

NOTICE TO CUSTOMERS

Notice No.....**25**..... of 2026

PROVIDING THE COMMISSION WITH ACCURATE AND UP TO DATE INFORMATION OF DIRECTORS

One of the functions of the Commission is to establish and maintain in the prescribed manner and form a register of companies, and any register contemplated in the Companies Act, or in any other legislation that assigns a registry function to the Commission. The information in these registers must be accurate, up to date and adequate to ensure the prevention of fraud and falsification, amongst others.

The Companies and Intellectual Property Commission (CIPC) has observed discrepancies with regards to information on its registers despite legislative requirements for accurate and up to date information and companies filing Annual Returns.

Section 24(5) of the Act, provides the crux of information that companies must keep and therefore ensure that the Commission registers are similarly up to date.

Companies are advised to inform the Commission of any changes to directors' information within 10 (ten) business days from the change occurring, including: -

- When a person becomes or ceases to be a director;
- When the information of the director changes, i.e maiden surname to married surname or *vice versa*;
- When the passport number of the foreign director has expired and a new passport number issued;
- When the address of the director changes; or
- When contact details of the director changes, etc.

All these amendments can efficiently be done through our eservices – Director Amendments platform - depending on the nature of change. Up to date and accurate contact details of directors are of the utmost importance and should be effected via the eservices platform - Change of Contact Details - tab.

Your urgent co-operation in this regard will assist in ensuring a smoother and more efficient process of director amendments.

Yours Sincerely



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Adv. Rory Voller

CIPC Commissioner

Date: 29/04/2026
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