



Companies and Intellectual
Property Commission

a member of **the dtic** group

DIRECTOR AMENDMENT

17 JUNE 2026

PRESENTER: MASHUDU THOMAS LEBETE



CHANGE OF DIRECTORS

Section 70(6) of Companies Act 71 of 2008 requires every company to file a notice within 10 business days after a person becomes or ceases to be a director of the company. A vacancy in the Board may arise due to the following:

- Resignation or deceased
- Incapacitated to the extent that the person is unable to perform the functions of a director
- Removed as a director for various reasons
- Term Expired
- Retirement
- Declared delinquent by the court

THE PROCESS TO CHANGE COMPANY DIRECTORS

We have two processes to file director amendments i.e.

OTP Process and the Back Office Process.

OTP Process only caters for the Resignation and Appointment of new director. The affected director(s) as well as the Filer will receive the OTP to confirm the change that is about to take place. Once responded, the system will automatically approve the application.

BACK-OFFICE PROCESS

The following transactions will be processed at the **Back Office**:

- Deceased
- Removal
- Term Expired
- Retirement

Applications are processed (approved or rejected) by officials at the back office.

Only the Filer receive the OTP in this transaction.

Resigned Directors not responding to the OTP

- Where a director has resigned but is not providing OTP, the company may file an application to Remove him as a director.
- The normal process of removal should be followed. The reason(s) for removal should be included in the Notice of the meeting sent to the affected director.
- The Resolution taken in the meeting should also be submitted.
- No resignation will be processed at the Back Office.

UPDATING INFORMATION OF A DIRECTOR WITHIN 10 DAYS (*REFER TO NOTICE 25 OF 2026*)

- 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.

CHANGE OF CONTACT DETAILS USING A NEW PASSPORT

- Customer code must be linked to the new Passport
- Full names and surname on the profile must match the Passport and CIPC record in order to update contact details.
- If information mismatch, error message will be displayed that you are not listed as a director of the company.

CONTINUE.....

- If the information mismatch, or director continues to receive error message,
- The director must log a query on the Customer Enquiries Management System (CEMS) at [*https://enquiries.cipc.co.za/*](https://enquiries.cipc.co.za/)
- When submitting the query, the director must include the following information:
 - A full screenshot of the error message
 - The director's Customer Code
 - The company registration number

Change Contact details of directors

- New Step by step guide to change contact details is now available on the website
- Notice No.6 of 2026 deals with the process of responding to change of contact details.
- The link to confirm or object the change will be sent to both old contacts and the new contacts.
- Confirmation of change should be done within 72 hours, after that the application will lapse.
- Once the rightful owner objects the application within 72 hours, that application will be automatically terminated even if the other person has already approved.

The Filer not able to update contact details of directors

Only the affected director can update his contact details.

This was done to avoid hijacking of companies.

The Filer can update that information only if given the login details by the affected director to do that on his behalf.

Company to be amended doesn't appear on the screen

- The customer must search the company they want to make amendments on under Associated Company Information page on the director amendment portal.
- Customer must click on continue button, and under Facility Criteria there is a space where the registration number can be inserted, and then click on Search button.
- The required company will then appear on the screen, and the customer may proceed with the filing.

UNAUTHORIZED CHANGE OF DIRECTORS

- Regulations 168 (6) allows the company to challenge any document filed with the Commission within 10 business days by filing a notice in form COR168.
- In terms of Subsection (7), a filing that has been challenged in terms of the above sub regulation (6) is a nullity and must be removed from the register.
- COR168 cannot be used to challenge another COR168, and this can also not be used to settle disputes of directors.
- Disputes should be referred to the Court or Companies Tribunal, and CIPC will implement the Order.

IMPORTANT NOTICES ON CIPC WEBSITE

- Practice Notice No.3 of 2025 – Companies and their stakeholders in disputes
- Notice No.37 of 2025 – Non-response on the link for director's change of contact details
- Notice No.10 of 2026 – Change contact details using new Passport
- Notice No. 25 of 2026 – Updating information of directors



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THANK YOU

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