

# Step by Step Guide: Director Changes (CoR39)

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.

1. Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za), and click on **On-line transacting**.

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**Register your Business**

- Register as a Customer
- Register a Company
- Register a Co-operative
- Other useful info
- Help for your business

**Maintain your Business**

- File Annual Returns
- Information on Annual Returns
- Change Directors of companies
- Change members of CC
- Name changes
- Business Rescue
- Re-instatements
- Close Corporations
- Co-operatives
- Other

**Protect your IP**

- Trade Marks
- Patents
- Designs
- Copyright
- Intellectual Property Enforcement

**Business & IP Search**

- Name / Enterprise Search
- Copies of business documents
- Download certificates
- Request perusal of files
- Electronic Data Sales
- Perusal of company and CC files
- IP E-Services

2. Click on Company **Director Changes (CoR39)**.

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On-line transacting

Home » On-line transacting

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

**e** **E-Services**

1. Name Reservations
2. Private Company Registrations
3. Company Director changes (CoR39)
4. Close corporation member amendments (CK2)
5. Annual returns
6. Company and close corporation address changes
7. Company and close corporation financial year end changes
8. Certificates & Disclosures
9. Enterprise Enquiry
10. Customer Transactions

**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 Company Director Details**.

You are here: CIPC eServices » Home

Logged in as: Not logged in

### Welcome to CIPC eServices system

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

- REGISTER COMPANY
- AMEND DIRECTORS
- AMEND MEMBERS
- ANNUAL RETURNS

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**.
- Customer Code
  - Customer Password (case sensitive)
  - Security code (case sensitive)
  - Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

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

- [Self-help Home](#)
- [Customer Login](#)
- [Password Reset](#)
- [Customer Registration](#)

### Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

3LjS2a

Enter security code displayed above. (case sensitive)

Tick to accept the [CIPC Terms & Conditions](#)

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.

5. The landing page of E-services will be displayed. Click on **Amend Company Director Details**.

- [Self-help Home](#)
- [Edit Customer Details](#)
- [Logout](#)
- [Balance: R 0.00](#)

REGISTER A NEW COMPANY	AMEND COMPANY DIRECTOR DETAILS	AMEND CLOSE CORPORATION MEMBERS	FILE ANNUAL RETURNS
NAME RESERVATIONS	COMPANY & CC ADDRESS CHANGE	CO & CC FINANCIAL YEAR END CHANGE	CERTIFICATES & DISCLOSURES
ENTERPRISE ENQUIRY	CUSTOMER TRANSACTIONS	TRANSACTION STATUS	AUDITORS & ACCOUNTING OFFICERS

You are here: CIPC eServices » Home Logged in as: S50645 | Balance: R 0.00

6. Enter the relevant Enterprise Number and click on **Validate**.

You are here: CIPC eServices » Company Director Amendments » Enterprise Details

Logged in as: BRMC01 | Balance: R 9999720.00

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Self-help Home

Edit Customer Details

Logout

Balance: R 9999720.00

**Enterprise Enquiry**

Enterprise Number

Validate

7. The Enterprise Details and Current Directors will be displayed. Enter the First Listed Director's ID Number, and tick the circle to confirm that the details as listed belong to the company that you want to change the directors for.

You are here: CIPC eServices » Company Director Amendments » Enterprise Details

Logged in as: BRMC01 | Balance: R 9999690.00

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Self-help Home

Edit Customer Details

Logout

Balance: R 9999690.00

**Enterprise Enquiry**

Enterprise Number

2012 \* 201312 \* 07 \*

Validate

**Enterprise Details**

Enterprise Number 2012 / 201312 / 07

Enterprise Name SA HOUSE OF PRINTING

Enterprise Type Private Company

Enterprise Status In Business

Registration Date 2012/11/12

**Current Directors**

ID / Passport Number	Name(s)	Surname	Type	Status
840524 XXXX 08 X	MMAMOTSE MEMORY	MALATSI	Director	Active
800817 XXXX 08 X	MAPHODISA GODFREY	KEKANA	Director	Active

First Listed Director's ID Number

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

Continue

- The next screen will indicate the current directors. Indicate if you want to [Add a New Director](#), or if there are [No New Directors](#). If you want to resign a Director, click on [No New Directors](#).

- Complete the required fields relating to the new Director, and click on [Save](#).

**New Director Details**

Director Type

Surname

Name(s)

Country of Origin

ID / Passport Number

Director Status

Appointment Date

Date of Birth

Cellphone Number

Email Address

Physical Address

Tick to copy your Physical Address to the Postal Address fields

Postal Address

Please ensure that you will have access to this email address as most of the communication from the CIPC is sent through emails!

10. The ID Number/passport, Name and Surname of the director that you added will be displayed. If you would like to add another director, click on **Add Another New Director**. Once all the new directors have been added, click on **Continue**.

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

**Director Amendments: Current Directors**

ID / Passport Number	Name(s)	Surname	Type	Status
8411115458086	TANDO	LUYABA	Director	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 Directors**

ID / Passport Number	Name(s)	Surname
7106300139084	MAGDA	SWEMMER

[Add Another New Director](#) [Continue](#)

11. Click on **Edit** to confirm the details of the directors. Please note that the directors cannot share email addresses and cell phone numbers. Otherwise, click on **Continue**.

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

**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	Director	Active	✓	✗	

[Continue](#)

12. Confirm the current director's details and edit if necessary. Click on Edit if you want to edit any details of the current directors, for example to resign a director. Click on **Save**.

**Director details**

Director Type	<input type="text" value="Director"/>
Surname	<input type="text" value="LUYABA"/>
Name(s)	<input type="text" value="TANDO"/>
Country of Origin	<input type="text" value="South Africa"/>
ID Number	<input type="text" value="8411115458086"/>
Director Status	<input type="text" value="Active"/>
Appointment Date	<input type="text" value="2012/11/27"/>
Date of Birth	<input type="text" value="1984-11-11"/>
Cellphone Number	<input type="text" value="0837279637"/>
Email Address	<input type="text" value="TANDO.LUYABA@GMAIL.COM"/>
Physical Address	<input type="text" value="30 BELMONT IN ARUNDO ESTATE"/> <input type="text" value="RIETSPRUIT DRIVE"/> <input type="text" value="THE REEDS EXT 45"/> <input type="text" value="GAUTENG"/> <input type="text" value="0157"/>
	<input type="checkbox"/> Tick to copy your Physical Address to the Postal Address fields
Postal Address	<input type="text" value="P O BOX 8813"/> <input type="text" value="CENTURION"/> <input type="text" value="CENTURION"/> <input type="text" value="GAUTENG"/> <input type="text" value="0046"/>

Please ensure that you will have access to this email address as most of the communication from the CIPC is sent through emails!

**Save**

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

**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	Director	Active	✓	✓	

[Continue](#)

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

**Confirmation of Changes**

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

Director Status: A - Active | B - Deceased | C - Resigned | D - Disqualified | F - Remove  
 Director Type: D - Director | K - Non Executive Director | N - Alternate Director

[Lodge](#)

15. The tracking number of the transaction will be displayed. An email with all required documentation will be sent to the logged in customer, as well as to all company directors.

**COMPANY DIRECTOR AMENDMENT FILED!**

The company director amendment you submitted has been filed under tracking number 717291527. An email with all the required documentation has been sent to the logged in customer and company directors.

[Logout](#)

16. If you did not receive the document which must be signed by one director, 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 director 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. An authorised director is required to sign the CoR39 document that is emailed to the customer. Send an email with the signed CoR39 document, as well as all supporting documents to [eServicesCOR39@cipc.co.za](mailto:eServicesCOR39@cipc.co.za).

18. The supporting documents required for Director changes are:

- a. Certified identity copy of applicant;
- b. Resolution pertaining to the changes;
- c. Notice and minutes if the decision was taken in a meeting;
- d. Certified ID copies of affected directors;
- e. Mandate by the company for the third party to submit on behalf of the company.

19. 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 number in the subject will be automatically rejected.

20. Once the supporting documents has been received, the document will be processed. For guidance on the service delivery standards for director changes, consult the CIPC website under [About/Our Service Turnaround Times](#).

21. Once the director amendments has been processed, a certificate will be emailed to the owner of the customer code.

22. 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.

