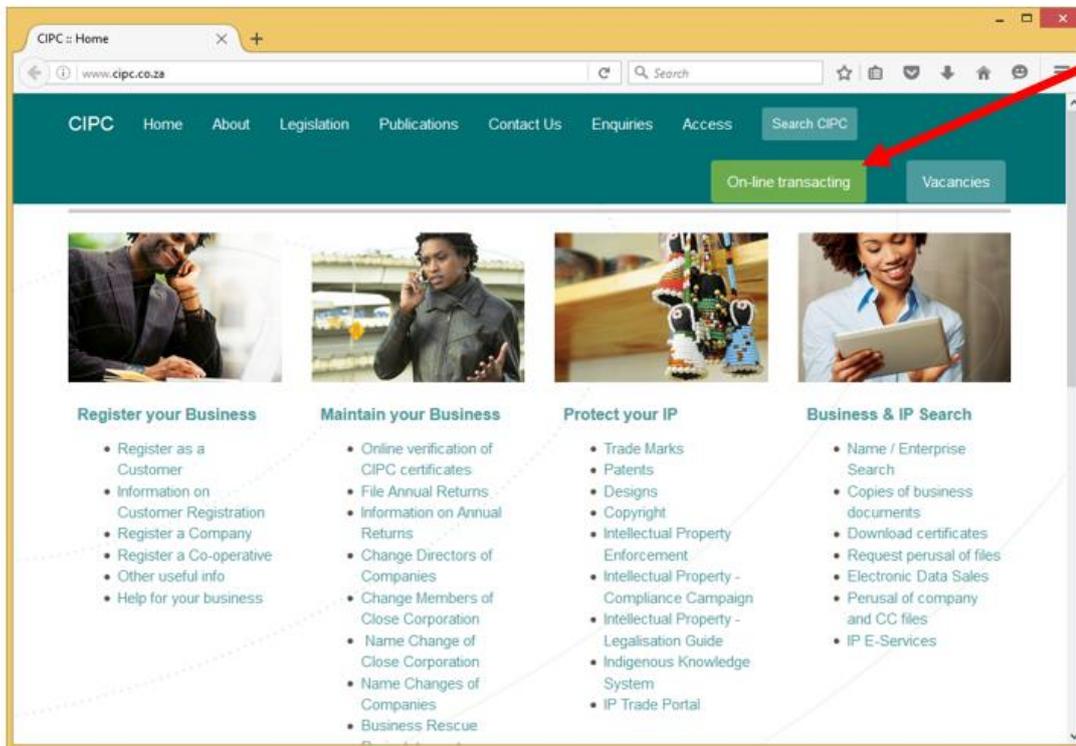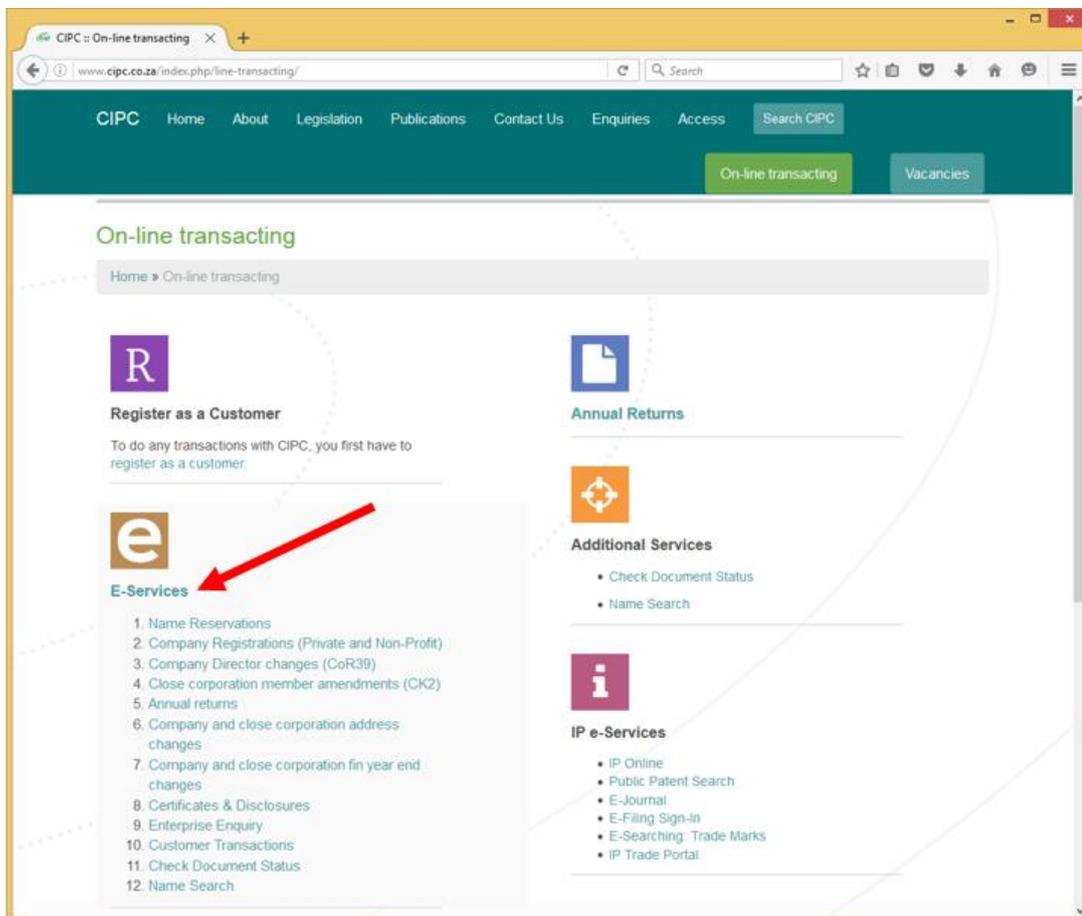## Step by Step Guide – Document Upload – Director Change – COR 39

Step 1: Click On-Line transacting   On-line transacting
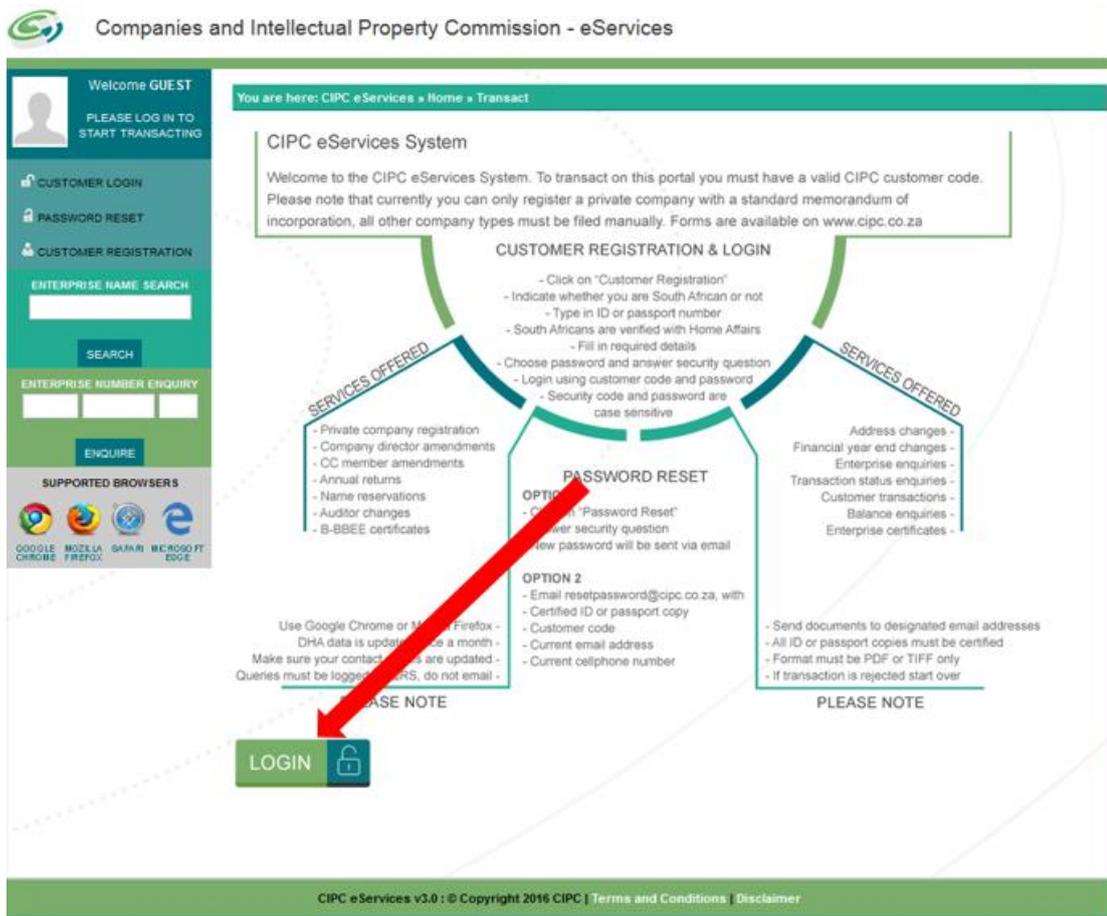

Step 2: Click E-Services

Step 3: Click on the LOGIN 🔒 button

Step 4: Enter Login credentials and click on the LOGIN 🔒 button

Step 5: Click on the **TRANSACT** button:

Step 6: Click on the **DOCUMENT UPLOAD** button

Step 7: For New Company Director Amendment documents upload click [COMPANY DIRECTOR AMENDMENT DOCUMENTS] button

Step 8: Enter the tracking number of the relevant company registration and click [CONTINUE →]
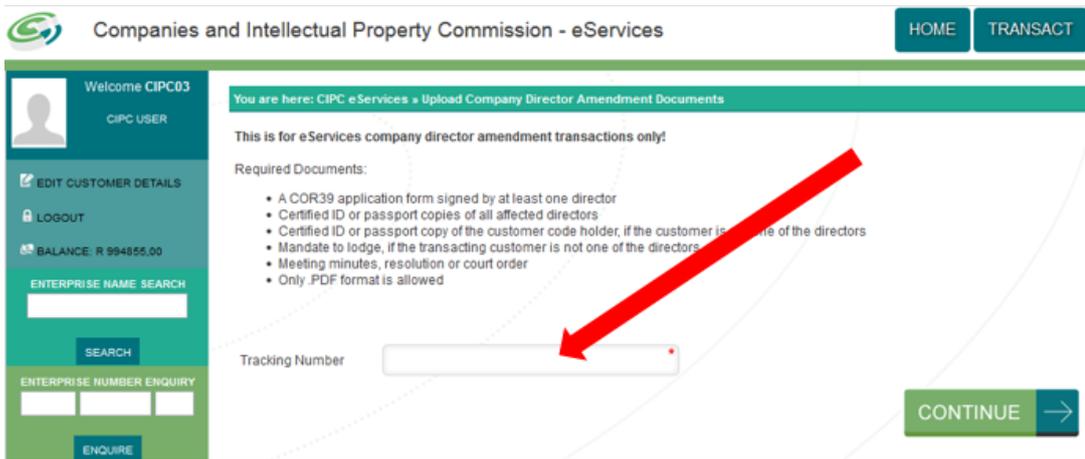
Step 9: Click on the [Select File] button to choose the files to upload or click and drag the files into the drop box
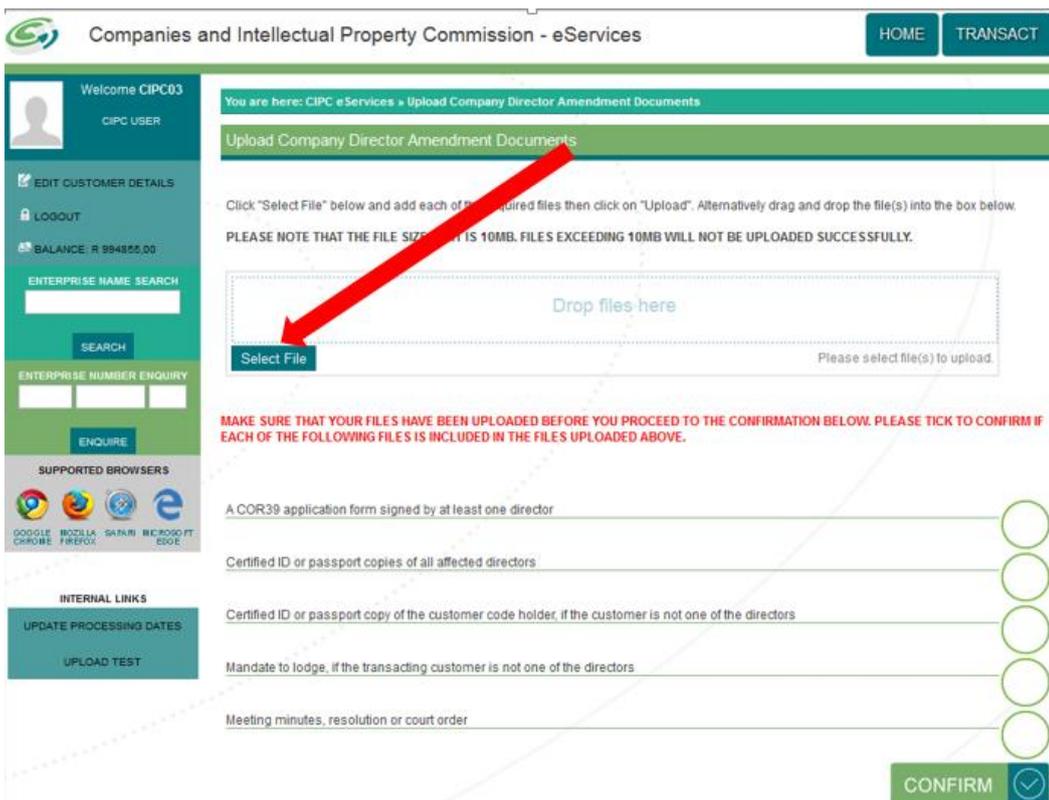
Step 10: Once the files have been selected or dragged into the drop box click **Upload** button to submit the documents, PDF files preferred.

If the documents were successfully uploaded there will be a message next to the attachment (Uploaded)

Step 11: Click each of the buttons to confirm that each of the files is included in the upload

Once the buttons have been ticked and you verify that the conditions are met click CONFIRM ✓

- Certified ID or passport copy of the customer code holder, if the customer is not one of the members [NOT MANDATORY]
- Power of attorney or mandate to lodge if the transacting customer is not one of the members [NOT MANDATORY]

MAKE SURE THAT YOUR FILES HAVE BEEN UPLOADED BEFORE YOU PROCEED TO THE CONFIRMATION BELOW. PLEASE TICK TO CONFIRM IF EACH OF THE FOLLOWING FILES IS INCLUDED IN THE FILES UPLOADED ABOVE.

A COR39 application form signed by at least one director ✓

Certified ID or passport copies of all affected directors ✓

Certified ID or passport copy of the customer code holder, if the customer is not one of the directors ◯

Mandate to lodge, if the transacting customer is not one of the directors ◯

Meeting minutes, resolution or court order ✓

CONFIRM ✓

Step 12: When all is done a message is displayed that the Documents are uploaded

You are here: CIPC eServices » Upload Documents » Uploaded

DOCUMENTS UPLOADED!

Documents for enterprise number K2016082769, tracking number 932637140 have been uploaded. Transaction will now be forwarded to the processing queue. Please refer to the CIPC service standards to determine turnaround times for processing.

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