



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

CONVERSION FROM CLOSE CORPORATION TO PRIVATE COMPANY

The following documents must be provided to us:

- fully completed document and signed Special Power of Attorney;
- certified ID/Passport copies (clear photo and text). If you have a new smart ID card, copy both sides as the barcode is on the back;
- proof of payment;
- signed written statement/resolution of the meeting stating the following:
the decision to convert was approved, that the CC is not in liquidation/engaged in business rescue proceedings; and that all members agree to the conversion.
Indicate the interest of each member who approved or disapproved the decision.
- Agenda/ Notice of meeting
- Proof of address of CC

Full payment of **R1010** must be done before any documents can be lodged with the Commission (CIPC) and must be paid into the following account:

BANK	-	FNB (6262 394 3124, bank code: 270 553)
REF	-	Co Name

All members of the CC are entitled to become shareholders of the Company, but the allocation of the shares does not necessarily have to be in proportion to the members' interests in the CC.

It is not required that all CC members must become the company directors. The outgoing" member must put his/her resignation in writing and submit with the abovementioned documents.

The fee only includes 2 share certificates. If there are more shareholders, please add R82 for each extra shareholder.

CC INFORMATION

Current name of CC:			
Current reg no of CC:			
New Name of Company: (if applicable and in order of preference)	1.		
	2.		
	3.		
	4.		
Postal address and code of the company:			
Street address and code of registered office:			
Authorized share capital:		Financial Year end:	
Tel no and code:		Fax no and code:	
Cell no:			
E-mail address:			

DIRECTOR NO 1

Surname:			
Full Names:			
Identity Number (if not SA citizen, date of birth):			
Residential Address and Code:			
Business address and code:			
Postal Address and Code:			
Nationality:			
Cell Phone No (compulsory):			
Email address (compulsory):			
If the director is also a shareholder, how many shares will he/she take up?			

DIRECTOR NO 2

Surname:	
Full Names	
Identity Number (if not SA citizen, date of birth):	
Residential Address and Code	
Business address and code:	
Postal Address and Code:	
Nationality:	
Cell Phone No (compulsory):	
Email address (compulsory):	
If the director is also a shareholder, how many shares will he/she take up?	

DIRECTOR NO 3

Surname:	
Full Names	
Identity Number (if not SA citizen, date of birth):	
Residential Address and Code	
Business address and code:	
Postal Address and Code:	
Nationality:	
Cell Phone No (compulsory):	
Email address (compulsory):	
If the director is also a shareholder, how many shares will he/she take up?	

PLEASE MAKE COPIES OF THIS PAGE FOR MORE DIRECTORS IF NEEDED

D. I HEREBY INSTRUCT M A STATUTORY SERVICES TO CONVERT THE CC TO A PRIVATE COMPANY AND VERIFY THAT THE INFORMATION SUPPLIED IN THIS FORM IS CORRECT AND ACCURATE.

SIGNATURE

DATE

POWER OF ATTORNEY

I/We, the undersigned,

(full names) _____ **Signed** _____

(full names) _____ **Signed** _____

(full names) _____ **Signed** _____

(full names) _____ **Signed** _____

Do hereby nominate, constitute and appoint **MALINDA ALBERTSE/ THANJA ERASMUS**, with power of substitution, to be my/our lawful agents in my/our name, place and stead,

1. To reserve a Company name indicated by me/us to my/our said agents or a name as close as possible to said indicated name in the sole discretion of my/our said agents, to complete such forms as may be necessary for the reservation of said name and to apply for the extension of such reservation when necessary, to vary and change said name in the event of the name not being acceptable to the Registrar of Companies;
2. To prepare, draw, compile and sign the Memorandum of Incorporation (MOI) and all relevant documents for the conversion of the CC to a Company to be formed using the said reserved name and to sign any other required forms or documents for the registration of said Company; to subscribe for shares on my/our behalf;

To lodge all necessary documentation with the Commission (CIPC);

3. To substitute, alter or amend any forms, documents, MOI, as may be necessary and required by the Commission for said registration;
4. To uplift and collect the MOI, the Certificate of Incorporation and all other said forms or documents from the Commission;
5. To regard this as instructions from myself/ourselves in my/our personal capacity/capacities, the cost of which is payable by me/us and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectively for all intents and purposes and I/we might or could do if personally present and acting herein – hereby ratifying, allowing and confirming and promising and agreeing ratify, allow and confirm all and whatsoever my/our said agents shall lawfully do or cause to be done by virtue of these presents.

Thus done and executed at (place) _____, on (date) _____, in the presence of these witnesses:

Witness 1 _____

Witness 2 _____