



# 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 ONE TYPE OF COMPANY TO ANOTHER

The following documents must be supplied to us for processing of your application:

- fully completed document and signed Special Power of Attorney (page 2);
- certified ID's/Passport copies of all directors (clear photo and text). If it is a smart card ID, both sides on 1 (one) page (certification not older than 3 months);
- signed resolution/minutes of board of directors with clear description of the decision that was made. The shareholders must also sign the resolution to indicate their acceptance of the decision;
- a copy of the new MOI (only if standard MOI is not to be used);
- Certified proof of residential address of one of the directors or under the company name;
- proof of payment.

Full payment of **R1200** the fee must be made 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)**  
**Reference** : **(Your Co name)**

The information supplied by you in this form will be accepted as true and correct and the COR15.2 will be compiled accordingly. Please ensure legibility and correct information as the company will be registered with the information as specified by you in this document

The processing time will depend on your supplying this office with the correct documents and information and the workload of CIPC (Companies and Intellectual Property Commission).

### CONTACT INFORMATION

Contact person for this amendment: \_\_\_\_\_

Contact email: \_\_\_\_\_

### INFORMATION REQUIRED FOR THE COMPANY

<b>Current Company Name:</b>	
<b>Company reg no:</b>	
<b>Authorized share capital:</b>	

**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) of 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 \_\_\_\_\_