

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

Step 1: Log onto the CIPC website at [www.cipc.co.za](http://www.cipc.co.za)

The screenshot shows the CIPC website homepage. At the top right is the CIPC logo and the text 'Companies and Intellectual Property Commission a member of the dti group'. Below this is a navigation bar with links: 'CUSTOMER LOGIN | CUSTOMER REGISTRATION | ADDITIONAL SERVICES'. A secondary navigation bar includes 'Home', 'About Us', 'Enterprises', 'Intellectual Property', 'Partners', 'Publications & Documents', 'Notices & Notes', and 'Help'. The main content area features a large 'WELCOME TO THE CIPC WEBSITE!' heading. To the left is a 'CUSTOMER TRANSACTION' menu with 'Customer Login', 'Customer Registration', and 'Additional Services'. To the right is a 'QUICK CONTACT INFO' box with contact details: Call Centre: 086 100 2472 (CIPC), International Tel: +27 12 394 9600, Fax Number: 086 517 7224, International Fax: +27 12 394 9501, Email: info@cipc.co.za, Docex: 286 Pretoria. Below this is a 'POSTAL & PHYSICAL ADDRESS' box with two addresses: Postal Address: Companies P O Box 429 Pretoria 0001, and Postal Address: Intellectual Property Private Bag 400. A central text block reads: 'All previous CIPRO customers have to verify and update their customer details. If you are an existing customer, click on CUSTOMER LOGIN (On the left menu). The system will prompt you to verify all details when you log in for the first time. If you are a new customer, click on CUSTOMER REGISTRATION and follow the prompts.'

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.

This screenshot is identical to the one above, but with a blue arrow pointing to the 'Customer Registration' link in the 'CUSTOMER TRANSACTION' menu on the left side of the page.

### Step 3: Fees

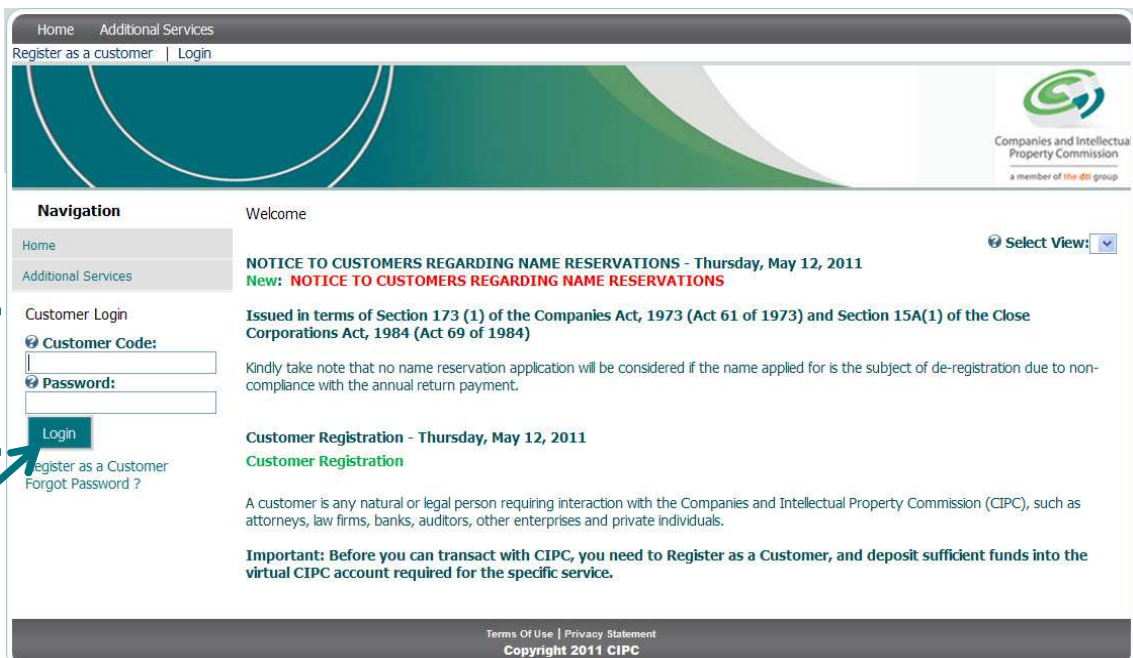
Company changes (CoR 39 – Notice of Change of Directors) is free of charge.

### 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**.

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs for Home, Name Reservation, Annual Return, Companies, Restoration(CO/CC), and Additional Services. Below the navigation bar, the user's name 'JAN HENDRIK NEL' and a 'Logout' link are visible. On the right side, there is a logo for the Companies and Intellectual Property Commission, a member of the dti group. On the left side, there is a 'Navigation' menu with links for Home, Name Reservation, Annual Return, Companies, Restoration(CO/CC), and Additional Services. The main content area contains a form with the following fields: 'Enterprise Name' (a single text input field), 'Enterprise Number' (three separate text input fields separated by slashes), and a 'Submit' button. A large teal bracket on the right side of the form groups the 'Enterprise Name' and 'Enterprise Number' fields. Two teal arrows point to the 'Submit' button and the bracketed area.

## 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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JAN HENDRIK NEL | Logout

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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;

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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: -----please select----

Designation: Director

Select if the director / secretary: Director

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](mailto: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](mailto: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**.

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Enterprise Name

Enterprise Number  /  /

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.

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Enterprise Password

I Confirm.

**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 CIPC website interface. At the top, there are navigation tabs: Home, Name Reservation, Annual Return, Companies, Restoration(CO/CC), and Additional Services. The user is logged in as KLAAS RHEEDER. A sidebar on the left contains a 'Navigation' menu with links to Home, Name Reservation, Annual Return, Companies, Restoration(CO/CC), and Additional Services. The main content area displays a table of directors with columns for Name, Surname, ID Number, Previous ID Number, and Status. Each row has an 'Edit' button next to the Status column. Below the table is a 'New Appointment' button. At the bottom, there are 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

Complete the required fields.

The screenshot shows the 'ADD / EDIT DIRECTOR' form overlaid on the website. The form contains the following fields:

- Previous ID Number: [Text input]
- Status change: [Dropdown menu, currently set to 'Active']
- Director Surname: [Text input]
- Director Name: [Text input]
- Director Email: [Text input]
- Director Nationality: [Dropdown menu, currently set to 'South Africa']
- Directory Identification Type: [Radio buttons for 'ID Number' (selected) and 'Passport Number']
- Director's ID Number: [Text input]
- Country of Origin: [Dropdown menu, currently set to 'South Africa']
- Director Appointment Date: [Text input]
- Director Effective Date: [Text input]
- Occupation: [Text input]

In the background, a partial view of the directors table is visible, showing columns for ID Number, Status, and Edit buttons.

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**.

The screenshot shows a web application interface with a navigation menu on the left and a main form titled "ADD / EDIT DIRECTOR". The navigation menu includes "Home", "Name Reser", "KLAAS RHEEDER | Logout", and a "Navigation" section with links for "Home", "Name Reservation", "Annual Return", "Companies", "Restoration(CO/CC)", and "Additional Services". The form contains the following fields and values:

Field	Value
Director's ID Number:	56060450139084
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

At the bottom of the form, there are two buttons: "ADD / EDIT" and "Cancel". A green arrow points to the "ADD / EDIT" button. Red error messages are present: "Please enter valid director ID number" and "Please enter Nature of Change".


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

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



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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 successful. 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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KLAAS RHEEDER | Logout



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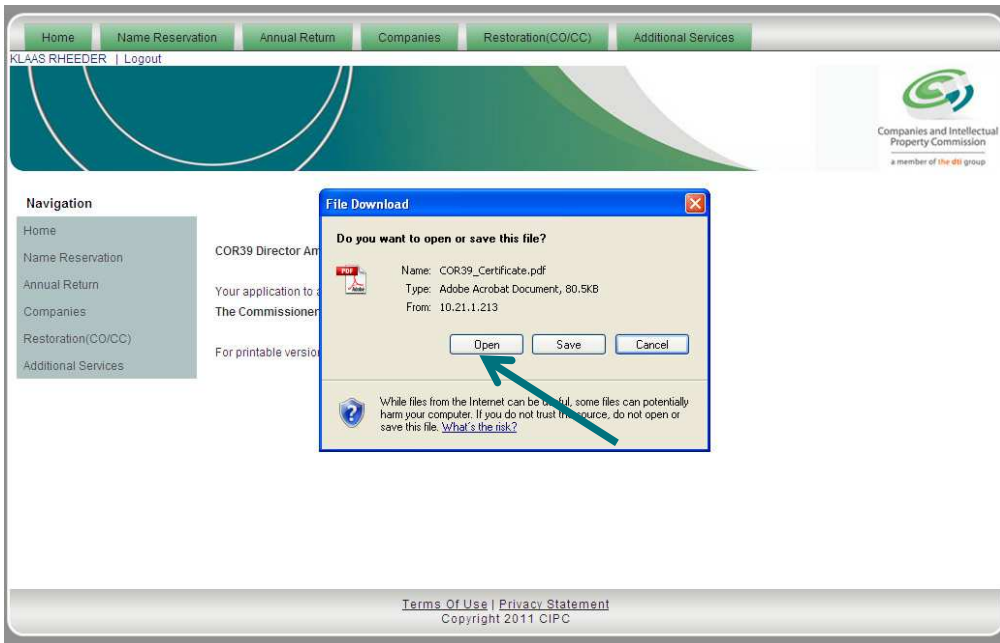
COR39 Director Amendments: CEENEX - M1992006300

Your application to amend directors was successfully 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.

<b>Certificate issued by the Commissioner of Companies &amp; Intellectual Property Commission on Tuesday, September 13, 2011 at 12:58</b>		
<b>Certificate of Director Amendments</b>		Companies and Intellectual Property Commission a member of the dti group
<b>CoR 39</b>	Registration Number: 1992 / 006300 / 07 Enterprise Name: CEENEX	
<b>ENTERPRISE INFORMATION</b>		
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
<b>DETAILS OF AUDITOR / ACCOUNTING OFFICER</b>		
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.dpc.co.za Contact Centre: 086 100 2472 (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).