

ELECTRONIC FORM CoR 39 (NOTICE OF CHANGE OF DIRECTORS) COMPANY CHANGES GUIDE

Step 1: Log onto the CIPC website at www.cipc.co.za



Step 2: Register as Customer (if not registered already)

If not an existing customer, click on **Customer Registration** to register and complete the required fields and submit.



Step 3: Fees

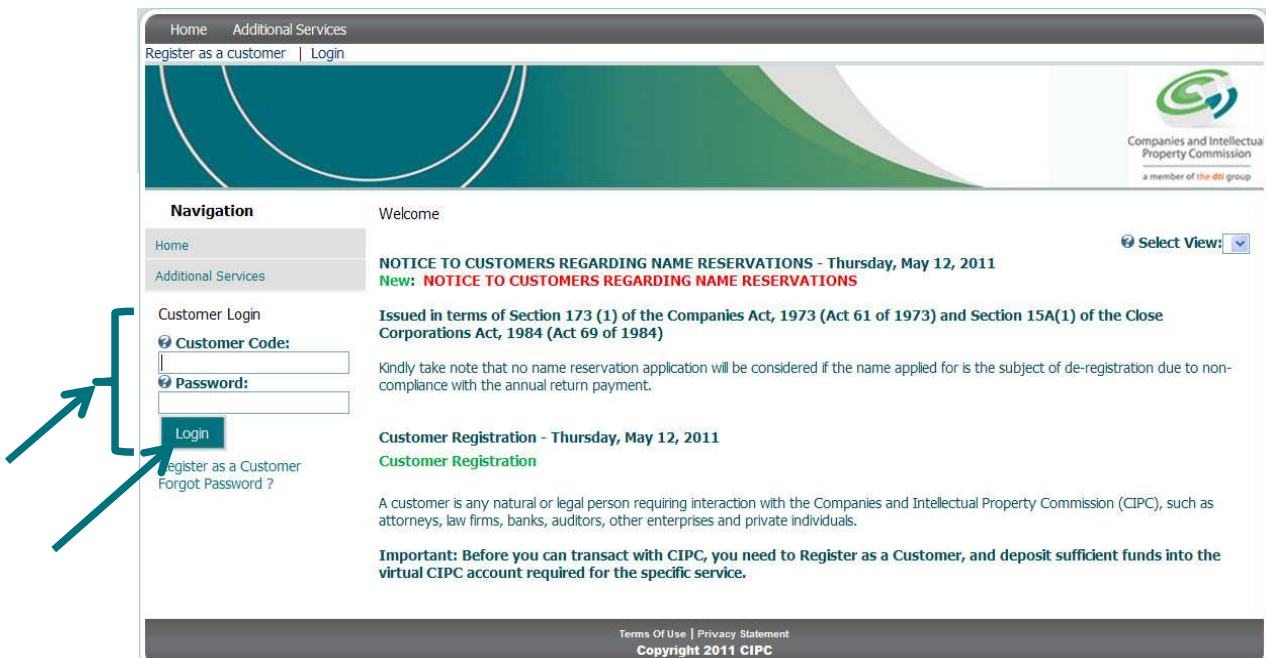
Company changes (CoR 39 – Notice of Change of Directors) is free of charge.

Step 4 : Login as Customer

If already registered as a **Customer**, click on **Customer Login**.



Type in **Customer Code** and **Password** selected at **Customer Registration**. Click on **Login**



Step 5: Provide details of Company

Complete the **Enterprise Name** and **Enterprise Number** fields and click **Submit**.

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JAN HENDRIK NEL | Logout

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Enterprise Name

Enterprise Number / /

Step 6: Confirm that requirements are met

Tick the relevant fields if the requirements are met, and click the **Confirm Requirements** button.

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Date of general meeting where decision was taken to change director(s)

Certified copies of ID's, Passports, other valid forms of identification of authorising directors and other officers as well as the customer; ☐

Certified copy of an extract of the minutes where the resolution to appoint or remove directors was made; ☐

Certified copy of notice of such meeting; ☐

Mandate authorising a person or a firm who will lodge the form, printed on a company letterSubHead and signed by the CEO or Managing Director of the company; ☐

[Confirm Requirements](#)

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Step 7: Complete the **Customer Details** and **Authorising Director's Details**

The **Enterprise Details** on this screen are prepopulated. Complete the required fields for **Customer details** and the **Authorising Director's** Details. If there is only one Director, complete the same details in both fields. If you want to add more directors, click on the **Add** button.

If anything is completed incorrectly, or some fields are missing, an error message will be displayed at the top of the screen or next to the fields in red. Correct as indicated.

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Please note that the below mentioned enterprise is currently "locked" for electronic lodgements. Please complete the application and submit further supporting documents must be submitted to CIPC in order to "unlock".

Enterprise Details

Enterprise Name: CEENEX

Enterprise Number: 1992 / 008300 / 07

Customer Details

Surname:

Full Names:

ID Number:

Cell Number:

Email Address:

Strictly contact details of Authorising Director

Authorising Director:

Surname:

Full Names:

ID Number:

Designation:

Select if the director / secretary:

After completing the required fields successfully, and clicking on **Submit**, you will receive a message indicating the following:

Your customer and authorising director/s details have now been saved successfully.

Email all relevant documents to CIPC: cm29admin4@cipc.co.za

Password will be sent to authorising director/s as soon as the enterprise is unlocked. CIPC will inform the authorising person of the unlocking of the director/s profile.

Step 11: Filing of supporting Documents

Customers must forward the supporting documents (See **Explanatory notes** at end of document for a list of required supporting documents) **for the transaction to** CM29_admin4@cipc.co.za and a completed and signed **CoR39** form to CIPC. (This form can be accessed by clicking on the **Enterprises** menu button on the CIPC Home page. Select Companies on the right hand menu and click on Company Forms. Open and print the **CoR39** form.)

CIPC will verify the supporting documents for the CoR39, and if they are correct, will release the transaction by emailing a password to the authorised director.

Step 8: Filing CoR 39 Online

Once the password has been received, Log in as a **Customer** again and click on **Director Amendments**. Enter the **Enterprise Name** and **Enterprise Number** and click on **Submit**.

The screenshot shows the top navigation bar with links: Home, Name Reservation, Annual Return, Companies, Restoration(CO/CC), and Additional Services. Below the navigation bar, the user is logged in as JAN HENDRIK NEL. The main content area features a search form with fields for Enterprise Name and Enterprise Number, and a Submit button. A large bracket on the right side of the form indicates the search criteria. A red arrow points to the Submit button.

Complete the **Enterprise Password** that was send via email to unlock the Amendment screen, and click the “**I confirm**” tick box, to confirm the Mandate agreement. Click on **Next**, and lodge the **CoR39** by completing the required fields.

The screenshot shows the Mandate Agreement section, which includes a text box for the Enterprise Password and a checkbox for "I Confirm." A red arrow points to the "Next" button. The Mandate Agreement text is as follows:

Mandate Agreement

I confirm that the written consent of the directors or officers whose names appear in this return have been obtained on a duly completed CoR39 and that according thereto, the directors or officers are not disqualified under S218 or 219 of the Companies Act 61 of 1973.

I further confirm that I have the requisite mandate from the company concerned to lodge the return on their behalf.

I am aware that should it subsequently be found that I did not have a legal mandate from the company to lodge such return, that I may be criminally prosecuted for fraudulent misrepresentation.

Click **Edit** next to Directors details to edit the details, or click on **New Appointment** to add another director.

The screenshot shows the CoR39 Company Changes Online Guide interface. At the top, there is a navigation bar with links: Home, Name Reservation, Annual Return, Companies, Restoration(CO/CC), and Additional Services. Below this, the user is logged in as KLAAS RHEEDER. The main content area displays a table of directors with columns: Name, Surname, ID Number, Previous ID Number, Status, and an Edit link. The table contains four rows of director information. A red arrow points to the 'Edit' link for the first director. Below the table, there is a 'New Appointment' button, also indicated by a red arrow. The footer contains links for Terms Of Use and Privacy Statement, and a copyright notice for 2011 CIPC.

Name	Surname	ID Number	Previous ID Number	Status	
JOHAN CORNELIUS	WAGNER	5206155074089	5206155074089	A	Edit
MICHELE ANN	MC DONALD	6905120034081	6905120034081	A	Edit
ROLF FERDINAND	KIECK	6003155201080	6003155201080	A	Edit
IMRE	VILJOEN	7107125243085	7107125243085	A	Edit

[New Appointment](#)

Complete the required fields.

The screenshot shows the CoR39 Company Changes Online Guide interface with the 'ADD / EDIT DIRECTOR' form open. The form contains the following fields:

- Previous ID Number:
- Status change:
- Director Surname:
- Director Name:
- Director Email:
- Director Nationality:
- Directory Identification Type: ☒ ID Number ☐ Passport Number
- Director's ID Number:
- Country of Origin:
- Director Appointment Date:
- Director Effective Date:
- Occupation:

The form is overlaid on the main interface, which shows the same navigation bar and user information as the previous screenshot. A small table of directors is visible in the background on the right side of the form.

If any fields are incomplete or invalid, the system will provide an error message in red. Correct and complete the required fields and click on **Add/Edit**.

ADD / EDIT DIRECTOR

Director's ID Number: 56060450139084
Please enter valid director ID number

Country of Origin: South Africa

Director Appointment Date: 09-01-2011

Director Effective Date: 09-01-2011

Occupation: SELFEMPLOYED

Designation in company: Officer

Postal Address: PO BOX 1
PRETORIA

Postal Code: 0001

Business Address: 1 MEINTJIES STR
SUNNYSIDE

Postal Code: 0001

Director Residential Address: 1 ROUX STR
TEST

Postal Code: 0001

Nature of change: ADD DIRECTOR
Please enter Nature of Change


ADD / EDIT Cancel

To add another director, click on **New Appointment**.

Click on **Lodge Amendment** to file the application.

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KLAAS RHEEDER | Logout



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Name	Surname	ID Number	Previous ID Number	Status	
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ROLF FERDINAND	KIECK	6003155201080	6003155201080	A	Edit
IMRE	VILJOEN	7107125243085	7107125243085	A	Edit
IMRE	VILJOEN	7109010139084		C	Edit


[New Appointment](#)
[Lodge Amendment](#)

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A screen will display, indicating that the application for amendment was succesful. The information provided on the online application is processed. You are advised to print this document by clicking on “**For printable version, [click here](#)**” for later reference in corresponding with CIPC.

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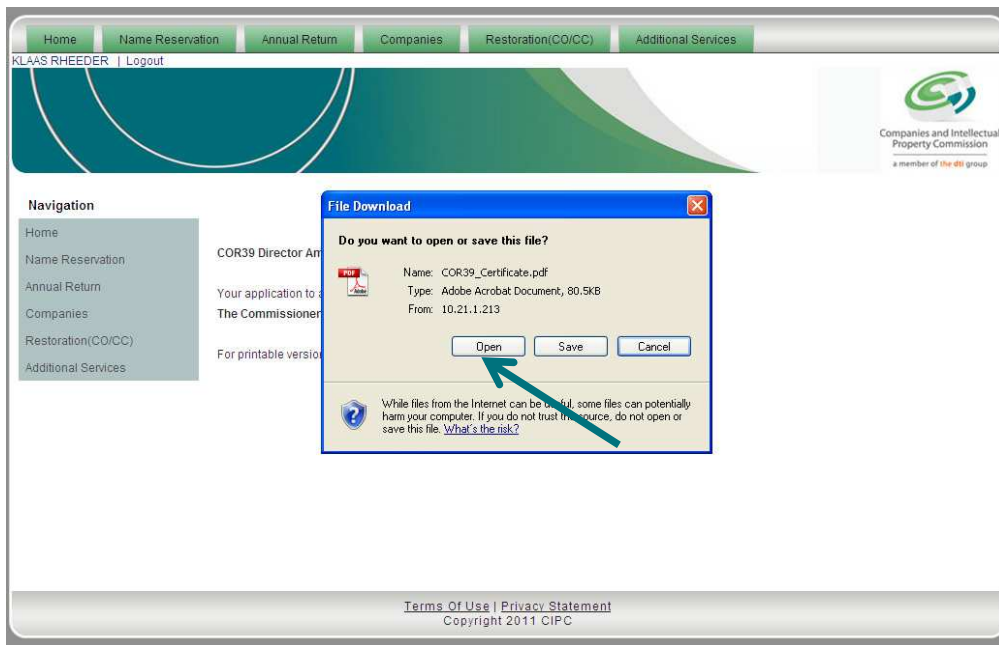
COR39 Director Amendments: CEENEX - M1992006300

Your application to amend directors was succesfully processed.
The Commissioner Companies and Intellectual Property Commission(CIPC)

For printable version [click here](#).



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Click on **Open** in order to open and print the certificate, or on **Save** to save the certificate.



Print the document.

See below example of **Certificate** regarding Director Amendments.

Certificate issued by the Commissioner of Companies & Intellectual Property Commission on Tuesday, September 13, 2011 at 12:58		
Certificate of Director Amendments		Companies and Intellectual Property Commission
CoR 39	Registration Number: 1992 / 006300 / 07 Enterprise Name: CEENEX	a member of the dti group
ENTERPRISE INFORMATION		
Registration Number	1992 / 006300 / 07	
Enterprise Name	CEENEX	
Enterprise Shortened Name		
Enterprise Translated Name		
Registration Date	29/10/1992	
Business Start Date	29/10/1992	
Enterprise Type	Private Company	
Enterprise Status	In Business	
Financial Year End	February	
Number of Directors	4	
Description of Principal Business		
Addresses	<u>POSTAL ADDRESS</u> P O BOX 72778 LYNNWOOD RIDGE 0040	<u>ADDRESS OF REGISTERED OFFICE</u> 16 NATALIE AVENUE MURRAYFIELD 0184
DETAILS OF AUDITOR / ACCOUNTING OFFICER		
Name	SAMUEL PAUW INCORPORATED	
Membership/Practice No	961280	
Profession	Chartered Accountants	
Postal Address	PO BOX 72778 LYNNWOOD RIDGE 0040	
Telephone Number		
Fax Number		
Email Address		
Cell Number		
Appointment Date	20/05/2010	
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Physical Address the dti Campus - Block F 77 Meintjies Street Sunnyside 0001	Postal Address: Companies P O Box 429 Pretoria 0001	Doors: 255 Web: www.cipc.co.za Contact Centre: 086 100 3472 (CIPC) Contact Centre (International): +27 12 394 9500
		

Explanatory Notes

Main Form:

- CoR39

Supporting Document:

- Certified identity copy of applicant
- Certified identity copies of resigning, appointed and active directors
- Copy of CoR39 to be filed –when filing supporting documents for the electronic transaction to be unlocked.
- Depending on the nature of change:
 - Proof of disqualification or delinquency (Court order appointing a curator / sequestration)
 - Proof of death (Appointment as Executor Letter)
 - Proof of incapacitation (Court order appointing a curator / sequestration)
 - Proof of resignation (Letter of resignation)
 - Proof of appointment (Letter of acceptance of appointment)
 - Mandate for applicant to lodge notice on behalf of the company
 - Resolution or minutes of the meeting in terms of which director has resigned/appointed/removed

Registration Requirements

- Company must file a CoR39 within 10 business days from appointment of director or within 20 business days from date the director ceases to be a director.
- Minor may not be a director of company. Therefore, if minor is emancipated the court order to that effect must be filed with the CoR39.
- Unrehabilitated insolvent may not be a director of company. If rehabilitated the court order must accompany the manual application. Application for change of director cannot be filed electronically because the system validates against the Disqualified Directors Register (DDR).