFICE	06/DEC/23 23:12:23	SUBMITTED, IN PROGRESS	K2023000055	
02/DEC/23	60000020097	OTP	06/DEC/23 20:23:40	COMPLETED	K2023000055	
02/DEC/23	60000020042	OTP	06/DEC/23 17:52:48	COMPLETED	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	

CONTINUE

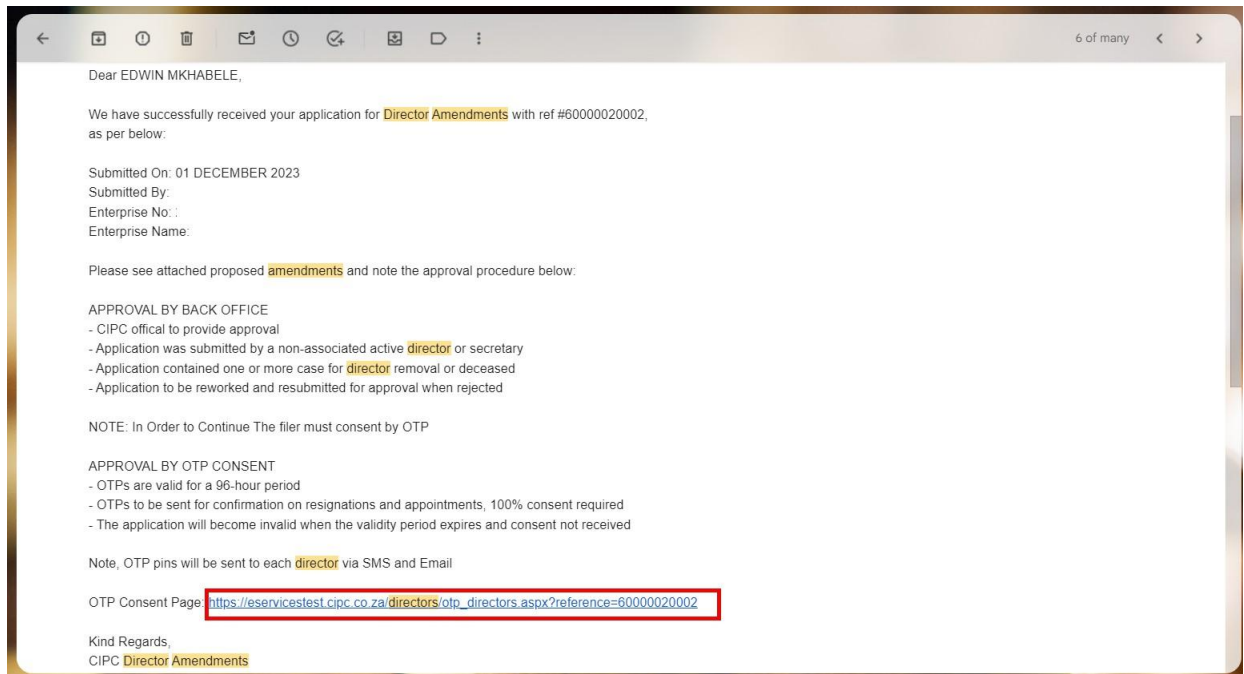
GUIDANCE

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

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.

The screenshot shows the CIPC e-Services portal with the following elements:

Header: CIPC e-Services, Business Registration, Business Maintenance, Follow Us: [Social Media Icons]

Section: Director Amendments For Companies

OTP Approval - Consent Table:

DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT
02/DEC/2023	APPOINT	SOLLY SIWEYA	06/DEC/2023 23:12:23	X
02/DEC/2023	FILER	HAYLIE DELPORT	06/DEC/2023 23:12:23	X

APPROVAL RESULTS

Confirmation OTPs
Required: 2
Received: 0

APPLICATION INFORMATION

Reference: 60000020107
Submitted By: HAYLIE DELPORT
Submitted On: 02/DEC/2023
Status: SUBMITTED, IN PROGRESS

27. 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:

S2273257

Email OTP:

E6823590

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

28. 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

CANCEL

SUBMIT

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: 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

Consent

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

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.

Director Amendments
For Companies

OTP Approval - Consent

DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT
02/DEC/2023	APPOINT	SOLLY SIWEYA	06/DEC/2023 23:12:23	☒
02/DEC/2023	FILER	HAYLIE DELPORT	06/DEC/2023 23:12:23	☒

APPROVAL RESULTS

Confirmation OTPs
Required: 2
Received: 2

APPLICATION INFORMATION

Reference: 60000020107
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

INFORMATION

Click finish to send the director amendment application for back office processing. Please check for Email correspondence

FINISH

30. All Active Directors will receive an email with the COR39 attached after the Back Office approves.

