

Automation of Co-operative Director Changes and Updating of Contact Details

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Companies and Intellectual
Property Commission

a member of **the dtic** group

PRESENTATION CONTENT



Legislative Framework



Record Keeping



Member Changes



Background to Directors



Director Resignation Process





Legislative Framework

Any mention of "the Act" throughout this presentation specifically refers to the **Co-operatives Act 14 of 2005**, including all subsequent amendments.

Governance and Directors (Sections 32–39): These sections of the Act outline the legal framework for the governance of co-operatives, specifically focusing on the roles, responsibilities, and changes of directors.

Record Keeping

- **A CO-OP MUST KEEP THE FOLLOWING RECORDS AT ITS OFFICE:**
 - Accounting Records, which must include all business transactions with Members and Non-members.
 - Constitution, rules, and amendments thereto.
 - Minutes of General Meetings and Directors Meetings.
 - If the co-op has a Supervisory Committee, the Minutes of Supervisory Committee Meetings.
 - **List of Members.**
 - **Register of Directors.**
 - Register of Directors' and Employees' Interest in contracts or undertakings.

Record Keeping

- **ACCOUNTING RECORDS AND FINANCIAL STATEMENTS** must be kept for 5 years or a longer period determined by the Minister.
- A co-op or director who fails to comply with record-keeping requirements is guilty of an offence.

Membership Changes

One must distinguish between when a co-operative member withdraws his/her membership due to resignation, expulsion, or death, and when there are changes to the Board of Directors.

In cases where a member's membership is withdrawn, there is no need to submit an application to remove the member, unless the member was also a Director. CIPC only keeps records of the founder members, to prove the original application to register the co-operative complied with the requirements of the Act.

Membership Changes

If a new member joins the co-operative after the registration date, he/she is not a founder member, and **CIPC does not need to be informed.**

It is the responsibility of the co-operative to keep a **List of Members (register)** which is updated as new members join the co-operative and existing members leave. The List of Members **must be kept at the registered office of the co-op** and **is proof of who are currently members of the co-operative**, as well as, of members that have withdrawn their membership.

Background - Co-operative Directors

- The Board of Directors is responsible for the management of the co-operative and is accountable to the members.
- The Board is appointed at the annual general meeting by the members. Only members may be appointed as executive Directors, and these directors have voting rights at Board meetings. Associate members may only be elected as non-executive Directors and do not have voting rights at Board meetings.

Background - Co-operative Directors

- In terms of section 32(4) of the Act, if a vacancy arises, the Board may by way of resolution appoint a Director for the remainder of the period, provided that the appointment is approved by members at the next general meeting.
- Members may dissolve the board by special resolution if members find justifiably good reasons that the board is not functional. The special resolution must be taken at a meeting convened by at least 25% of members, or if a supervisory committee exists by the supervisory committee.

Background - Co-operative Directors

- The number of the Directors and period for which they are elected is stipulated in the constitution.
- In terms of section 39 of the Act, a Director is required to inform the co-op in writing of any change in his/her address. In return a co-op must notify CIPC in writing of:
 - the full names, address and ID number of each person appointed as a Director within 30 days of such appointment;
 - of any change of address of a Director, within 30 day of knowledge of the change;
 - after any Director has vacated office, within 30 day of such vacation; and
 - of the reason for the appointment or removal of a Director.
- A co-op or Director that contravenes any of these provisions is guilty of an offence.

Automation of Co-operative Director Amendments

From 28 April 2026, CIPC implemented an automated process for Director Amendments. Before this date, Director Amendments were processed manually which presented several operational challenges. These included:

- Delays in accessing confirmation documents
- Reliance on manual processes for data corrections
- Insufficient automated communication with customers during application processing.
- Manual handling of applications increases the risk of human error and inefficiencies
- The use of an outdated system created limitations in in the number of persons that can utilize the system at one given time
- The system is not compatible with newer technology
- Limited reporting capabilities

Automation of Co-operative Director Amendments

The new process is hosted on the enhanced **CIPC E-Services platform**, providing a more efficient, transparent, and secure process for customers and CIPC teams.

- The automated solution introduced the following improvements:
 - **Automated workflows** to reduce manual intervention and minimize errors
 - **Enhanced validation mechanisms** to improve data accuracy and reduce fraud risks through **One-Time-Pin (OTP)** verification
 - **Real-time notifications** to keep customers informed at each stage of the process
 - **Improved reporting capabilities** to support transparency and decision-making

Updating Contact Details

To ensure a smooth transition to the new automated process, please check and update Directors and Members contact details on the CIPC system.

- **What to check:** Make sure **email addresses** and **cellphone numbers** are accurate and up to date.
- **When to do it:** The contact details should be updated **before** submitting any Director Amendment applications. Updating contact details ahead of time will make switching to the new automated process quick and easy and will prevent delays.
- **Why it matters:** Having the correct information ensures that directors and members successfully receive all automated notifications, status updates, and official confirmation documents.

APPOINT OF A DIRECTOR WITH SOUTH AFRICAN ID

- A new director must not be disqualified to be a Director in terms of the Co-operatives Act, 2005, as amended, and the Constitution of the co-operative.
- The number of Directors must at all times be within the **minimum & maximum number of Directors** as specified in the co-operative **constitution**.
- The Step-by-step Guide Co-operatives Appoint Director With South African ID, is available on the CIPC website under Step-by-Step guides.
Link: https://www.cipc.co.za/?page_id=4447
- Or use the direct Link to the guide:
<chrome-extension://efaidnbnmnibpcjpcglclefindmkaj/https://www.cipc.co.za/wp-content/uploads/2026/04/APPOINT-SA-DIRECTOR-STEP-BY-STEP-GUIDE.pdf>

STEP BY STEP GUIDE

FOR DIRECTOR RESIGNATION

Step-by-Step Guide

REQUIREMENTS

- To submit director amendments, the filer must have a customer code and password. Director resignations are processed automatically, and **no supporting documents are required.**
- **The filer and the directors being resigning will receive an email** from CIPC with the proposed changes. They must review the attached document and **click on the link** provided in the email. This will allow them to **capture their identification number and complete verification using SMS and email OTPs.**
- The **affected director(s) will receive an OTP**, which must be submitted to confirm the resignation. **The OTP is valid for 96 hours.**

Step-by-Step Guide

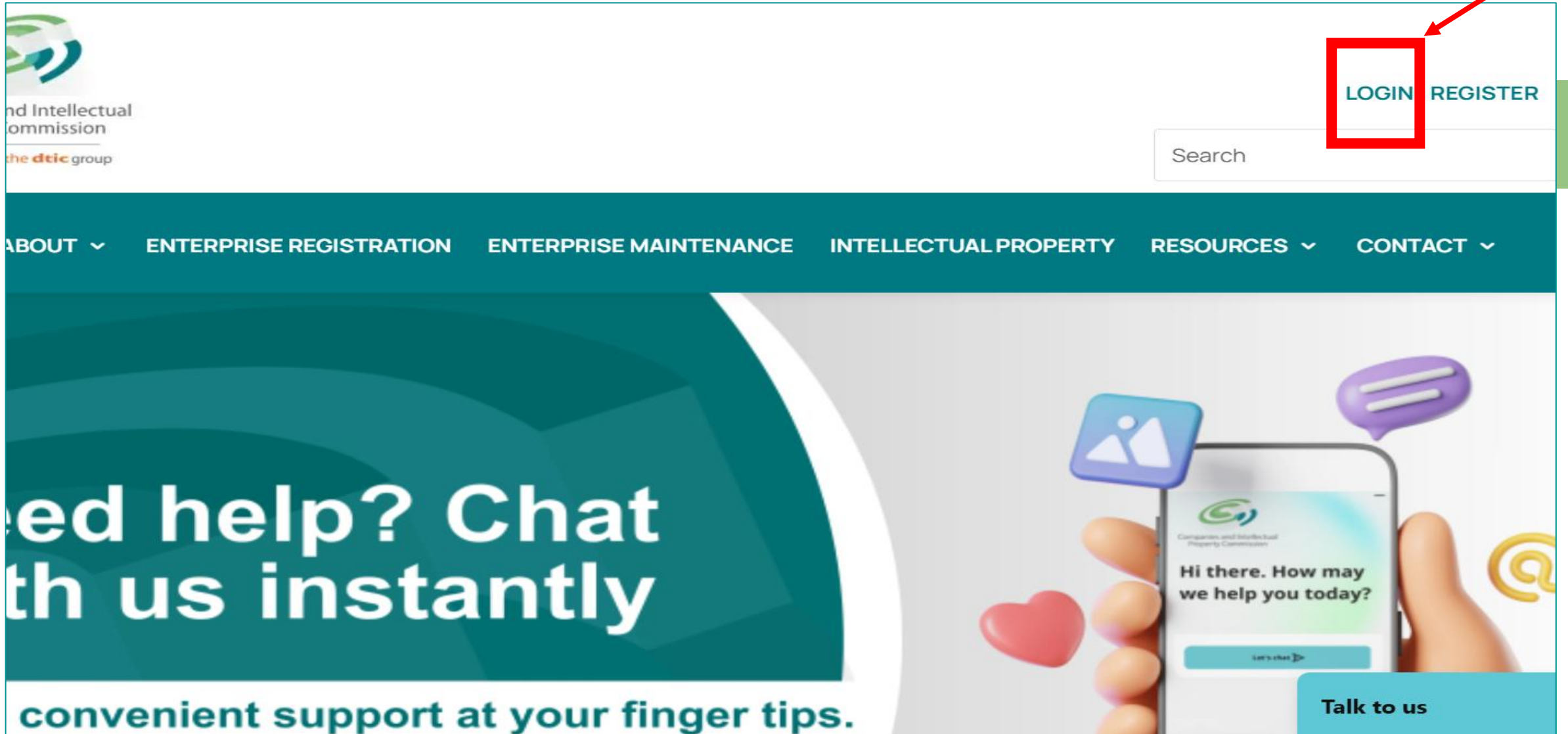
REQUIREMENTS

- All directors will receive notification of the proposed changes; however, **no action is required from those not directly affected**. Once the OTP has been submitted by the relevant director(s), the application is automatically approved, and a certificate is generated and sent to all directors, including the filer.
- Please note that applications may be referred to the back office for review if the “remove” option is selected instead of “resign.”



Step-by-Step Guide

1. Log on to www.cipc.co.za In the righthand corner click on **LOGIN**:



The screenshot shows the top portion of the CIPC website. In the top right corner, the 'LOGIN' button is highlighted with a red square and a red arrow pointing to it. The 'REGISTER' button is also visible next to it. Below the navigation bar, there is a large banner with the text 'Need help? Chat with us instantly' and 'convenient support at your finger tips.' The banner features an illustration of a hand holding a smartphone displaying a chat interface with the text 'Hi there. How may we help you today?' and a 'Let's chat' button. The navigation bar includes links for 'ABOUT', 'ENTERPRISE REGISTRATION', 'ENTERPRISE MAINTENANCE', 'INTELLECTUAL PROPERTY', 'RESOURCES', and 'CONTACT'.

Companies and Intellectual Property Commission
the dtic group

Search

LOGIN REGISTER

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

Need help? Chat with us instantly

convenient support at your finger tips.







Hi there. How may we help you today?

Let's chat ▶

Talk to us

Step-by-Step Guide

2. On the next page select on **E-SERVICES**

 <p>BIZPORTAL view services</p> <p>CONTINUE...</p>	 <p>IP E-SERVICES view services</p> <p>CONTINUE...</p>	 <p>E-SERVICES view services</p> <p>CONTINUE...</p>
 <p>NEW E-SERVICES view services</p> <p>CONTINUE...</p>	 <p>ENQUIRIES view services</p> <p>CONTINUE...</p>	 <p>LEARN-I-BIZ view services</p> <p>CONTINUE...</p>

3. Click on **CUSTOMER LOGIN**:

The screenshot shows the CIPC eServices System homepage. The left sidebar contains a navigation menu with the following items: 'Welcome GUEST', 'PLEASE LOG IN TO START TRANSACTING', 'CUSTOMER LOGIN' (highlighted with a red circle), 'PASSWORD RESET', and 'CUSTOMER REGISTRATION'. Below the navigation menu are sections for 'ENTERPRISE SEARCH' and 'HOW-TO VIDEOS'. The main content area features a breadcrumb trail 'You are here: CIPC eServices » Home » Transact', the title 'CIPC eServices System', a welcome message, and two columns of instructions: 'Customer Registration & Login' and 'Password Reset'. The 'Services Offered' section is partially visible at the bottom.

Welcome **GUEST**

PLEASE LOG IN TO START TRANSACTING

CUSTOMER LOGIN

PASSWORD RESET

CUSTOMER REGISTRATION

ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH 🔍

HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents

You are here: CIPC eServices » Home » Transact

CIPC eServices System

Welcome to the CIPC eServices system. To transact on this system you must have a valid CIPC customer code. Please note only register private and non-profit companies with standard memorandum of incorporation, all other company types must be available on <http://www.cipc.co.za/>

Customer Registration & Login

1. Click on "CUSTOMER REGISTRATION"
2. Indicate whether you are South African or not
3. Type in ID or passport number
4. Fill in all required fields on the registration form
5. Set new password
6. Login using customer code and password
7. Security code and password are case sensitive

Password Reset

- Click on "PASSWORD RESET"
- Type in customer code
- OTP is sent to cellphone number
- Once OTP confirmed, set new password

OR

- Follow instructions on **this page**

Services Offered

4. On the next page add your Customer Code, Password and Security Code. Click in the circle to accept the CIPC Terms and Conditions. Then click Login.

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

The screenshot shows the CIPC eServices Login page. On the left is a navigation sidebar with sections: 'PLEASE LOG IN TO START TRANSACTING' (with a user icon), 'CUSTOMER LOGIN', 'PASSWORD RESET', 'CUSTOMER REGISTRATION', 'ENTERPRISE SEARCH' (with a search icon), 'HOW-TO VIDEOS', and 'SOCIAL MEDIA'. The main content area is titled 'You are here: CIPC eServices » Login' and 'Login to CIPC eServices'. It contains three input fields: 'Customer Code', 'Customer Password (case sensitive)', and 'Enter security code displayed above (case sensitive)'. The security code 'rbxe5N' is shown in a blue box with yellow scribbles. Below the fields is a checkbox for 'Tick to accept the CIPC Terms & Conditions'. At the bottom are 'LOGIN' and 'FORGOT PASSWORD' buttons. Red arrows point to the 'Customer Code' field, the 'Customer Password' field, the security code input field, the terms and conditions checkbox, and the 'LOGIN' button. A dashed white line connects the security code box to the security code input field.

PLEASE LOG IN TO START TRANSACTING

CUSTOMER LOGIN

PASSWORD RESET

CUSTOMER REGISTRATION

ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

SOCIAL MEDIA

follow us on social media to interact with us and to get the latest updates

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

rbxe5N

Enter security code displayed above (case sensitive)

rbxe5N

Tick to accept the CIPC Terms & Conditions

LOGIN

FORGOT PASSWORD

Before you be able to t address at

RESET PA

- To r
- http
- Click
- Type
- An OTR

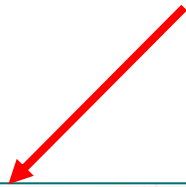
Kindly note E-services

If you exper phone num

1. Plea
2. Clic
3. Con olde

Foreign nat but provide

5. Click on **TRANSACT** in the right-hand corner:



Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART

Welcome LUCILLE

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

Search by

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	AR FILE	BO COMPLIANT
[REDACTED]						

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

EDIT CUSTOMER DETAILS

LOGOUT

BALANCE: R 0.00

ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents


WATCH VIDEOS

SOCIAL MEDIA

follow us on social media to interact with us and to get the latest updates

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 & AOC 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			

Click on **DIRECTOR AMENDMENTS.**



Business Registration

- Name Reservation with Association
- Foreigner assurance
- Prospectus
- External Company Registration
- Company and Close Corporation Reinstatements



Business Maintenance

- Director amendments ←
- Change Contact Details
- COOPS Change Contact Details
- Disqualified Director Register
- Compliance Checklist
- Company/CC Voluntary Deregistration



- All Deregistration Letters

Then select **Co-operatives Director Amendments**.

The screenshot shows the CIPC e-Service portal. At the top, there is a navigation bar with 'Home' and 'Contact Us' on the left, and 'Hello ROSE SIBONGILE' and 'Logout' on the right. Below this is a header section with the CIPC logo and a 'Query Resolution' link. The main navigation area includes 'CIPC e-Services', 'Business Registration', and 'Business Maintenance'. The current page is 'Director Amendments', with a breadcrumb trail 'Home > Business Maintenance'. The main content area is titled 'Available Services' and contains two service cards. The second card, 'Co-operative Director Amendments', is highlighted with a red box and a red arrow pointing to it. The first card is 'Amendment for Companies'.

Home Contact Us Hello ROSE SIBONGILE Logout

Companies and Intellectual Property Commission


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


CIPC e-Services Business Registration Business Maintenance

Director Amendments Home > Business Maintenance

Available Services

Select the service you would like to proceed with:


Amendment for Companies
Manage and update director details for Companies.


Co-operative Director Amendments
Manage and update member or director information for registered Co-operatives.

Thereafter, accept the [Terms and Conditions](#) and click [Continue](#).

Director Amendments

For Co-Operatives

Director Amendments for Companies

Which company statuses?

Company statuses allowed are In Business, AR Deregistration or Liquidation process

Which company types?

Company types allowed are Primary, Secondary, Tertiary and National Apex

Who can file?

Active directors, members, third party/agent

I Agree

CONTINUE

The historical applications will reflect. Click on **NEW APPLICATION**.









REFERENCE	DATE CREATED	EXPIRY DATE	REGISTRATION NUMBER	TYPE	STATUS	VIEW
60000074529	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	COMPLETED	
60000074528	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	BACK OFFICE	
60000074527	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	DRAFT	
60000074526	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	DRAFT	
60000074525	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	DRAFT	
60000074524	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	COMPLETED	
60000074523	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	COMPLETED	
60000074522	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	COMPLETED	
60000074521	29/MAR/2026	02/APR/2026	2025000024	PRIMARY	COMPLETED	
60000074520	28/MAR/2026	01/APR/2026	2025000025	SECONDARY	DRAFT	

1 2 3

NEW APPLICATION ←

Type co-operative registration number and select [SEARCH](#). If your co-operative appears on your list of co-operatives, click on the [FILE BUTTON](#).

Associated Co-Operatives Information

NUMBER	NAME	TYPE	STATUS	FILE
C20	AL INVESTMENT	PRIMARY	IN BUSINESS	
C20	AS ENI COOP	PRIMARY	IN BUSINESS	
C20	D G AND TRADING	PRIMARY	IN BUSINESS	
C20	F C DLS	PRIMARY	IN BUSINESS	
C20	I NG TEAM	PRIMARY	IN BUSINESS	
C20	I RTNERS PRIMARY CO-OPERATIVE LIMITED	PRIMARY	IN BUSINESS	
C20	L XP	PRIMARY	IN BUSINESS	
C20	M	PRIMARY	IN BUSINESS	


APPLICATION


Reference: 0

SEARCH FACILITY

Search criteria: (long or short number)

C20





SEARCH

GUIDANCE

Proceed with filing by selecting a co-operative from your associated list OR search for an alternative and select from

10. The entity will reflect at the bottom of the page. Click on the [blue hand](#) under file.

The screenshot displays a web application interface. At the top, there is a table with two rows of data. The first row has columns for 'NUMBER', 'NAME', 'TYPE', and 'IN BUSINESS', with values 'C20', '5', 'TI', 'PRIMARY', and 'IN BUSINESS'. The second row has values 'C20', '2', 'UH', 'PRIMARY', and 'IN BUSINESS'. A red box highlights the first two columns of both rows. Below this table is a green 'BACK' button. Underneath is a section titled 'Searched Company Information' with a table. The table has columns 'NUMBER', 'NAME', 'TYPE', and 'FILE'. The first row has values '202', '24', 'GEOR', 'CS', and 'PRIMARY'. A red box highlights the 'FILE' column header and the blue hand icon below it, with a red arrow pointing to the icon. To the right of the main content is a sidebar with text instructions: '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'.

C20	5	TI	PRIMARY	IN BUSINESS	
C20	2	UH	PRIMARY	IN BUSINESS	

BACK

Searched Company Information

NUMBER	NAME	TYPE	FILE		
202	24	GEOR	CS	PRIMARY	

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

11. On the next page, select **NO and update the enterprise contact details if necessary. Thereafter click on **CONTINUE**.**

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

Company Selection Confirmation

Number:

202 [REDACTED] /25

Name:

CO [REDACTED] APE

Contact No:

08 [REDACTED]

Contact Email:

lra [REDACTED] .za

CANCEL

CONTINUE

APPLICATION

Reference: 0

SEARCH FACILITY

Search criteria: (long or short number)



C202 [REDACTED] 5

Continue

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

12. All directors will be displayed. **Select the director to be resigned, then click CONTINUE.**

Natural persons

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS	EDIT/VIEW
XXXXXXXXXXXX686	[REDACTED]	YES	NO	Active	
000XXXXXXXXXX8080	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: ROSE S [REDACTED] E
Submitted On:

CO-OPERATIVE INFORMATION

No: C202 [REDACTED]
Name: LC [REDACTED] OOP
Type: PRIMARY COOPERATIVE
Status: In Business
Registration Date: 06/NOV/2025
Email: a****@ [REDACTED] -op.co.za
Contact No: *****3724
Minimum Directors: 2
Maximum Directors: 2

BACK CONTINUE

13. Click on NOT REQUIRED

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. On the following page choose under type of amendment, **RESIGN**. Add the required information and click on **SAVE**. Note that applications may be referred to the back-office for review if the **REMOVE** option is selected instead of **RESIGN**.

Natural Person Amendments - Remove or View

STATUS INFORMATION

Type of Amendment:



RESIGN



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):

01/Apr/2026



Status Change Reason: (if applicable):

Secured a full-time position at a Law Firm.

NATURAL PERSON INFORMATION

Country of Origin:

SOUTH AFRICA



Identity/Passport Number:

00 [REDACTED] 80



Title:

CLICK TO SELECT



Date of Birth: (DD/MON/YYYY)

05/ [REDACTED]



13. Click on NOT REQUIRED

Member Name(s):

[REDACTED] CA *

Email Address:

[REDACTED] DM *

Gender:

FEMALE *

Does this member have a disability?

NOT DISABLED *

Member Surname:

[REDACTED] DE *

Cellphone Number:

0 [REDACTED] 8 *

Demographic:

AFRICAN *

Verification:

ADDRESS INFORMATION

PHYSICAL ADDRESS

Street Address:

[REDACTED] STREET *

Country:

SOUTH AFRICA *

Province:

GAUTENG

Town/City:

AZAADVILE *

Suburb:

AZAADVILE *

Postal Code:

1750 *



POSTAL ADDRESS

PO Box Number / Street Address:

[REDACTED] STREET *

Country:

SOUTH AFRICA *

Province:

GAUTENG *

Town/City:

AZAADVILE *

Suburb:

AZAADVILE *

Postal Code:

CANCEL

SAVE




15. At the bottom of the page, the resigning director will reflect. Click on the **blue hand** under **VIEW**.

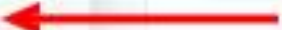
Juristic persons

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

BACK CONTINUE

Natural Person Director Amendments

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	AMENDMENT	<u>REMOVE/VIEW</u>
000 [REDACTED] 080	DID [REDACTED] IMEDE	YES	NO	RESIGN	



16. At the bottom of the page click on **REMOVE**.

ADDRESS INFORMATION

PHYSICAL ADDRESS

Street Address:

[REDACTED] R STREET *

Country:

SOUTH AFRICA *

Province:

GAUTENG

Town/City:

AZAADVILE *

Suburb:

AZAADVILE *

Postal Code:

1750 *



POSTAL ADDRESS

PO Box Number / Street Address:

1 [REDACTED] R STREET *

Country:

SOUTH AFRICA *

Province:

GAUTENG *

Town/City:

AZAADVILE *

Suburb:

AZAADVILE *

Postal Code:

CANCEL

REMOVE



17. Click on **CONTINUE**

Director Amendments

[Home](#) > [Director Amendments](#) > New

For Co-Operatives

Natural Person Directors

IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS
XXXXXXXXXXXX686	LITE [REDACTED]	YES	NO	Active
000XXXXXXXXXX9080	D [REDACTED] E	YES	NO	Active

Juristic Directors

Enterprise Number	Enterprise Name	TYPE	STATUS
No active directors available			

NEW DIRECTOR

BACK

CONTINUE



APPLICATION INFORMATION

Reference: 60000074562
No: 1313
Status: Draft
Submitted By: R [REDACTED] LE
Submitted On:

COMPANY INFORMATION

No: C [REDACTED]
Name: [REDACTED] COOP
Type: PRIMARY COOPERATIVE
Status: 03
Registration Date: 06/NOV/2025
Email: a*****@ [REDACTED] p.co.za
Contact No: ***** [REDACTED]

18. Click on CONTINUE

☰ CIPC e-Services Business Registration Business Maintenance

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

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
	NEW DOCUMENT	BACK	CONTINUE ←

19. Click on **CONFIRM**

Natural members					
IDENTIFICATION	NAME	IS A DIRECTOR	IS A FOUNDER	STATUS	
XXXXXXXXXXXX	LITE	YES	NO	Active	
000XXXXXXXXXX	DI	YES	NO	Active	

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

BACK CANCEL CONFIRM

20. On the next page select **OK**

Application Status

Congratulations! Your application has been submitted successfully for reference, **60000074562**

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

21. Click on the blue hand to view the application

Historical Applications							
REFERENCE	DATE CREATED	EXPIRY DATE	REGISTRATION NUMBER	TYPE	STATUS	VIEW	
60000074562	07/APR/2026	11/APR/2026	202 [REDACTED] 24	PRIMARY	SUBMITTED		
60000074560	07/APR/2026	11/APR/2026	200 [REDACTED] 24	PRIMARY	SUBMITTED		
							

22. Click on GO TO OTP


CIPC e-Services Business Registration Business Maintenance

Business Registration Director Amendments


Download Disclosure Documents

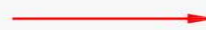
Please select an option below and then option for Reprint to reprint a disclosure document:

Download Proposed Changes



23. 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	Director	LUCILLE R. [REDACTED]	
10/Apr/2026	14/Apr/2026	Filer	ROSE SIE [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

Click on **CONTINUE**

Verification Information

DIRECTOR INFORMATION

Number:

689

Director:

RO

VERIFY INFORMATION

SMS OTP:

S121345678

OR

Email OTP:

E123456789

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

24. 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.

25. All impacted directors and the filer will complete the process above and the **LAST SUBMITTER** will see the **FINISH** Button after submitting. 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. 26. All active Directors will receive an email with the **CO-OP2** attached.

OTP Approval - Consent

DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT
08/JAN/2024	RESIGN	PETRL [REDACTED] TZ	12/JAN/2024 21:35:20	<input checked="" type="checkbox"/>
08/JAN/2024	FILER	HAVL [REDACTED] T	12/JAN/2024 21:35:20	<input checked="" type="checkbox"/>

APPROVAL RESULTS

Confirmation OTPs
Required: 2
Received: 2

APPLICATION INFORMATION


Reference: 60000020702
Submitted By: [REDACTED] IT
Submitted On: 08/JAN/2024
Status: SUBMITTED, IN PROGRESS

COMPANY INFORMATION

No: [REDACTED] 355
Name: S [REDACTED]
Type: [REDACTED]
Status: IN BUSINESS

INFORMATION

Click finish to complete the director amendment application and send correspondence. Please check your email for correspondence.



25. All impacted directors and the filer will complete the process above and the **LAST SUBMITTER** will see the **FINISH** Button after submitting. 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. 26. All active Directors will receive an email with the **CO-OP2** attached.

OTP Approval - Consent

DATE	AMENDMENT	DIRECTOR	EXPIRE	CONSENT
08/JAN/2024	RESIGN	PETRL [REDACTED] Z	12/JAN/2024 21:35:20	<input checked="" type="checkbox"/>
08/JAN/2024	FILER	HAYL [REDACTED] T	12/JAN/2024 21:35:20	<input checked="" type="checkbox"/>

INFORMATION

Click finish to complete the director amendment application and send correspondence. Please check your email for correspondence.






ENQUIRIES

AND

DISCLOSURE OF DOCUMENTS





ENQUIRIES & DISCLOSURE (COPIES) OF DOCUMENTS

CUSTOMER ENQUIRY MANAGEMENT SYSTEM (CEMS)

- A notice about CEMS is available on the CIPC website (Notice 17 of 2026)

Purpose

- The purpose of the system is to provide a central space where all enquiries logged with CIPC is stored.

ENQUIRIES & DISCLOSURE OF DOCUMENTS

CUSTOMER ENQUIRY MANAGEMENT SYSTEM (CEMS)

From 1 April 2026, Co-operative enquiries were moved to CEMS.

From this date –

- The dedicated enquiry email addresses of the services supported by CEMS have been disabled. All categories of enquiries supported by the system must be submitted through CEMS. Details regarding the applicable services will be discussed in the presentation.
- **Use the link <https://enquiries.cipc.co.za/> to connect to CEMS via the CIPC website.**

DISCLOSURE OF DOCUMENTS (Copies)

CUSTOMER ENQUIRY MANAGEMENT SYSTEM (CEMS)

CEMS include:

- **Applications or request for copies** (paper-based copies and e-disclosure / electronically disclosed copies)
- **Enquiries** related to disclosure of documents.

CO-OPERATIVE ENQUIRIES

- All co-operative enquiries must be logged on CEMS.
- Enquiries are logged under a Category.
- The Co-operative Categories are:
 - **New Registration and Conversions**
 - **Annual Returns and Deregistration**
 - **Amendments and Corrections** (these include Director amendments, Constitution amendments, changes of Auditors, contact detail amendments, etc.)
- |



Companies and Intellectual
Property Commission

a member of **the dtic** group

QUESTIONS