



Companies and Intellectual
Property Commission

a member of **the dtic** group

STEP-BY-STEP GUIDE CO-OPERATIVES

DIRECTOR REMOVAL / DECEASED / TERM EXPIRED

LRV.1

1

Page |

The dtic Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria

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Call Centre: 086 100 2472 | +27 87 743 7000 (International)

Website: www.cipc.co.za

 @CIPC - Companies and Intellectual Property Commission

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REQUIREMENTS FOR DIRECTOR REMOVAL

The following documents must be attached:

- 1) Certified ID copies of current and newly appointed directors.
(The copies must have been certified not more than three months ago)
- 2) Notice of the meeting and resolution taken, as well as proof that the director to be removed was afforded reasonable opportunity to make a presentation to the meeting. The following must be reflected on the notice of meeting: The date of notice of meeting, The date of the meeting, time, place and general purpose of a meeting
- 3) Statement setting out reasons for removal of director
- 4) Sign minutes of meeting of members stating clearly resolution taken. Minutes must also clearly state who is appointed as new director and who is vacating. A resolution is passed by 75% of members present at the meeting.
- 5) Proof that quorum was reached and the meeting (signed attendance register)
- 6) Reasons for vacation of office.

Kindly be informed that our Office only keeps records of directors and founder members. If a member joins the Co-operative after registration date, he/she is not a founder member. Membership registers and records must be kept in the registered Office of the Co-operative.

REQUIREMENTS FOR REMOVING A DECEASED DIRECTOR

- 1) Copies of death certificates
- 2) Certified ID copies of current and newly appointed directors. (The copies must have been certified not more than three months ago) (NO need to attach ID copies DHA verification)
- 3) Sign minutes of meeting of members stating clearly resolution taken. Minutes must also clearly state who is appointed as new director and who is vacating. A resolution is passed by 75% of members present at the meeting.
- 4) Proof that quorum was reached and the meeting (signed attendance register)
- 5) Reasons for vacation of office.

The number of Directors must at all times be within the minimum and maximum number of Directors as specified in the constitution of the Co-operative.

END OF TERM OF A DIRECTOR

- 1) Signed letter submitted by the affected director in agreement with the minutes of the meeting that the term ended.
- 2) Details of a director whose term has ended have to be completed on page 4 of a Co-op2 form under the vacating directors.
- 3) Minutes and resolutions taken at the meeting must be clear stating either change of name or surname, change of postal or home address, appointment, resignation, removal, death or end of term of Director.


1. Log on to www.cipc.co.za In the righthand corner click on Login.



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COMPANY AND CLOSE CORPORATION RE-INSTATEMENT APPLICATIONS NOW ONLINE.




[View FAQs](#)




ENTERPRISE REGISTRATION

Register companies and co-operatives



ENTERPRISE MAINTENANCE

Update company, close corporation and co-operative records



INTELLECTUAL PROPERTY

Apply, protect or trade your intellectual property


IMPORTANT NOTICES

- Co-operative that has been directed to change name
- Downtime Scheduled System Maintenance
- Customer Enquiry Management System (GEMS)
- Non-complying entities with issued compliance

[VIEW ALL NOTICES](#)


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Reset password – company investigations – all forms & fees ...

[QUICK ACCESS »](#)



Company search, IP search, corporate and close corporate search ...

[SEARCH OUR REGISTRY »](#)



New way of submitting annual financial statements using **XBRL**

[XBRL PROGRAMME »](#)

USEFUL RESOURCES

- B-BBEE Certification
- Banking Details
- Domain Name Registration
- Forms and Fees
- Business Hub
- CIPC Scan to e-mail requirements

NEED HELP?

- Step-by-Step Guides
- Self-Service Centers
- Log a Query
- Learn-i-biz
- Email addresses for submitting applications

LEGAL

- Access to Information
- Terms and Conditions
- Privacy Policy
- Legislation
- Case Management System

OTHER

- Frequently Asked Questions
- Submit Audited or Independently Reviewed Financial Statements
- Submit Financial Accountability Supplements

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2. On the next page click on E-services.



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The screenshot shows the homepage of the Companies and Intellectual Property Commission. At the top right, there is a search bar and a 'LOGIN | REGISTER' link. A teal navigation bar contains links for HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. The main content area features a 'PORTALS LOGINS' section with a grid of service tiles. Each tile includes a key icon, a title, a 'view services' link, and a 'CONTINUE...' button. The 'E-SERVICES' tile is highlighted with a red arrow. To the right, a 'Related links' sidebar lists: Register as a customer, Banking details, Password Reset, Register company online, Log a query, and Register trade mark, design or patent online. A 'Talk to us' chat button is located at the bottom right of the main content area. The footer contains four columns of 'USEFUL RESOURCES', 'NEED HELP?', 'LEGAL', and 'OTHER' links, along with copyright information and social media icons.

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LOGIN | REGISTER

Search

HOME ABOUT ▾ ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES ▾ CONTACT ▾

PORTALS LOGINS

[f](#) [X](#) [v](#)

 BIZPORTAL view services CONTINUE...	 IP E-SERVICES view services CONTINUE...	 E-SERVICES view services CONTINUE...
 NEW E-SERVICES view services CONTINUE...	 ENQUIRIES view services CONTINUE...	 LEARN-I-BIZ view services CONTINUE...

Related links

- Register as a customer
- Banking details
- Password Reset
- Register company online
- Log a query
- Register trade mark, design or patent online

USEFUL RESOURCES

- B-BBEE Certification
- Banking Details
- Domain Name Registration
- Forms and Fees
- Business Hub
- CIPC Scan to e-mail requirements

NEED HELP?

- Step-by-Step Guides
- Self-Service Centers
- Log a Query
- Learn-i-biz
- Email addresses for submitting applications

LEGAL

- Access to Information
- Terms and Conditions
- Privacy Policy
- Legislation
- Case Management System

OTHER

- Frequently Asked Questions
- Submit Audited or Independently Reviewed Financial Statements
- Submit Financial Accountability Supplements

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[f](#) **Talk to us**



3. Click on Customer Login.

4. On the next page add your Customer Code, Password and Security Code. Click in the circle to accept the terms and conditions and click on Login.

NB: The security code is case-sensitive. Please enter all letters exactly as shown, using uppercase where applicable, and do not include any spaces between the characters.



5. Click on Transact in the right-hand corner

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART

Welcome L: LUCILLE

You are here: CIPC eServices » Home

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	AR FILE	BO COMPLIANT

CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	01/01/1967	01/08/2024
NEW COMPANY REGISTRATION [MANUAL]	01/01/1967	01/08/2024
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	01/01/1967	01/08/2024
DIRECTOR AMENDMENTS [eSERVICES]	01/01/1967	16/08/2024
DIRECTOR AMENDMENTS [MANUAL]	01/01/1967	01/08/2024
MEMBER AMENDMENTS [eSERVICES]	01/01/1967	16/08/2024
MEMBER AMENDMENTS [MANUAL]	01/01/1967	16/08/2024
NAME CHANGES [MANUAL]	01/01/1967	01/08/2024

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6. Click on More Services.

You are here: CIPC eServices » Home » Transact

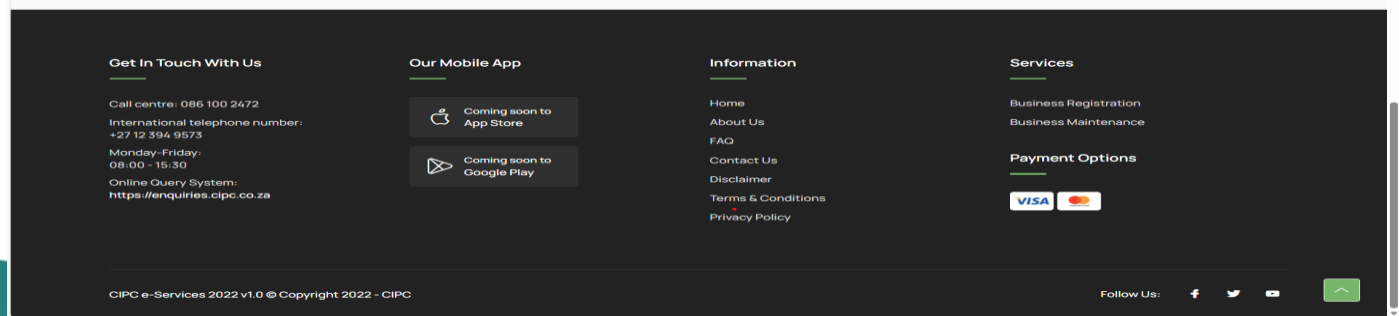
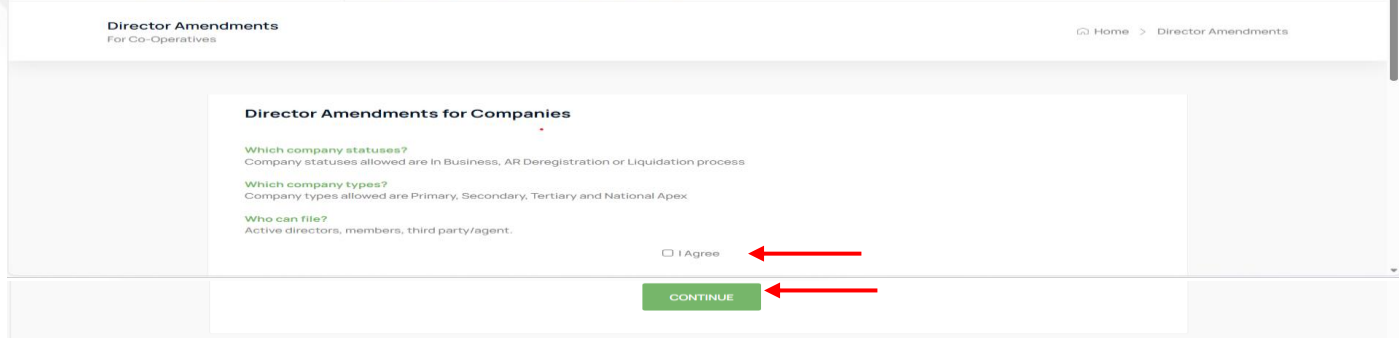
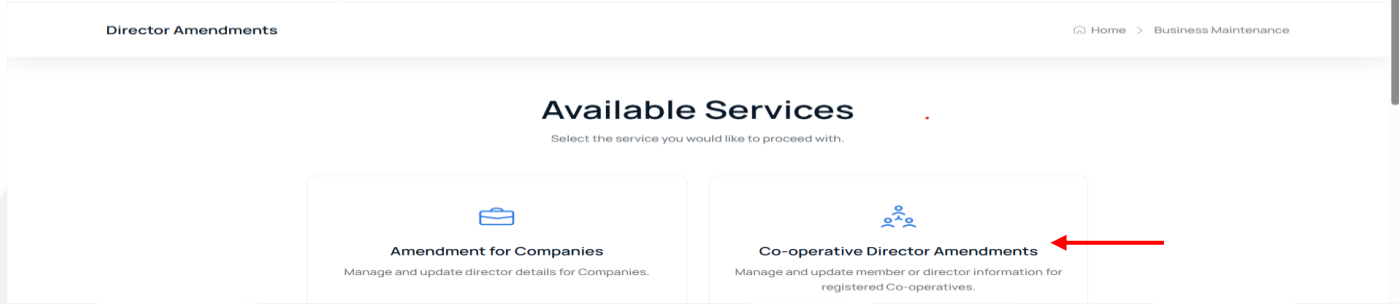
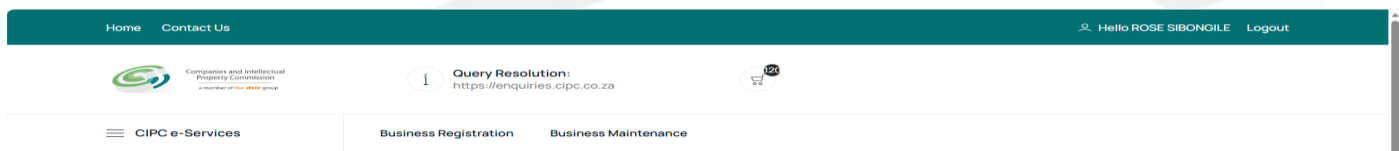
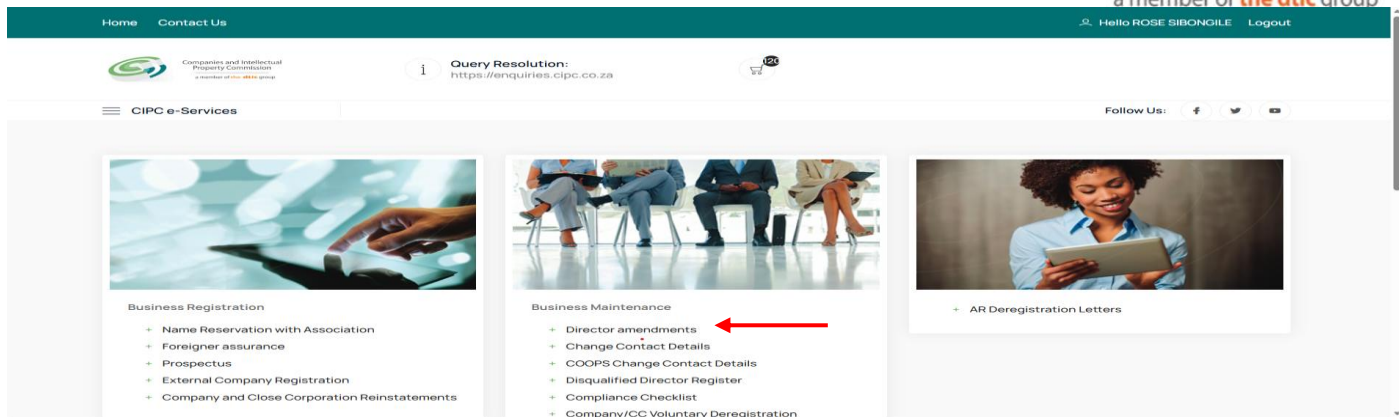
COMPANY REGISTRATION	AMEND COMPANY DIRECTOR DETAILS	AMEND CC MEMBER DETAILS	NAME RESERVATIONS	FILE ANNUAL RETURNS	AUDITORS & ACC. OFFICERS
CO & CC ADDRESS CHANGES	FINANCIAL YEAR END CHANGES	CERTIFICATES & DISCLOSURES	ENTERPRISE ENQUIRY	TRANSACTION STATUS	CUSTOMER TRANSACTIONS
NAME CHANGES	DOCUMENT UPLOAD	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 Name with Association and Director Amendment

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7. Click on Director Amendments and then on Co-operatives Director Amendments. Thereafter accept the Terms and Conditions and click on Continue.





8. On the next page the historical applications will reflect. Click on new application.



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



CIPC e-Services

Business Registration

Business Maintenance

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Director Amendments

For Co-Operatives

Home > Director Amendments > History Applications

Historical Applications

REFERENCE	DATE CREATED	EXPIRY DATE	REGISTRATION NUMBER	TYPE	STATUS	VIEW	
60000074529	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	COMPLETED	
60000074528	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	BACK OFFICE	
60000074527	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	DRAFT	
60000074526	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	DRAFT	
60000074525	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	DRAFT	
60000074524	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	COMPLETED	
60000074523	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	COMPLETED	
60000074522	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	COMPLETED	
60000074521	29/MAR/2026	02/APR/2026	[redacted]	24	PRIMARY	COMPLETED	
60000074520	28/MAR/2026	01/APR/2026	[redacted]	25	SECONDARY	DRAFT	

GUIDANCE

Use this page to view information on history submitted applications and statuses

View

View a historical application or rework it after approval or rejection, by selecting View.

New Application

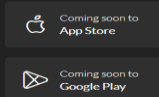
A new application per enterprise, may only be submitted once a pending one is concluded. To initiate a new application, select New Application.

NEW APPLICATION

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Monday-Friday: 08:00 - 15:30
Online Query System: https://enquiries.cipc.co.za

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9. If the co-operative is not reflecting, add the registration number in the search facility block.



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

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Director Amendments

For Co-Operatives

Home > Director Amendments > Enterprise Search

Associated Co-Operatives Information

NUMBER	NAME	TYPE	STATUS	FILE
C20	AG INVESTMENT	PRIMARY	IN BUSINESS	
C20	AS NI COOP	PRIMARY	IN BUSINESS	
C20	DI AND TRADING	PRIMARY	IN BUSINESS	
C20	FI DILLS	PRIMARY	IN BUSINESS	
C20	IN G TEAM	PRIMARY	IN BUSINESS	
C20	IN NERS PRIMARY CO-OPERATIVE LIMITED	PRIMARY	IN BUSINESS	
C20	LO P	PRIMARY	IN BUSINESS	
C20	MA	PRIMARY	IN BUSINESS	
C20	TI	PRIMARY	IN BUSINESS	
C20	U DLE	PRIMARY	IN BUSINESS	

[BACK](#)

APPLICATION

Reference: 0

SEARCH FACILITY

Search criteria: (long or short number)

C202

[SEARCH](#)

GUIDANCE

Proceed with filing by selecting a co-operative 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 co-operative? Make use of the Search facility

Back
Revert back to history applications by selecting Back

Cancel
Revert back and opt to select an alternative co-operative, click on Cancel

Continue
Confirm the co-operative selection, updating the contact info if applicable, and select Continue

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10. The entity will reflect at the bottom of the page.
Click on the blue finger under file.



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Director Amendments

For Co-Operatives

Associated Co-Operatives Information

NUMBER	NAME	TYPE	STATUS	FILE
C203	AG [REDACTED] MENT	PRIMARY	IN BUSINESS	
C202	AS [REDACTED] DP	PRIMARY	IN BUSINESS	
C200	DI [REDACTED] TRADING	PRIMARY	IN BUSINESS	
C202	FI [REDACTED]	PRIMARY	IN BUSINESS	
C202	IN [REDACTED] M	PRIMARY	IN BUSINESS	
C201	IN [REDACTED] PRIMARY CO-OPERATIVE LIMITED	PRIMARY	IN BUSINESS	
C202	LO [REDACTED]	PRIMARY	IN BUSINESS	
C200	MA [REDACTED]	PRIMARY	IN BUSINESS	
C202	TIN [REDACTED]	PRIMARY	IN BUSINESS	
C202	UH [REDACTED]	PRIMARY	IN BUSINESS	

APPLICATION
Reference: 0

SEARCH FACILITY
Search criteria: (long or short number)
C2023 [REDACTED]
SEARCH

GUIDANCE
Proceed with filing by selecting a co-operative 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 co-operative? Make use of the Search facility

Back
Revert back to history applications by selecting Back

Cancel
Revert back and opt to select an alternative co-operative, click on Cancel

Continue
Confirm the co-operative selection, updating the contact info if applicable, and select Continue

BACK

Searched Company Information

NUMBER	NAME	TYPE	FILE
2023/4 [REDACTED] 24	GE [REDACTED] TICS	PRIMARY	

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11. On the next page, select No and update the enterprise contact details if necessary. Thereafter click on Continue.



Director Amendments

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.

Company Selection Confirmation

Number: 202[REDACTED]5

Name: CO[REDACTED]

Contact No: 0[REDACTED]

Contact Email: Ira[REDACTED].za

CANCEL CONTINUE

APPLICATION

Reference: 0

SEARCH FACILITY

Search criteria: (long or short number)

C202[REDACTED]

Continue

Confirm the co-operative selection, updating the contact info if applicable, and select Continue

12. All the directors will reflect. Click the Director to be Resigned and thereafter on Continue.

Natural persons

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS	EDIT/VIEW
XXXXXXXXXX[REDACTED]	[REDACTED]	YES	NO	Active	
00000000[REDACTED]	D[REDACTED]EDE	YES	NO	Active	

Juristic persons

Enterprise Number	Enterprise Name	TYPE	IS FOUNDER	JURISTIC TYPE	STATUS	EDIT/VIEW
No active directors available						

APPLICATION INFORMATION

Reference: 60000074562

No: 1313

Status: Draft

Submitted By: RO[REDACTED]

Submitted On:

CO-OPERATIVE INFORMATION

No: C2025[REDACTED]

Name: LO[REDACTED]OP

Type: PRIMARY COOPERATIVE

Status: In Business

Registration Date: 06/NOV/2025

Email: a****@[REDACTED]bp.co.za

Contact No: *****3724

Minimum Directors: 2

Maximum Directors: 2

BACK CONTINUE

13. Click on Not required.



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ACTION

Notes on Director Changes

- Not Required (Proceed without updating the director's records from DHA or Foreigner Assurance)
- Update ID (Update the Identification Number of the director to a South African ID Number)
- Passport Update (Update the Identification Number/Full Name/Surname/Date of Birth of the director from Foreigner Assurance records)
- DHA Update (Update the Full Name/Surname/Date of Birth of the Director from DHA)
- Contact Details can only be updated through the Change of Director Contact Details process.

Updating the Director Identification?

Not Required ID Update Passport Update DHA Update

14. Select under type of amendment Remove OR Deceased. Update the required information and click on Save.

Natural Person Amendments - Remove or View

STATUS INFORMATION

Type of Amendment:

Type of Amendment:

<p>REMOVE *</p> <p>CLICK TO SELECT</p> <p>UPDATE</p> <p>DECEASED</p> <p>RESIGN</p> <p>REMOVE</p> <p>28/Aug/2024</p>	OR	<p>DECEASED *</p> <p>CLICK TO SELECT</p> <p>UPDATE</p> <p>DECEASED</p> <p>RESIGN</p> <p>REMOVE</p> <p>28/Aug/2024</p>	OR	<p>CLICK TO SELECT</p> <p>CLICK TO SELECT</p> <p>UPDATE</p> <p>DECEASED</p> <p>RESIGN</p> <p>REMOVE</p> <p>TERM EXPIRED</p> <p>RETIRED</p>
---	----	---	----	--

Is this member a director of the Co-operative?

YES *

Is this a founding member of the Co-operative?

NO *

Appointment Date: (DD/MON/YYYY)

02/Mar/2026

Effective Date: (DD/MON/YYYY):

02/Apr/2026 *

Status Change Reason: (if applicable):


Director deceased / Director absconded.



NATURAL PERSON INFORMATION

Country of Origin: HAITI *	Identity/Passport Number: [REDACTED] *
Title: CLICK TO SELECT *	Date of Birth: (DD/MON/YYYY) 07 [REDACTED] *
Member Name(s): ANDRE *	Member Surname: [REDACTED] *
Email Address: [REDACTED] *	Cellphone Number: [REDACTED] *
Gender: FEMALE *	Demographic: AFRICAN *
Does this member have a disability? NOT DISABLED *	Verification: [REDACTED]

ADDRESS INFORMATION

<p>PHYSICAL ADDRESS</p> <p>Street Address: [REDACTED] L STREET *</p> <p>Country: SOUTH AFRICA *</p> <p>Province: GAUTENG</p> <p>Town/City: AZAADVILLE *</p> <p>Suburb: AZAADVILLE *</p> <p>Postal Code: SELECT POSTAL CODE *</p>		<p>POSTAL ADDRESS</p> <p>PO Box Number / Street Address: [REDACTED] L STREET *</p> <p>Country: SOUTH AFRICA *</p> <p>Province: GAUTENG *</p> <p>Town/City: AZAADVILLE *</p> <p>Suburb: AZAADVILLE *</p> <p>Postal Code: [REDACTED] *</p>
---	---	---

CANCEL
SAVE



15. At the bottom of the next page, the resigning / deceased director information will reflect.

Click on the blue finger under View.

Director Amendments

For Co-Operatives

Home > Director Amendments > Change Directors

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS	EDIT/VIEW
XXXXXX	ANDR	YES	NO	Active	
010XXXX	F MEDE	YES	NO	Active	
810XXXX	N BU	YES	NO	Active	

APPLICATION INFORMATION

Reference: 60000074567
No: 1314
Status: Draft
Submitted By: RO
Submitted On:

CO-OPERATIVE INFORMATION

No: C2
Name:
INI RS PRIMARY CO-OPERATIVE LIMITED
Type: PRIMARY COOPERATIVE
Status: In Business

Remove director.

Enterprise Number Enterprise Name TYPE IS FOUNDER JURISTIC TYPE STATUS EDIT/VIEW

No active directors available

BACK CONTINUE

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	AMENDMENT	REMOVE/VIEW
XXXXXXXXXX35W	ANDRE BESTOS	YES	NO	REMOVE	

Registration Date: 21/FEB/2012
Email:
Contact No: *****
Minimum Directors: 2
Maximum Directors: 13
Current Count: 3

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 Co-operative 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

Deceased director.

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	AMENDMENT	REMOVE/VIEW
790XXXXXXXXX3083	SECHUBANE PETER MASHILO	YES	YES	DECEASED	



16. The to be removed / deceased director information will reflect.
Click on Remove.

Natural Person Amendments - Remove or View

STATUS INFORMATION

Type of Amendment:

REMOVE *

Is this member a director of the Co-operative?

YES *

Is this a founding member of the Co-operative?

NO *

Appointment Date: (DD/MON/YYYY)

10/Mar/2026

Effective Date: (DD/MON/YYYY):

* *

Status Change Reason: (if applicable):

NATURAL PERSON INFORMATION

Country of Origin:

HAITI *

Identity/Passport Number:

I [REDACTED] W *

Title:

CLICK TO SELECT *

Date of Birth: (DD/MON/YYYY)

07/Sep/2005 *

Member Name(s):

ANDRE *

Member Surname:

[REDACTED] DS *

Email Address:

SAGRYS@GMAIL.COM *

Cellphone Number:

[REDACTED] *

Gender:

FEMALE *

Demographic:

AFRICAN *

Does this member have a disability?

NOT DISABLED *

Verification:

ADDRESS INFORMATION

PHYSICAL ADDRESS

Street Address:

[REDACTED] L STREET *

Country:

SOUTH AFRICA *

Province:

GAUTENG *

Town/City:

AZAADVILE *

Suburb:

AZAADVILE *

Postal Code:

SELECT POSTAL CODE *

POSTAL ADDRESS

PO Box Number / Street Address:

[REDACTED] STREET *

Country:

SOUTH AFRICA *

Province:

GAUTENG *

Town/City:

AZAADVILE *

Suburb:

AZAADVILE *

Postal Code:

* *



CANCEL

REMOVE





17. On the next page click on Continue.

Natural persons

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS	EDIT/VIEW
XXXXXXXX	ANDR	YES	NO	Active	
010XXXX	FENCY UMEDE	YES	NO	Active	
810XXXX	NOBU	YES	NO	Active	

Juristic persons

Enterprise Number	Enterprise Name	TYPE	IS FOUNDER	JURISTIC TYPE	STATUS	EDIT/VIEW
No active directors available						

BACK **CONTINUE** ←

APPLICATION INFORMATION

Reference: 6000074567
No: 1314
Status: **Draft**
Submitted By: ROSIE
Submitted On:

CO-OPERATIVE INFORMATION

No: C20
Name: INRS PRIMARY CO-OPERATIVE LIMITED
Type: **PRIMARY COOPERATIVE**
Status: **In Business**
Registration Date: 21/FEB/2012
Email:
Contact No: *****0861
Minimum Directors: 2
Maximum Directors: 13
Current Count: 3

18. On the next page you may add a new director or click on Continue.

Natural Person

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS
XXXXXXXX	ANDR	YES	NO	Active
010XXXX	FENCY UMEDE	YES	NO	Active
810XXXX	NOBU	YES	NO	Active

Juristic Person

Enterprise Number	Enterprise Name	TYPE	STATUS
No active directors available			

NEW DIRECTOR **BACK** **CONTINUE** ←



19. On the next page click on New Document.

For Co-Operatives

Director Amendments

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

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: **60000074567**
No: **1314**
Status: **Draft**
Submitted By: **ROSE**
Submitted On:

CO-OPERATIVE SELECTION

No: **C2**
Name: **ERS PRIMARY CO-OPERATIVE LIMITED**
Type: **PRIMARY COOPERATIVE**
Status: **IN BUSINESS**

20. Click on Choose File.

Supporting Documentation

Supporting documentation is not compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

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 No file chosen

CANCEL **SAVE**



21. Once the uploaded document is reflecting, click on Save.

Supporting Document:

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

ASSET Q1.pdf

22. On the next page click on Continue.

Director Amendments

For Co-Operatives

Supporting Documentation

Supporting documentation is not compulsory. Upload any additional documentation here over-and-above the prescribed/required documentation, where applicable

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
60000074567	ASSET Q1.pdf	Supporting Documentation	



23. On the next page click on Continue and thereafter on OK.

Natural Person

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS
XXXXXXXXXX [REDACTED]	ANDRE [REDACTED] S	YES	NO	Active
010XXXXXXXX [REDACTED]	FENC [REDACTED]	YES	NO	Active
810XXXXXXXX [REDACTED]	NOK [REDACTED] EMBU	YES	NO	Active

Juristic Person

Enterprise Number	Enterprise Name	TYPE	IS FOUNDER	JURISTIC TYPE	STATUS
No active directors available					

BACK CANCEL CONFIRM ←

Co-operative persons Amendments

RESIDENT	IDENTIFICATION	NAME	AMENDMENT
No proposed change directors available			

Co-operative persons Appointments

RESIDENT	IDENTIFICATION	NAME	AMENDMENT
No proposed new directors available			

Supporting Documentation

REFERENCE	FILE	TYPE
60000074567	ASSET Q1.pdf	Supporting Documentation

Application Status

Congratulations! Your application has been submitted successfully for reference, **60000074567**

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 ←



24. The historical applications will reflect and the status of the transaction will reflect as submitted. Click on the blue finger to view the application.

Companies and Intellectual Property Commission

a member of the dtic group

REFERENCE	DATE CREATED	EXPIRY DATE	REGISTRATION NUMBER	TYPE	STATUS	VIEW
60000074562	07/APR/2026	11/APR/2026	2023/███/24	PRIMARY	SUBMITTED	
60000074560	07/APR/2026	11/APR/2026	2009/███/24	PRIMARY	SUBMITTED	
60000074559	07/APR/2026	11/APR/2026	2025/███/24	PRIMARY	DRAFT	
60000074558	07/APR/2026	11/APR/2026	2020/███/24	PRIMARY	DRAFT	
60000074557	07/APR/2026	11/APR/2026	2021/███/24	PRIMARY	DRAFT	
60000074552	02/APR/2026	06/APR/2026	2009/███/24	PRIMARY	SUBMITTED	

[NEW APPLICATION](#)

25. Click on the Go to OTP. The filler will receive an OTP number.

CIPC e-Services **Business Registration** **Business Maintenance**

Business Registration **Director Amendments**
For Business Maintenance

Download Disclosure Documents

Please select an option below and then option for Reprint to reprint a disclosure document:

Download Proposed Changes


[REPRINT](#) [GO TO OTP](#)

Natural members



26. Click on the red X box to add the Identification number, OTP number and click on Submit.
If you did not receive the OTPs, click on RESEND OTPS.

OTP Approval - Consent

DATE	EXPIRY DATE	AMENDMENT	DIRECTOR	CONSENT
10/Apr/2026	14/Apr/2026	Filer	ROSE [REDACTED]	

[RESEND OTPS](#)

Verification Information

DIRECTOR INFORMATION

Number: Director:

VERIFY INFORMATION

SMS OTP: OR 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.

I Agree

[CANCEL](#) [SUBMIT](#)

27. If an incorrect OTP is entered, a validation error will be displayed. Please ensure that you prefix the OTP with “S” for an SMS code or “E” for an email OTP before entering the number.

VALIDATION FAILURE

Unable to verify info for ID [REDACTED] LUCILLE R [REDACTED] L. Reason: Invalid OTP code.



28. Your transaction will be added to the queue immediately. Once the application has been successful, you will receive an email advising that the application has been approved by the CIPC. All active directors will receive an email with the Co-op2. If the application has been rejected, rework and re-submit.

