



SHELEV STATUTORY SERVICES (PTY) LTD

2013/199356/07

(previously MA Statutory Services)

1185 Collins Avenue, Moregloed, 0186

012 333 7526 / 061 537 8507

Jeremia 29:11 Plans to prosper and not to harm you

AMENDMENT OF A CLOSE CORPORATION

Complete this document in black ink, completed by **each** member of the Close Corporation.

Only complete the section that you need to amend:

Section 1: Amendment to CC's name, principal business, financial year end;

Section 2: Amendment to CC's registered addresses;

Section 3: Amendment to CC's members.

The following must be forwarded to process the application:

- Application form completed in the relevant sections;
- Notice of the meeting and extract (or whole) of the minutes signed by all the members of the CC as well as a witness where the changes are approved (example on p7);
- Power of Attorney (**signed** by all members- active, resigning and new);
- Proof of payment;
- **Certified** copies of the member's and witness ID's (certification not older than 3 months, photo and text must be clear);
- Proof of transfer noting date and place of transfer signed by all members and witness.

Full payment is required before any documents can be lodged with the Companies and Intellectual Property Commission (CIPC). Payment must be made into the following account:

Bank : **FNB (6262 394 3124, bank code: 270-553)**
Account holder : **MAS Statutory Services**
Reference : **(Your CC name)**

Please contact this office for further instruction for amendments concerning a non citizen, trust or deceased member.

If a member is under age, the guardian must sign the Power of Attorney on the member's behalf.

Please ensure that your handwriting is legible. We do not accept any responsibility for misspelling due to illegible handwriting.

CONTACT INFORMATION

Contact person for this amendment: _____

Contact number: _____

Email address: _____

Current CC Information:

CC Name:	
Registration Number:	
Date of registration:	

SECTION 1

Amendment to CC's name, principal business, financial year-end

New Name of Corporation: <i>(in order of preference)</i>	1.		
	2.		
	3.		
	4.		
New principal business/ Main function of the CC:			
New financial year-end:			
Tel no and code:		Fax no and code:	

SECTION 2

Amendment to CC's registered addresses

New postal address and code of the CC:	
New street address and code of the CC:	

SECTION 3
Amendment to CC's members:

ACTIVE AND NEW MEMBERS

MEMBER 1

Surname:			
Full name(s):			
Identity Number:			
Size of interest (%): <small>(out of 100%)</small>		Member Contribution (usually R1-R100)	
Postal Address and Code:			
Residential Address and Code:			
Contact Number (compulsory):			
Email Address (compulsory):			

MEMBER 2

Surname:			
Full name(s):			
Identity Number:			
Size of interest (%): <small>(out of 100%)</small>		Member Contribution <small>(usually R1-R100)</small>	
Postal Address and Code:			
Residential Address and Code:			
Contact Number (compulsory):			
Email Address (compulsory):			

MEMBER 3

Surname:			
Full Name(s):			
Identity Number:			
Size of interest (%): <small>(out of 100%)</small>		Member Contribution <small>(usually R1-R100)</small>	
Postal Address and Code:			
Residential Address and Code:			
Contact Number (compulsory):			
Email Address (compulsory):			

Resigning member(s)

Surname:	
Full name(s):	
Identity Number:	
Date of resignation:	

Surname:	
Full name(s):	
Identity Number:	
Date of resignation:	

C. OUTLINE OF COST	COSTS	STAMP DUTIES	TOTAL
Membership changes (1-5 members)	R625-00	n/a	R625-00
Membership amendment with CC name and business description changes	R625-00	R80-00	R705-00
Membership amendment with only business description changes	R625-00	R30-00	R655-00
Amendment of CC registered addresses or Accounting Officer	R350-00	n/a	R350-00

D. I HEREBY INSTRUCT MA STATUTORY SERVICES TO REGISTER THE ABOVE CHANGES TO THE CLOSE CORPORATION AND CONFIRM THAT THE INFORMATION SUPPLIED IN THIS FORM IS CORRECT AND ACCURATE.

SIGNATURE

DATE

POWER OF ATTORNEY FOR THE AMENDMENT OF A CLOSE CORPORATION

I/We, the undersigned

Full names and surname of members	Identity number If not SA citizen, date of birth	<u>Signature</u> of member(s). (If under 18, signature of guardian)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

being desirous of registering the amended founding statement of:

_____ **CC**
(Name of Close Corporation)
OR ANY OTHER APPROVED NAME (if applicable)

do hereby nominate, constitute and appoint **THANJA ERASMUS/ MALINDA ALBERTSE** with full power of substitution, to be my lawful agent in my stead.

To deliver to the Companies and Intellectual Property Commission the CK2/2A and any other documents or form which may be required for the amendment of the founding statement and to sign the CK2/2A on my/our behalf.

SIGNED at _____ on this the _____ day of _____ 20____

MINUTES OF MEETING

_____ CC

_____ REGISTRATION NUMBER

DATE: _____

PRESENT: _____

IT WAS RESOLVED THAT:

The membership of the CC be altered and reported to the CIPC as follows:

Name	ID Number	Change	Date of change

The above change(s) was unanimously accepted.

CC Member:

CC Member:

(Full name of witness)
Signature

PROOF OF TRANSFER

I, (full name) herewith confirm that
the member's interest of CC,
...../...../23 was transferred as specified in the minutes dated
Of the meeting held at

Signature of witness
Name:

Member Signature
Name:

Member Signature
Name: