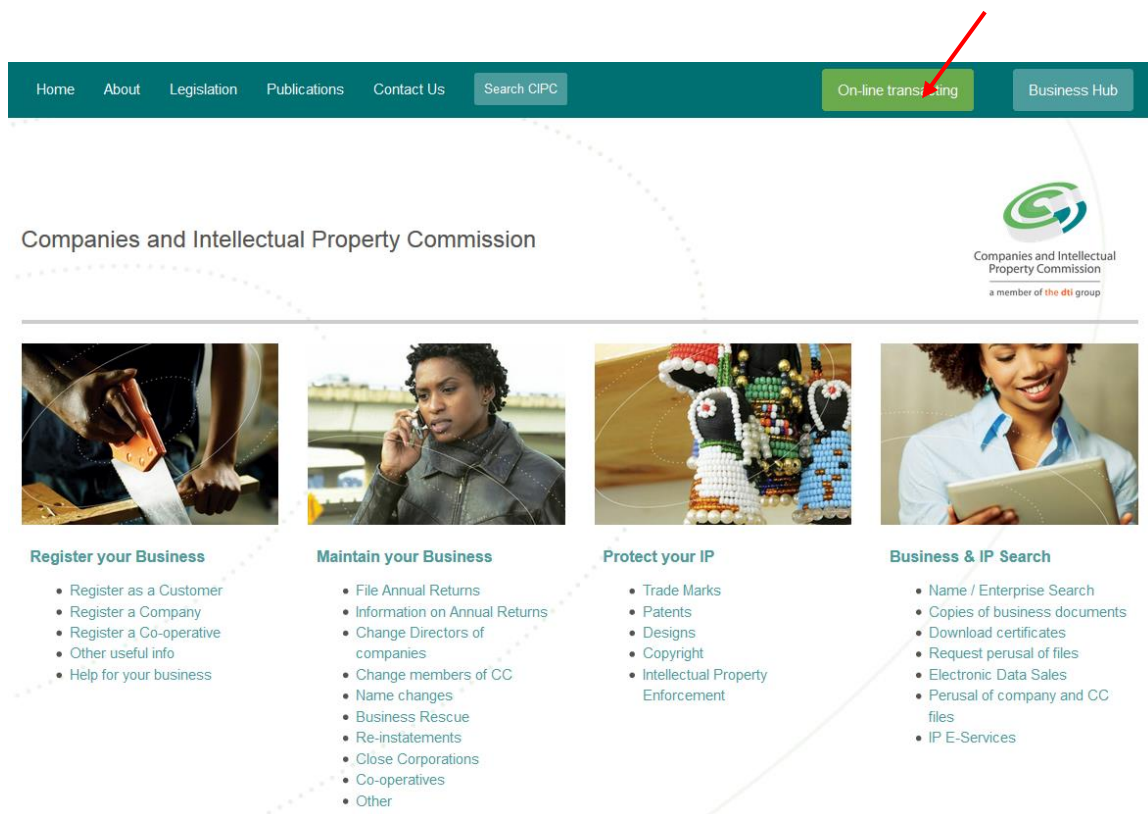


Step by Step Guide: Close Corporation membership changes (CK2)

In order to use this step by step guide, you should have registered a customer code.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

1. Visit the CIPC website www.cipc.co.za, and click on **On-line transacting**.




2. Select option 4 and click on **Member amendments (CK2)**.


Companies and Intellectual Property Commission

On-line transacting


Home » On-line transacting


**Register as a Customer**

To do any transactions with CIPC, you first have to register as a customer.


**E-Services**

1. Name Reservations and Defensive Name Reservations
2. Private Company Registrations
3. Company Director changes (CoR39)
4. Member amendments (CK2)
5. Annual returns

**Annual Returns**

**Additional Services**

- Check Document Status
- Name Search

**IP e-Services**


- IP Online
- Public Patent Search
- E-Journal
- E-Filing Sign-In
- E-Searching: Trade Marks (coming soon)
- IP Trade Portal


3. Click on **Customer Login or Amend Close Corporation Members**


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You are here: CIPC eServices » Home

Logged in as: Not logged in

**eServices Home**


**Customer Login**


**Password Reset**


**Customer Registration**


Welcome to CIPC eServices system

Select a service below. For all other services click on "customer login".

**REGISTER A NEW COMPANY**

**AMEND COMPANY DIRECTOR DETAILS**

**AMEND CLOSE CORPORATION MEMBERS**

**FILE ANNUAL RETURNS**

To transact with CIPC you must:

- Have a valid CIPC customer code
- Have a valid cellphone number and email address

To register as a CIPC customer


- Click on Customer Registration on the left menu and complete required details
- Your username and password will be emailed and SMSed to you
- Log in by clicking on Customer Login and provide your customer code and password each time you transact

To login into the Self-help system

- Click on Customer Login on the left menu
- If you have forgotten your username, click on Customer Login and type in your ID number
- If you have forgotten your password, click on Password Reset and type in your ID number

Please note:

- This process only caters for the registration of private companies with the standard Memorandum of Incorporation

**Login**

4. Complete the required fields and click on **Login**.
 - a. Customer Code
 - b. Customer Password (case sensitive)
 - c. Security code (case sensitive)
 - d. Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions
 - e. Click on Login

Select **Forgot Password** if you require your customer password to be resend to you.

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You are here: CIPC eServices » Login Logged in as: Not logged in

Self-help Home

Customer Login


Password Reset

Customer Registration

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)


Enter security code displayed above. (case sensitive)

Before you login make sure you have a **valid email address** as you will not be able to proceed with filing your annual returns if you don't have one. You can register for a free email address at [GMail](#).

Tick to accept the CIPC Terms & Conditions ☐


Login **Forgot Password?**

5. The landing page of E-services will be displayed. Click on **Amend Close corporation members.**



6. Enter the relevant Close Corporation Number and click on **Validate.**

The Enterprise Details and Current Member's details will be displayed. Enter the First Listed Member's ID Number, and tick the circle to confirm that the details as listed belong to the Close Corporation that you want to change the members for, and click on **Continue.** Tick to confirm that the details above belong to the close corporation you want to change members for.


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You are here: CIPC eServices » CC Director Amendments » Enterprise Details
 Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 9999660.00


Enterprise Enquiry

Enterprise Number

2011 *

079605 *

23 *



Enterprise Details


Enterprise Number	2011 / 079605 / 23
Enterprise Name	ODNAT
Enterprise Type	Close Corporation
Enterprise Status	In Business
Registration Date	2011/05/25

Current Directors


ID / Passport Number	Name(s)	Surname	Type	Status
841111 XXXX 08 X	TANDO	LUYABA	Member	Active

First Listed Director's ID Number

Tick to confirm that the details above belong to the company you want to change directors for



7. The next screen will indicate the current members. Indicate if you want to Add a New Member, or if there are no new members.


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You are here: CIPC eServices » CC Director Amendments » New Directors
 Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 9999660.00

CC Director Amendments: Current Directors

ID / Passport Number	Name(s)	Surname	Type	Status
8411115458086	TANDO	LUYABA	Member	Active

Are you adding any new director to the company? If yes, click on "Add New Director", otherwise click on "No New Directors"

Director Amendments: New CC Directors

You haven't added any new directors

Add New Director

No New Directors

8. Complete the required fields relating to the new Member, and click on **Save**.


New Director Details

Director Type	<div>Select Director Type</div>
Surname	<div></div>
Name(s)	<div></div>
Country of Origin	<div>Select Country</div>
ID / Passport Number	<div></div>
Director Status	<div>Active</div>
Appointment Date	<div></div>
Date of Birth	<div></div>
Cellphone Number	<div></div>
Email Address	<div></div>
Physical Address	<div></div> <div></div> <div></div> <div>Select province</div> <div></div>
	<div></div> <div> <input type="checkbox"/> Tick to copy your Physical Address to the Postal Address fields </div>
Postal Address	<div></div> <div></div> <div></div> <div>Select province</div> <div></div>

Save

Cancel

9. The ID Number, Name and Surname of the member that you added will be displayed. If you would like to add another member, click on **Add Another New Member**. Once all the new members have been added, click on **Continue**.



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You are here: CIPC eServices » CC Director Amendments » New Directors Logged in as: BRMC01 | Balance: R 9999660.00

Self-help Home

Edit Customer Details

Logout

Balance: R 9999660.00

CC Director Amendments: Current Directors

ID / Passport Number	Name(s)	Surname	Type	Status
8411115458086	TANDO	LUYABA	Member	Active

Are you adding any new director to the company? If yes, click on "Add New Director", otherwise click on "No New Directors"


Director Amendments: New CC Directors

ID / Passport Number	Name(s)	Surname
7106300139084	MARIA MAGDALENA	SWEMMER

Add Another New Director

Continue

10. Click on Edit to confirm the details of the members. Please note that the members cannot share email addresses and cell phone numbers. Click on **Continue**.



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You are here: CIPC eServices » CC Director Amendments » Changes to Current Members Logged in as: BRMC01 | Balance: R 9999660.00

Self-help Home

Edit Customer Details

Logout

Balance: R 9999660.00

CC Director Amendments: Changes to Current Directors

Please edit and save all current directors to confirm that CIPC has the latest contact details. Please note that directors cannot share email addresses and cellphone numbers.

ID / Passport Number	Name(s)	Surname	Type	Status	Not Disqualified	Edited	Edit
8411115458086	TANDO	LUYABA	Member	Active			Continue

11. Confirm the current member's details and edit if necessary. Click on **Save**.


Director details

Director Type	<div>Member</div>
Surname	<div>LUYABA</div>
Name(s)	<div>TANDO</div>
Country of Origin	<div>South Africa</div>
ID Number	<div>8411115458086</div>
Director Status	<div>Active</div>
Appointment Date	<div>2011/05/25</div>
Date of Birth	<div>1984-11-11</div>
Cellphone Number	<div>0837279637</div>
Email Address	<div>TANDO.LUYABA@GMAIL.COM</div>
Physical Address	<div>30 BELMONT - ARUNDO ESTATE</div> <div>RIETSPRUIT AVENUE</div> <div>THE REEDS EXT 45</div> <div>Select province</div> <div>0157</div>
	<div><input type="checkbox"/> Tick to copy your Physical Address to the Postal Address fields</div>
Postal Address	<div>30 BELMONT - ARUNDO ESTATE</div> <div>RIETSPRUIT AVENUE</div> <div>THE REEDS EXT 45</div> <div>Select province</div> <div>0157</div>

Save

Format: YYYY-MM-DD
Example: 2013-12-25

12. The following screen will be displayed. If you need to change any member details, click on Edit. When all changes have been indicated, click on **Continue**.



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You are here: CIPC eServices » CC Director Amendments » Changes to Current Members
Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

CC Director Amendments: Changes to Current Directors

Please edit and save all current directors to confirm that CIPC has the latest contact details. Please note that directors cannot share email addresses and cellphone numbers.

ID / Passport Number	Name(s)	Surname	Type	Status	Not Disqualified	Edited	Edit
8411115458086	TANDO	LUYABA	Member	Active	✓	✓	




[Edit Customer Details](#)

[Logout](#)

[Balance: R 9999660.00](#)

13. All members' detail will be displayed. Click on View/Edit to view or edit details relating to any of the members. Once completed, click on **Lodge**.





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You are here: CIPC eServices » CC Director Amendments » Confirmation of Changes
Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

Confirmation of Changes

ID / Passport Number	Surname	Name(s)	Type	Status	Email	Cellphone	View / Edit
7106300139084	SWEMMER	MARIA MAGDALENA	M	A	MSWEMMER@CIPC.CO.ZA	0833216906	
8411115458086	LUYABA	TANDO	M	A	TANDO.LUYABA@GMAIL.COM	0837279637	

Director Status: A - Active | B - Deceased | C - Resigned | D - Disqualified | F - Remove
 Director Type: M - Member

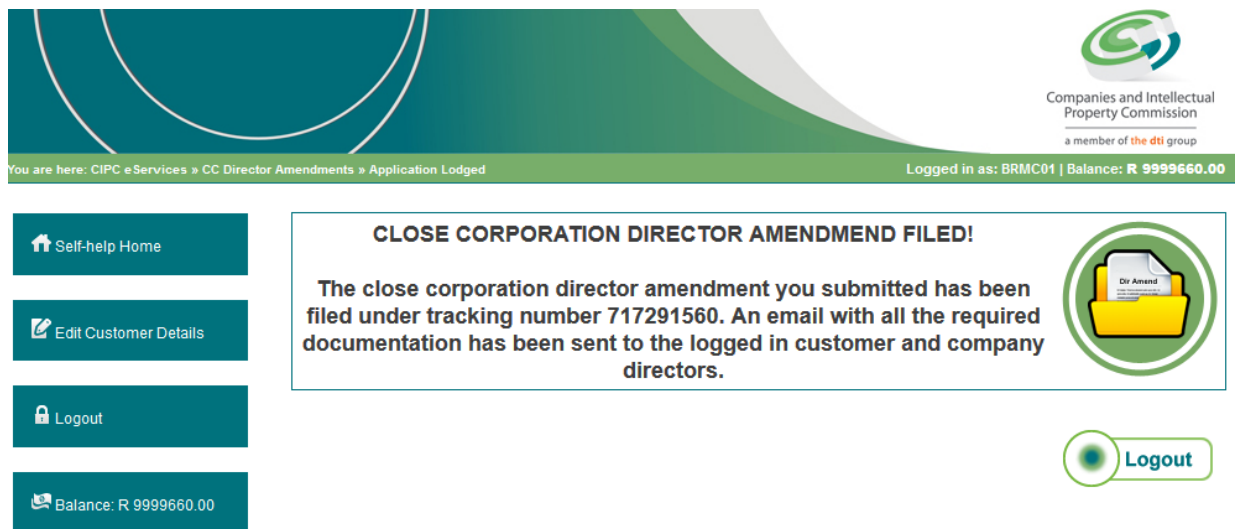


[Edit Customer Details](#)

[Logout](#)

[Balance: R 9999660.00](#)

14. The tracking number of the transaction will be displayed. An email and SMS notification will be sent to the logged in customer, as well as to all close corporation members.



15. A separate email will be sent to the logged in customer, indicating the requirements for submitting supporting documents.
16. If you did not receive the document which must be signed by all members, it can be requested again by logging in to the CIPC website, sign in with your customer code and password and click on Disclosures/certificates and then on Re-print CC amendment documents.
- Important note:** Ensure that the email address on your customer code profile is correct, as the documents are sent to the email address on the customer code.
17. All members are required to sign the CK2 document that was emailed to the customer. Send an email with the signed document, as well as all supporting documents to eServicesCK2@cipc.co.za.
18. The supporting documents required for member changes are:
- Certified identity copy of applicant
 - Certified ID copies of all members and resigning members
 - Minutes of the meeting signed by all members including the new members consenting to the changes - certified as a true copy of the original.
 - Certified copies of passports and in the case of refugees or asylum seekers – a certified copy of valid prescribed documentation.
19. In the case of a deceased member, an executor's letter issued by the Master of the High Court. The CK2 document must be signed by the executor. A certified ID copy of the executor of the estate must also be attached.
20. When the applications/supporting documents are submitted via email, it is compulsory that the tracking number of the application is listed first in the subject heading of the email as tracking number is necessary for the automated processing of the email. Emails with no tracking numbers in the subject will be automatically rejected.
21. Once the supporting documents has been received, the document will be processed. For guidance on the service delivery standards for close corporation amendments consult the CIPC website under **About / Our Service Turnaround Times**.
22. Once processed, a certificate will be emailed to the owner of the customer code.

23. If you did not receive feedback via email, and the Service Turnaround Times have lapsed, visit the CIPC website, click on “Enquiries” on the home page under Useful Tools, and log an Enquiry on the system.

