

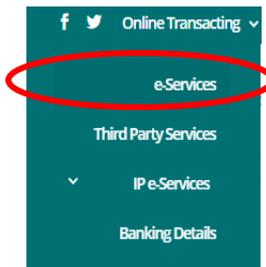
## Step by Step Guide: **Electronic (via e-Services) Authorised Share Changes**

In order to use this service you should have registered a customer code and a credit / debit card to effect payment.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Ensure that you use the below browsers when transacting on e-services:
  - Google Chrome
  - Mozilla Firefox
  - Safari
  - Microsoft Edge**Internet Explorer is not supported**

1. Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za), and click on **Online Transacting** and then **e-Services**. Or alternatively visit [eservices.cipc.co.za](http://eservices.cipc.co.za).

The screenshot displays the CIPC website homepage. At the top, a dark green navigation bar contains the following items: a home icon, a Twitter icon, 'Online Transacting' (circled in red), 'Vacancies', 'Quick Links', 'Useful Tools', 'BB-BEE Certification', and 'XBRL Programme'. Below this is a secondary navigation bar with 'Home', 'About', 'Legislation', 'Publications', 'CIPC Enquiries', 'Access', and 'Contact us'. The CIPC logo and 'Companies and Intellectual Property Commission' text are on the right. The main content area features a 'View All Customer Notices' link and a featured notice titled 'Introduction of additional payment method'. To the right is a large banner with a man on a phone, overlaid with the text 'WE'RE HERE TO HELP YOU' and a 'Contact us today' button. Below the banner are three service tiles: 'Register your Business' (with a man on a phone), 'Maintain your Business' (with a woman on a phone), and 'Protect your IP' (with colorful beaded figures). A fourth tile, 'Business & IP Search', shows a woman with a tablet. At the bottom, there are contact options: a WhatsApp icon with '\*120\*2472#', an 'Enquiries' button, and a 'Surveys' button. The footer contains the text 'Companies and Intellectual Property Commission - Copyright © 2017 / Terms and Conditions / Disclaimer' and social media icons for Facebook and Twitter.



## 2. Click on **Customer Login**.

 Companies and Intellectual Property Commission - eServices

Welcome GUEST  
PLEASE LOG IN TO START TRANSACTING

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 that currently you can only register private and non-profit companies with standard memorandum of incorporation, all other company types must be filed manually. Forms are 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](#)

## 3. 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 then tick the circular button to confirm that you have accepted the **CIPC Terms & Conditions**.

Welcome GUEST  
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

**Login to CIPC eServices**

Customer Code

Customer Password (case sensitive)

**Aa6rge**

Enter security code displayed above. (case sensitive)

Tick to accept the CIPC Terms & Conditions

LOGIN FORGOT PASSWORD

Before you login make sure you have a valid email address, you will not be able to transact if you don't have one. You can register for a free email address at Gmail.

If you are experiencing problems resetting your password, please email [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za) with the following:

- Certified identity copy (certification not optional)
- Password Reset Request Form

Once you receive notification that your details have been updated, you can reset your password online. [Click here](#) to view the steps.

**Acceptance of the CIPC Terms & Conditions creates a binding agreement between yourself and CIPC regarding the administration and payment of services.**

Select [Forgot Password](#) if you require your customer password to be resend to you.

4. The landing page of E-services will be displayed. Click on [Transact](#).

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome CCOOAR  
HAYLIE DELPORT testing

You are here: CIPC eServices » Home

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

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2017000475	TEST DECEASED 01082017	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000473	K2017000473 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000474	K2017000474 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000477	K2017000477 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000328	HAYLIE ENTERPRISE	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000327	K2017000327 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000312	HAYLIE CUPCAKE BAKERY	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000311	K2017000311 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000300	K2017000300 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	YES	
M1999017645	PEBBLE BED MODULAR REACTOR	IN BUSINESS	STATE OWNED COMPANY	NO	

**CURRENT PROCESSING DATES**

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	15/05/2016	15/05/2016 10:00:00
NEW COMPANY REGISTRATION [MANUAL]	15/05/2016	15/05/2016 10:00:00
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
NAME CHANGES [MANUAL]	24/06/2016	14/07/2016 12:28:42

**LATEST eSERVICES UPDATES**

**RETURNING SIGNED APPLICATION FORMS**  
14/07/2016 09:27:55  
PLEASE NOTE THAT SIGNED eSERVICES APPLICATION FORMS NOT RETURNED BACK TO CIPC WITHIN 10 CALENDAR DAYS FROM WEBSITE CAPTURE DATE WILL BE REJECTED.

**THIRD PARTY SYSTEM PILOT**  
14/07/2016 09:22:06  
CIPC IS CURRENTLY RUNNING A PILOT FOR A THIRD PARTY SYSTEM. TO PARTICIPATE PLEASE APPLY BY SENDING AN EMAIL TO THIRDPARTIES@CIPC.CO.ZA. PREFERENCE WILL BE GIVEN TO HIGH VOLUME CUSTOMERS.

**ANNUAL RETURN DEREGISTRATION**  
14/07/2016 08:27:55  
ON THE 20TH OF JULY 2016 CIPC WILL BE DEREGISTERING COMPANIES AND CLOSE CORPORATIONS THAT ARE NOT ANNUAL RETURN COMPLIANT.

**CONTACT DETAILS**  
Telephone Number: 0827788881  
Email Address: HDELPORT@CIPC.CO.ZA [UPDATE](#)

**PERSONAL DETAILS [SA CITIZENS ONLY]**  
Surname: DELPORT  
Name(s): HAYLIE  
ID Number: 7101270250583  
Disqualification Status: NOT DISQUALIFIED  
\*\*\* DISQUALIFIED ID NUMBERS CANNOT BE APPOINTED AS DIRECTORS IN ANY COMPANY

5. Click on [Authorised Share Changes](#).

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

You are here: CIPC eServices » Home » Transact

COMPANY REGISTRATION	AMEND COMPANY DIRECTOR DETAILS	AMEND CC MEMBER DETAILS	NAME RESERVATIONS	FILE ANNUAL RETURNS	AUDITORS & ACC. 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			

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

Terms and Conditions

TERMS AND CONDITIONS

- Only authorised persons (with signed mandate) may use this online process.
- Only changes authorised by special resolution by directors or shareholders may be done.
- Only shares of active companies may be changed.
- Changes to authorised shares does not require the adoption of a full new MOI. Upon the creation of a new class of shares, the company is reminded about the rights and privileges of the specific class of shares and therefore it MUST be incorporated into the MOI kept by the company.
- This is a fully automated service and no documents need to be submitted to CIPC to complete the process.
- IMPORTANT: Each company that makes use of this fully automated service MUST retain all documents relating to the changes filed and upon request provide such to the CIPC.

Enterprise Enquiry

Enterprise Number:

**VALIDATE**



**Companies utilising this service MUST comply with all stated Terms and Conditions.**

Enterprise Enquiry

Enterprise Number:

**VALIDATE**

**Note:**

- Only companies with an in business status (03) may utilise this service. For assistance on alternative filing methods, kindly log a ticket via [www.cipc.co.za](http://www.cipc.co.za) / enquiries.
- The correct company registration number CCYY/sequence/enterprise type (example 2010/012345/07) must be provided.

7. Confirm that (i) the correct company is displaying under **Enterprise Detail** and (ii) the correct share detail is displaying under **Current Shares**.

Enterprise Details	
Enterprise Number	2006/039184/07
Enterprise Name	SOUTHEY SA
Enterprise Type	Private Company
Enterprise Status	In Business
Registration Date	21 / 12 / 2006

Current Shares	
<b>Disclaimer</b>	
Below is a real time representation of the current share status of the company. By clicking on the "AGREE" button you confirm the correctness of the data and CIPC is indemnified for any errors that occur after share amendments are done. If it does not correspond with your records, please log a ticket via <a href="http://www.cipc.co.za/">www.cipc.co.za/</a> enquiries	
<b>Shares details</b>	
10	Authorised Ordinary par value shares of R 0,001 each
100025	Authorised Redeemable par value shares of R 0,001 each
50	Authorised Preference par value shares of R 0,001 each
7799	Authorised Redeemable Cumulative par value shares of R 0,001 each
77	Authorised Redeemable Cumulative par value shares of R 0,001 each
868	Authorised Unclassified par value shares of R 0,001 each
50	Authorised Preference par value shares of R 0,001 each
4999	Authorised Ordinary par value shares of R 0,001 each
8091	Authorised Unclassified par value shares of R 0,001 each
499945001	Authorised Ordinary par value shares of R 0,001 each
300	Authorised Ordinary no par value shares.
50000	Authorised Ordinary par value shares of R 0,001 each
20008	Authorised Ordinary no par value shares.
200	Authorised Redeemable par value shares of R 0,001 each
777	Authorised Preference par value shares of R 0,001 each
3587	Authorised Redeemable par value shares of R 0,001 each
27	Authorised Preference no par value shares.

AGREE

**BACK**

7.1 If the correct share detail is displaying, tick **Agree**.

AGREE <input checked="" type="checkbox"/>
---

7.2 If the correct entity and share detail are displaying, click on **Continue**.



8. The share detail will be displayed with an **Edit Share** button next to each share class.

8.1 Click on **Edit Share** next to the class you wish to change.

8.2 Click **+ Add Class** if you wish to add another class of shares.

Share details	+
10 Authorised Ordinary per value shares of R 0,001 each	<b>EDIT SHARE</b>
100025 Authorised Redeemable per value shares of R 0,001 each	<b>EDIT SHARE</b>
50 Authorised Preference per value shares of R 0,001 each	<b>EDIT SHARE</b>
7759 Authorised Redeemable Cumulative per value shares of R 0,001 each	<b>EDIT SHARE</b>
77 Authorised Redeemable Cumulative per value shares of R 0,001 each	<b>EDIT SHARE</b>
896 Authorised Unclassified per value shares of R 0,001 each	<b>EDIT SHARE</b>
50 Authorised Preference per value shares of R 0,001 each	<b>EDIT SHARE</b>
4959 Authorised Ordinary per value shares of R 0,001 each	<b>EDIT SHARE</b>
8051 Authorised Unclassified per value shares of R 0,001 each	<b>EDIT SHARE</b>
495949001 Authorised Ordinary per value shares of R 0,001 each	<b>EDIT SHARE</b>
300 Authorised Ordinary no per value shares.	<b>EDIT SHARE</b>
50000 Authorised Ordinary per value shares of R 0,001 each	<b>EDIT SHARE</b>
20008 Authorised Ordinary no per value shares.	<b>EDIT SHARE</b>
200 Authorised Redeemable per value shares of R 0,001 each	<b>EDIT SHARE</b>
777 Authorised Preference per value shares of R 0,001 each	<b>EDIT SHARE</b>
3567 Authorised Redeemable per value shares of R 0,001 each	<b>EDIT SHARE</b>
27 Authorised Preference no per value shares.	<b>EDIT SHARE</b>
	<b>+ ADD CLASS</b>

Notes:

- Multiple changes (called actions) may be effected as a single transaction on the service.
- The automated authorised share change service does not allow for the cancellation or deletion of a class. The number of shares for a specific class

may be decreased to zero. It will reflect in the **Current Drafts** and confirmation certificate as zero shares for the class.

**Current Drafts**

**Disclaimer**  
By clicking "Continue", you hereby accept that the reflected share changes are correct.

Shares type	Number of shares	(No) Par	Action
Authorised Ordinary	0	<input type="checkbox"/> No Par	

**CONTINUE** →

- Finalise one action at a time and then proceed to the next action. All the actions being captured will display under **Current Drafts**.
- Once all the actions have been captured, click on **Continue**.

**Current Drafts**

**Disclaimer**  
By clicking "Continue", you hereby accept that the reflected share changes are correct.

Shares type	Number of shares	(No) Par	Action
Authorised Ordinary	200080	<input type="checkbox"/> No Par	
Authorised Preference	25	<input type="checkbox"/> No Par	
Authorised Redeemable	20	<input checked="" type="checkbox"/> Par	
Authorised Redeemable Cumulative	2	<input type="checkbox"/> No Par	

**CONTINUE** →

- If **Par** value ticked = par value share class  
 Par
- If **No Par** value un-ticked = no par value share class  
 No Par

9. Indicate the date on which the special resolution was passed by either the board of directors or shareholders (depending on the type of change being captured).

Special Resolution

**SPECIAL RESOLUTION**

Special resolution passed by directors or shareholders of the company confirming the authorised share changes in terms of section 36 of the Companies Act, 71 of 2008.

**Disclaimer:** By ticking "Confirm special resolution", the company confirms that all requirements in terms of the Companies Act, 71 of 2008 were met and CIPC is indemnified from any liability and responsibility of correcting any erroneous changes. Companies MUST retain all documents relating to the changes filed and upon request provide such to the CIPC.

Special resolution:

Confirm special resolution:

**Notes:**

- Special resolution section will appear and must be completed for each action that is effected.
- Special resolution date may not be a future date.
- Company (and it's duly authorised representative, who submits the details on behalf of the company) must keep all special resolutions and record relating to the transaction and must ensure that all provisions of the Companies Act 71 of 2018 were complied with before submitting the detail to CIPC.
- CIPC is not liable for the correction of any incorrectly captured detail and/or damages suffered by the company upon the incorrect details being submitted to CIPC.

**10. Type of changes:**

**10.1 Increase or Decrease** selected class of shares

- a) Select the class of share to change by clicking on the **Edit Share** button next to the relevant class.
- b) Select either **Increase** or **Decrease** from **Select Action** drop down list to increase or decrease the selected class of shares.

Select action

Select action

Select action

Increase

Decrease

Re-classify

Conversion

Select action to perform on shares.

- c) Indicate the new increased or decreased number of shares and click **Validate**.

Select action

Increase Select action to perform on shares.

Shares details

Instructions

Please validate the share change by clicking "Validate".

Shares class: Authorised Ordinary

Number of shares: 20008

Value per share: 0.001

(No) par:

VALIDATE

d) Confirm that the action is correct and click on **Update**.

Shares details

Instructions

Please validate the share change by clicking "Validate".

Shares class: Authorised Ordinary

Number of shares: 200080

Value per share: 0.001

(No) par:

UPDATE

VALIDATE

Notes:

- For a pre-existing company (company registered before 1 May 2011) – if such company has par value shares on record, the **(No) par** tick box will be un-ticked.
- If such company has no par value shares on record, **(No) par** tick box will be ticked.
- Companies with par value shares will not be allowed to increase par value shares, unless they convert first from par value to no par value shares
- The confirmed action will reflect under **Current Drafts**.

**Current Drafts**

**Disclaimer**  
By clicking "Continue", you hereby accept that the reflected share changes are correct.

Shares type	Number of shares	(No) Par	Action
Authorised Ordinary	200080	<input type="checkbox"/> No Par	<a href="#">REMOVE SHARE</a>
Authorised Redeemable	20	<input checked="" type="checkbox"/> Par	<a href="#">REMOVE SHARE</a>

[CONTINUE](#)

## 10.2 Re-classify selected class of shares

- a) Select the class of share to change by ticking **Edit Share** button next to the class to be changed.

Shares details	Action
100 Authorized Ordinary no par value shares of R 1 each	<a href="#">EDIT SHARE</a>
1000 Authorized Redeemable Cumulative par value shares of R 1 each	<a href="#">EDIT SHARE</a>
4566 Authorized Ordinary no par value shares of R 0 each	<a href="#">EDIT SHARE</a>
4566 Authorized Ordinary no par value shares of R 0 each	<a href="#">EDIT SHARE</a>
500 Authorized Preference par value shares of R 1 each	<a href="#">EDIT SHARE</a>
	<a href="#">+ ADD CLASS</a>

- b) Select **Re-classify** from **Select Action** drop down list to re-classify the selected class of shares.

**Select action**

Select action Select actions to perform on shares

**Select action**

Increase

Decrease

Re-classify

Conversion

- c) Indicate the new share class from the **Select share class** drop down list and indicate the increased or decreased **Number of shares** (if applicable), and click **Validate**.

Select action

Re-classify Select action to perform on shares.

Shares details

**Instructions**

Please validate the share change by clicking "Validate".

Shares class: Authorised Preference

Re-classify to: Authorised Ordinary

Number of shares: 27

Value per share: 0,001

(No) par:

VALIDATE 

Select action

Re-classify Select action to perform on shares.

Shares details

**Instructions**

Please validate the share change by clicking "Validate".

Shares class: Authorised Preference

Re-classify to: Authorised Redeemable Cumulative

Number of shares: 2

Value per share: 0,001

(No) par:

UPDATE 

VALIDATE 

- d) Confirm that the action is correct and click on **Update**.

Current Drafts

**Disclaimer**

By clicking "Continue", you hereby accept that the reflected share changes are correct.

Shares type	Number of shares	(No) Par	Action
Authorised Ordinary	200080	<input type="checkbox"/> No Par	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">REMOVE SHARE</a>
Authorised Preference	25	<input type="checkbox"/> No Par	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">REMOVE SHARE</a>
Authorised Redeemable	20	<input checked="" type="checkbox"/> Par	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">REMOVE SHARE</a>
Authorised Redeemable Cumulative	2	<input type="checkbox"/> No Par	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">REMOVE SHARE</a>

[CONTINUE](#)

**Notes:**

- Company will not be allowed to re-classify a class of shares and then increase it. The company must file another authorised share change to increase the newly re-classified share class.

**10.3 Convert** selected class of shares

- a) Select the class of share to change by ticking **Edit Share** button next to the class.

50 Authorised Preference par value shares of R 0,001 each	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">EDIT SHARE</a>
4999 Authorised Ordinary par value shares of R 0,001 each	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">EDIT SHARE</a>
8091 Authorised Unclassified par value shares of R 0,001 each	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px;">EDIT SHARE</a>

- b) Select **Conversion** from **Select Action** drop down list to convert selected class of shares from par value to no par value.

Select action

Conversion  Select action to perform on shares.

---

Shares details

**Instructions**

Please validate the share change by clicking "Validate".

**Confirm Board Report**

- Board Report in terms of Companies Regulation 31(7) of 2011 was published to the shareholders and contains the minimum information as required.

Confirm Board Report:

**VALIDATE**

- c) Confirm that the required Board Report as required in terms of Companies Regulation 31(7) of 2011 was published by ticking **Confirm Board Report**.

Shares details

**Instructions**

Please validate the share change by clicking "Validate".

**Confirm Board Report**

- Board Report in terms of Companies Regulation 31(7) of 2011 was published to the shareholders and contains the minimum information as required.

Confirm Board Report:

- d) Tick **(No) Par** to confirm the conversion.

Shares details

**Instructions**

Please validate the share change by clicking "Validate".

**Confirm Board Report**

- Board Report in terms of Companies Regulation 31(7) of 2011 was published to the shareholders and contains the minimum information as required.

Confirm Board Report:

Shares class:

Number of shares:

Value per share:

(No) par:   Yes

Do you want to increase this class?  No  Yes Click to convert.

**VALIDATE**

- e) Once **(No) Par** is ticked, the shares are automatically converted to no par value and the no par value shares maybe increased by ticking the **Yes** circular button at **Do you want to increase this class?**

Shares details

**Instructions**  
Please validate the share change by clicking "Validate".

**Confirm Board Report**  
• Board Report in terms of Companies Regulation 31(7) of 2011 was published to the shareholders and contains the minimum information as required.  
Confirm Board Report:

Shares class:   
Number of shares:   
Value per share:   
(No) par:   
Do you want to increase this class?  No  Yes

Click to convert.

**VALIDATE** 

- f) Confirm that the action is correct and click on **Update**.

Shares details

**Instructions**  
Please validate the share change by clicking "Validate".

**Confirm Board Report**  
• Board Report in terms of Companies Regulation 31(7) of 2011 was published to the shareholders and contains the minimum information as required.  
Confirm Board Report:

Shares class:   
Number of shares:   
Value per share:   
(No) par:   
Do you want to increase this class?  No  Yes

Click to convert.

**UPDATE** 

**VALIDATE** 

Current Drafts

**Disclaimer**

By clicking "Continue", you hereby accept that the reflected share changes are correct.

Shares type	Number of shares	(No) Par	Action
Authorised Ordinary	4999000	<input type="checkbox"/> No Par	<a href="#" style="background-color: #007060; color: white; padding: 2px 5px;">REMOVE SHARE</a>
Authorised Ordinary	200080	<input type="checkbox"/> No Par	<a href="#" style="background-color: #007060; color: white; padding: 2px 5px;">REMOVE SHARE</a>
Authorised Preference	25	<input type="checkbox"/> No Par	<a href="#" style="background-color: #007060; color: white; padding: 2px 5px;">REMOVE SHARE</a>
Authorised Redeemable	20	<input checked="" type="checkbox"/> Par	<a href="#" style="background-color: #007060; color: white; padding: 2px 5px;">REMOVE SHARE</a>
Authorised Redeemable Cumulative	2	<input type="checkbox"/> No Par	<a href="#" style="background-color: #007060; color: white; padding: 2px 5px;">REMOVE SHARE</a>

[CONTINUE →](#)

#### Notes:

- For a pre-existing company (company registered before 1 May 2011) – if such company has par value shares on record, by ticking **(No) par** the system will automatically convert the same number of the class of the share from par value shares to no par value shares. Therefore, the conversion from par value to no par value and subsequent increase of the converted no par value shares are done in a single action. The loaded information will display as follows under **Current Drafts**.
- A company will not be allowed to decrease the converted no par value shares with a conversion of the shares. If the company wishes to decrease the no par value shares, then a conversion on the same number of shares must be loaded and then a second transaction loaded for the decrease.

#### 10.4 Add a new class of shares

- a) Select the **+ Add Class** to add a new class of shares.

27 Authorised Preference no par value shares.

EDIT SHARE

+ ADD CLASS

- b) Select share class from **Select share** class drop down list and indicate the number of shares and click **Add**.

Create new class

Share Class:

Number of shares:

**ADD**

c) Confirm that that the action is correct and click on **Update**.

Create new class

Share Class:

Number of shares:

**ADD**

11. When all actions have been captured click **Continue**.

Current Drafts

**Disclaimer**

By clicking "Continue", you hereby accept that the reflected share changes are correct.

Shares type	Number of shares	(No) Par	Action
Authorised Ordinary	100	<input type="checkbox"/> No Par	REMOVE SHARE
Authorised Ordinary	200	<input type="checkbox"/> No Par	REMOVE SHARE
Authorised Ordinary	4999000	<input type="checkbox"/> No Par	REMOVE SHARE
Authorised Ordinary	200080	<input type="checkbox"/> No Par	REMOVE SHARE
Authorised Preference	25	<input type="checkbox"/> No Par	REMOVE SHARE
Authorised Redeemable	20	<input checked="" type="checkbox"/> Par	REMOVE SHARE
Authorised Unclassified	10000000	<input type="checkbox"/> No Par	REMOVE SHARE
Authorised Redeemable Cumulative	2	<input type="checkbox"/> No Par	REMOVE SHARE

**CONTINUE**

Notes:

- If **Par** value ticked = par value share class

Par

- If **No Par** value un-ticked = no par value share class

No Par

12. Click the circular button next to the selected director or natural company secretary to whom the OTP must be send and click **Continue**.

Select director

**TERMS AND CONDITIONS**

Please select only one director from the displayed list to receive the OTP (One-time-pin). By selecting the director, you acknowledge that the selected director is mandated to attend to the authorised share changes on behalf of the company and will be able to receive the OTP via the cell phone number and e-mail address as per CIPC's records.

Must receive OTP	ID / Passport Number	Name(s)	Surname	Type	Status
<input type="radio"/>			FUSION CORPORATE SECRETARIAL SERVICES	Secretary (Companies and CC's)	Active
<input type="radio"/>	591213XXXXXX	MORRISON ETIENNE	SMIT	Director	Active
<input type="radio"/>	510916XXXXXX	ROBERTO	LAURICELLA	Director	Active
<input checked="" type="radio"/>	610925XXXXXX	THEODOROS	BOTOULAS	Director	Active
<input type="radio"/>	761264242	ROY	ADAIR	Director	Active
<input type="radio"/>	700109XXXXXX	CRAIG IAN	CAMPBELL	Director	Active

**CONTINUE** →

13. Type in **OTP** and click **Validate**.

Capture OTP

One Time Pin:

**VALIDATE** ✓

14. Confirm e-services transaction for which payment is being made, select **Payment Option** and click **Pay Now**.

You are here: eServices » Cart

E-Services

Reference Number	Enterprise Number	Form Code	Description	Service	Amount	
9100157227	M2006039184	CoR15.2		Authorised Share Changes	250,00	Remove

Sub Total : R 250,00

Total : R 250,00

Payment Option:  Card  Customer Balance

**PAY NOW** 

**Notes:**

- If there are insufficient funds in the customer code at the time of filing the transaction, the system will automatically default to **Card** as the payment option.
- Authorised share changes for multiple entities may be filed with only a single payment being made.
- Once ready to exit and make payment, click on **Pay Now**.

**If Card payment option was selected:**

15. Complete Debit or Credit card details by completing **Card Details** screen.

**CARD DETAILS**

Tick to use previous card details

Card Number

Expiry Date (mmyyyy)

**PAY NOW** 

[Payment Terms & Conditions](#) 

CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank.

**Note:**

- If customer wants to make use of previously used card details click on the circular button next to **Tick to use previous card details**. This option may only

be selected if the customer has made previous card payment using the Pay-As-You-Go payment option.

## 16. Accept CIPC Terms and Conditions

Note:

- Click on **Payment Terms & Conditions**, read the terms and conditions and then either Accept or Decline the acceptance thereof. It is **mandatory** for customers to read and then either accept or decline the payment terms and conditions.

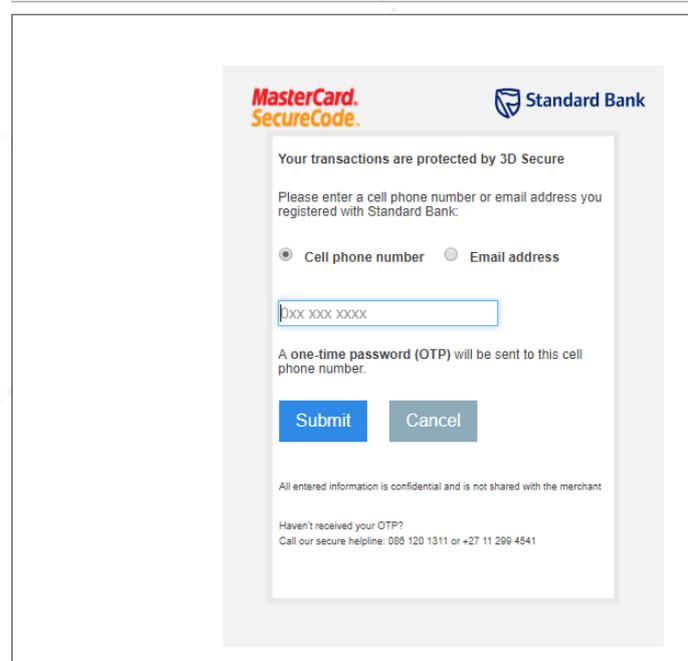


## 17. Finalise payment by clicking on **Pay Now** and providing One Time Pin (OTP) sent to your phone by your bank.



CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank.

### 3D SECURE PAYER AUTHENTICATION

A screenshot of a 3D Secure Payer Authentication window. The window has a grey background and contains the following elements: the MasterCard SecureCode logo, the Standard Bank logo, a message stating 'Your transactions are protected by 3D Secure', a prompt to enter a cell phone number or email address, radio buttons for 'Cell phone number' (selected) and 'Email address', a text input field with a placeholder 'xxx xxx xxxx', a message stating 'A one-time password (OTP) will be sent to this cell phone number.', 'Submit' and 'Cancel' buttons, a confidentiality notice, and a help line number: 'Haven't received your OTP? Call our secure helpline: 085 120 1311 or +27 11 299 4541'.

### 3D SECURE PAYER AUTHENTICATION

**MasterCard. SecureCode.** **Standard Bank**

**Order summary**

Merchant  
CIPC

Amount  
R1.00ZAR

Date  
31 Jul 2017

Cardnumber  
\*\*\*\*\*1904

A one-time password (OTP) was sent to \*\*\* \*\*\*\*\* 881 at 14:40:42.

Enter OTP

**Submit** **Cancel**

Haven't received your OTP? [Resend OTP](#)  
Alternately, call our secure helpline: 086 120 1311 or +27 11 299 4541  
All entered information is confidential and is not shared with the merchant

#### Note:

- Depending on the bank used for the transaction, the above two screens may look slightly different. The screens above are the screens when a Standard Bank card is used.
- If you are a Capitec Bank account holder you need to use the security code which you registered with Capitec Bank for online transactions.

#### 18. Confirmation of completed filing and payment.

You are here: eServices » Customer Balance Payment

Your transaction was submitted for processing successfully. Your certificate will be sent to : The processed items certificates has been queued to be sent to [REDACTED] Thank You!

E-Services

Reference Number	Enterprise Number	Form Code	Description	Service	Amount	Status
9100157227	M2006039184	CoR15.2		Authorised Share Changes	250	Processed

#### 19. Filing confirmation will be e-mailed to the e-mail address indicated on the customer code profile.