

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

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**Date: 17 SEPTEMBER 2026**



Companies and Intellectual  
Property Commission

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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**In cases where a member's membership is withdrawn, there is no need to submit an application to remove the member, unless the member was also a Director.** CIPC only keeps records of the founder members, to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](https://www.cipc.co.za/?page_id=4447)
- Or use the direct Link to the guide:  
<chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.cipc.co.za/wp-content/uploads/2026/04/APPOINT-SA-DIRECTOR-STEP-BY-STEP-GUIDE.pdf>

# **STEP BY STEP GUIDE**

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## **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

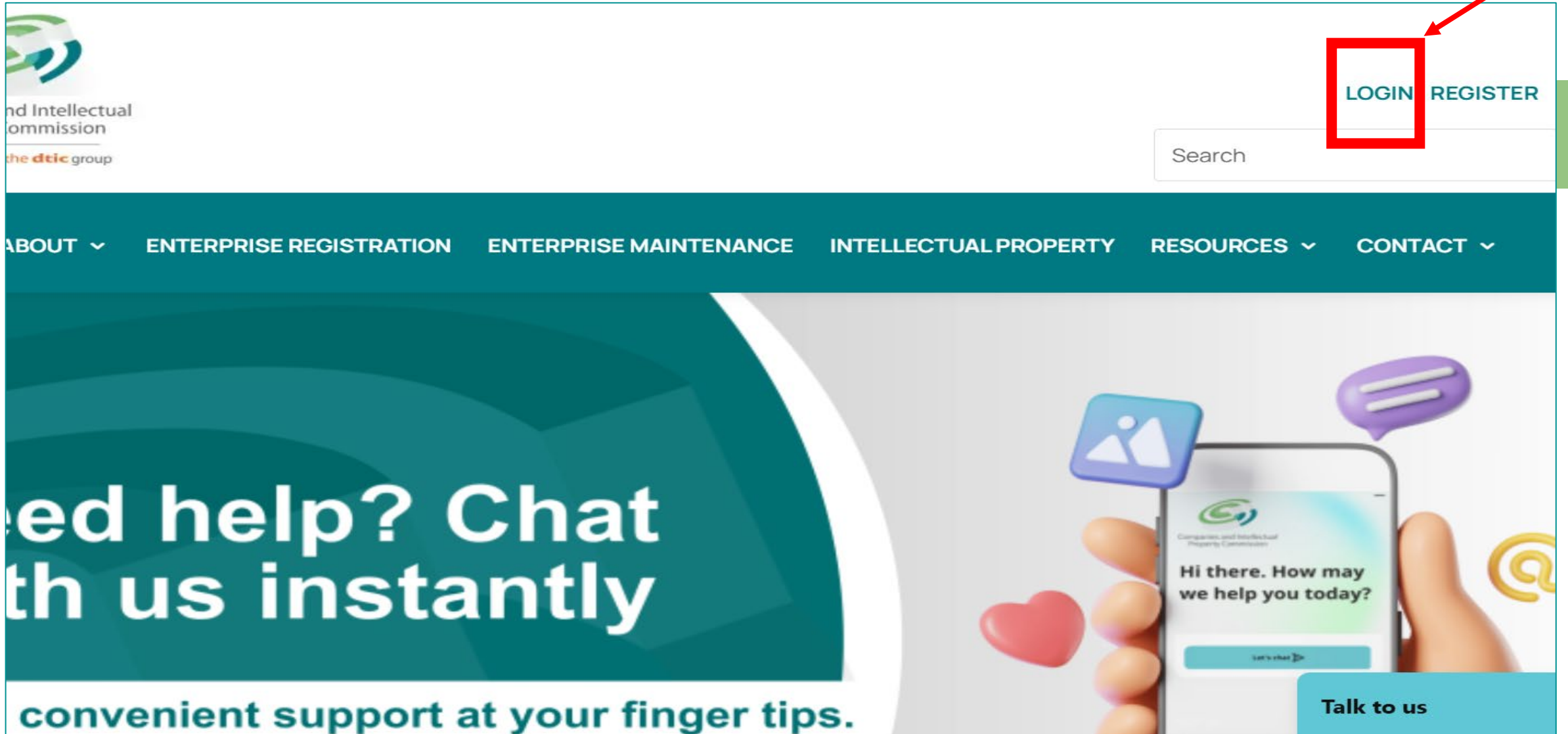
## REQUIREMENTS

- 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.”



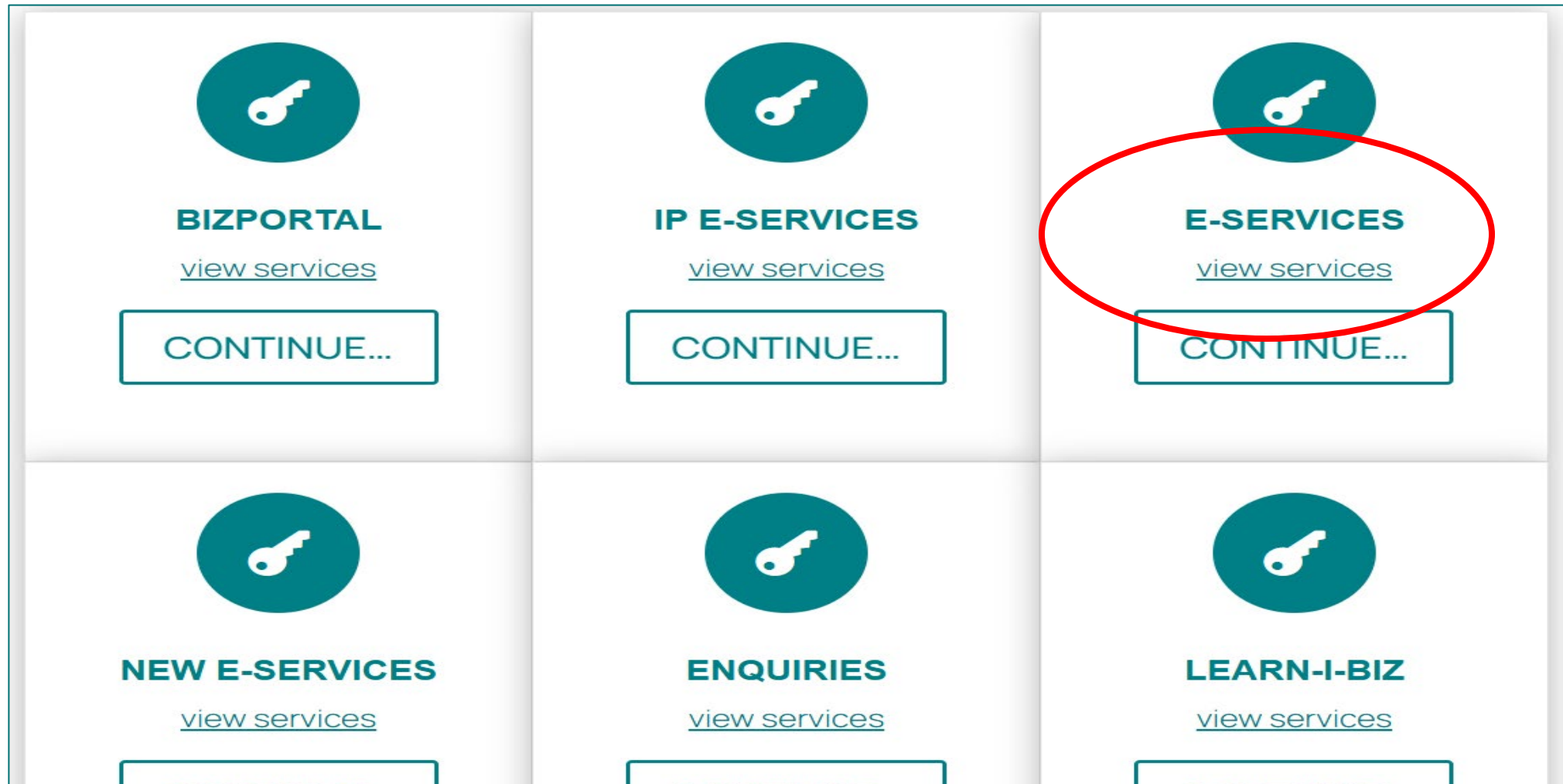
# Step-by-Step Guide

1. Log on to [www.cipc.co.za](http://www.cipc.co.za) In the righthand corner click on LOGIN:



# Step-by-Step Guide

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



### 3. Click on **CUSTOMER LOGIN**:



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 sidebar with navigation links: '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 a security code field. The security code field is preceded by a blue box displaying the code 'rbxe5N'. Below the input fields is a checkbox labeled 'Tick to accept the CIPC Terms & Conditions' and a green circle. At the bottom are two buttons: 'LOGIN' and 'FORGOT PASSWORD'. Red arrows point to the 'Customer Code' field, the 'Customer Password' field, the security code input field, the 'Tick to accept the CIPC Terms & Conditions' checkbox, and the green circle. A red box highlights the 'LOGIN' button and the 'FORGOT PASSWORD' button.

**You are here: CIPC eServices » Login**

### Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

**rbxe5N**  
Enter security code displayed above. (case sensitive)

Tick to accept the **CIPC Terms & Conditions** ☐

**LOGIN**  **FORGOT PASSWORD** 

**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

Before you be able to t address at

**RESET PA**

- To r
- [http](#)
- Clic
- Typ
- An c
- OTR

Kindly note E-services

If you exper phone num

1. Plea
2. Clic
3. Con
- olde

Foreign nat but provide

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

 Companies and Intellectual Property Commission - eServices

HOMETRANSACTIONCART



Welcome L: [REDACTED]  
LUCILLE [REDACTED]

 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  



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**

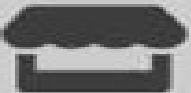
| ENTERPRISE NUMBER | ENTERPRISE NAME | STATUS | TYPE | AR COMPLIANT | AR FILE | BO COMPLIANT |
|-------------------|-----------------|--------|------|--------------|---------|--------------|
|                   |                 |        |      |              |         |              |

**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   |

6. Click on MORE SERVICES:

You are here: CIPC eServices » Home » Transact

|                                                                                                                         |                                                                                                                        |                                                                                                                      |                                                                                                                             |                                                                                                               |                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <br>COMPANY<br>REGISTRATION            | <br>AMEND COMPANY<br>DIRECTOR DETAILS | <br>AMEND CC MEMBER<br>DETAILS    | <br>NAME<br>RESERVATIONS                 | <br>FILE<br>ANNUAL RETURNS | <br>AUDITORS & AOC<br>OFFICERS          |
| <br>CO & CC ADDRESS<br>CHANGES         | <br>FINANCIAL YEAR END<br>CHANGES     | <br>CERTIFICATES &<br>DISCLOSURES | <br>ENTERPRISE<br>ENQUIRY                | <br>TRANSACTION<br>STATUS  | <br>CUSTOMER<br>TRANSACTIONS            |
| <br>NAME<br>CHANGES                    | <br>DOCUMENT<br>UPLOAD                | <br>THIRD<br>PARTIES              | <br>HOW-TO<br>VIDEOS                     | <br>BANKING<br>DETAILS     | <br>EXTERNAL COMPANY<br>REPRESENTATIVES |
| <br>DISQUALIFIED<br>DIRECTORS REGISTER | <br>DOMAIN NAME<br>REGISTRATION       | <br>AUTHORISED SHARE<br>CHANGES   | <br>UPDATE DIRECTOR /<br>MEMBER CONTACTS | <br>EBBEE<br>CERTIFICATES  | <br>FINANCIAL<br>STATEMENTS             |
| <br>COMPLIANCE<br>CHECKLIST          | <br>BENEFICIAL<br>OWNERSHIP         | <br>MORE<br>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 displays the CIPC e-Services website interface. At the top, a dark teal header contains navigation links for 'Home' and 'Contact Us' on the left, and a user profile 'Hello ROSE SIBONGILE' with a 'Logout' link on the right. Below the header, a white banner features the CIPC logo, a 'Query Resolution' link, and a notification icon. A secondary navigation bar includes 'CIPC e-Services', 'Business Registration', and 'Business Maintenance'. The main content area is titled 'Director Amendments' and includes a breadcrumb trail 'Home > Business Maintenance'. The central section, 'Available Services', prompts users to 'Select the service you would like to proceed with.' and lists two options: 'Amendment for Companies' and 'Co-operative Director Amendments'. The latter is highlighted with a red rectangular box and a red arrow pointing to it. The 'Co-operative Director Amendments' card includes an icon of three people and a description: 'Manage and update member or director information for registered Co-operatives.'

Home Contact Us Hello ROSE SIBONGILE Logout

Corporates and Intellectual Property Commission  
a division of the DED&T group

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](#).**

[illegible]



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

|     |   |    |  |         |             |                                                                                     |
|-----|---|----|--|---------|-------------|-------------------------------------------------------------------------------------|
| C20 | 5 | TH |  | PRIMARY | IN BUSINESS |  |
| C20 | 2 | UP |  | PRIMARY | IN BUSINESS |  |

BACK

Searched Company Information

| NUMBER | NAME | TYPE | FILE                                                                                  |
|--------|------|------|---------------------------------------------------------------------------------------|
| 202    | GEOR | CS   |  |

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:

2021 [REDACTED] /25

Name:

CO [REDACTED] APE

Contact No:

081 [REDACTED]

Contact Email:

Iran [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 |
|---------------------|------|---------------|--------------|--------|-----------|
| XXXXXXXXXXXX688     |      | YES           | NO           | Active |           |
| 000XXXXXXXXXXXX8080 | D E  | 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 E  
Submitted On:

CO-OPERATIVE INFORMATION

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

BACK

CONTINUE

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

### 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]30

Title:

CLICK TO SELECT

Date of Birth: (DD/MON/YYYY)

05/[REDACTED]

13. Click on NOT REQUIRED

Member Name(s):

CA

\*

Email Address:

DM

\*

Gender:

FEMALE

\*

Does this member have a disability?

NOT DISABLED

\*

Member Surname:

DE

\*

Cellphone Number:

8

\*

Demographic:

AFRICAN

\*

Verification:

ADDRESS INFORMATION

PHYSICAL ADDRESS

Street Address:

STREET

\*

Country:

SOUTH AFRICA

\*

Province:

GAUTENG

Town/City:

AZAADVILE

\*

Suburb:

AZAADVILE

\*

Postal Code:

1750

\*

POSTAL ADDRESS

PO Box Number / Street Address:

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 | D/E [REDACTED] IMEDE | YES           | NO           | RESIGN    |  |

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

## ADDRESS INFORMATION

### PHYSICAL ADDRESS

Street Address:

██████████ R STREET

Country:

SOUTH AFRICA

Province:

GAUTENG

Town/City:

AZAADVILE

Suburb:

AZAADVILE

Postal Code:

1750



### POSTAL ADDRESS

PO Box Number / Street Address:

1 ██████████ 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 |                 |      |        |

#### 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]

NEW DIRECTOR

BACK

CONTINUE



18. Click on CONTINUE

CIPC e-Services

Business RegistrationBusiness 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              |
|-----------|-------------------------|-----------------|---------------------|
|           | <div>NEW DOCUMENT</div> | <div>BACK</div> | <div>CONTINUE</div> |

## 19. Click on **CONFIRM**

**Natural members**

| IDENTIFICATION | NAME | IS A DIRECTOR | IS A FOUNDER | STATUS |
|----------------|------|---------------|--------------|--------|
| XXXXXXXXXXXX   | LITE | YES           | NO           | Active |
| 000XXXXXXXXX   | D    | 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 RegistrationBusiness Maintenance

Business RegistrationDirector Amendments

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

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 SIB [REDACTED]   |  |

RESEND OTPS

Verification Information

DIRECTOR INFORMATION

Number: 689

Director: RO [REDACTED]

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

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     | HAYL [REDACTED] IT  | 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] 055

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.

→

FINISH

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.

FINISH



**ENQUIRIES**

**AND**

**DISCLOSURE OF DOCUMENTS**



# ENQUIRIES & DISCLOSURE (COPIES) OF DOCUMENTS

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## 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