



# 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

## + DECEASED DIRECTOR REMOVAL

Please ensure legibility as we do not accept responsibility of spelling mistakes due to illegible handwriting.

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

- fully completed document (executor to sign poa and minutes/resolution on deceased's behalf);
- certified death certificate(s);
- executor(s) High Court appointment letter;
- certified ID/Passport copies of all directors and executors (clear photo and text). If it is a smart card ID, both sides to be copied on 1 (one page);
- notice of shareholders meeting to amend directorship (example attached);
- minutes/resolution approving the amendment stating the above (example attached);
- signed letter(s) of resignation of outgoing directors (where applicable);
- signed letter(s) of consent of appointment of incoming directors (where applicable); and
- proof of payment.

Full payment of **R750-00** (1-3 director changes) **or R943** (more than 4 director changes) 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 COR39 will be compiled thereon.

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).

When the amendment is finalized, you will be informed and the amended certificate will be forwarded to you.

### INFORMATION REQUIRED FOR THE AMENDMENT OF DIRECTORS

<b>Company Name:</b>	
<b>Company reg no:</b>	
<b>Contact email:</b>	
<b>Contact Number:</b>	

**DIRECTOR 1**

Surname:	
Full Names:	
Identity No (if not SA citizen, passport no & date of birth):	
Date of appointment:	
Residential Address and Code:	
Postal Address and Code:	
Nationality:	
* Cell no (compulsory):	
* Email Address (compulsory):	
Resident in SA (yes/no):	
Nature of change & date:	

**DIRECTOR 2**

Surname:	
Full Names:	
Identity No (if not SA citizen, passport no & date of birth):	
Date of appointment:	
Residential Address and Code:	
Postal Address and Code:	
Nationality:	
* Cell no (compulsory):	
* Email address (compulsory):	
Resident in SA (yes/no):	
Nature of change & date:	

***\*- Please note that cellphone numbers and email address may NOT be duplicated. Each director must have his/her own unique cell number and email address***

**DIRECTOR 3**

Surname:	
Full Names:	
Identity No (if not SA citizen, passport no & date of birth):	
Date of appointment:	
Residential Address and Code:	
Postal Address and Code:	
Nationality:	
* Cell No (compulsory)	
* Email address (compulsory):	
Resident in SA (yes/no):	
Nature of change & date:	

**DIRECTOR 4**

Surname:	
Full Names:	
Identity No (if not SA citizen, passport no & date of birth):	
Date of appointment:	
Residential Address and Code:	
Postal Address and Code:	
Nationality:	
* Cell No (compulsory)	
* Email address (compulsory):	
Resident in SA (yes/no):	
Nature of change & date:	

**\*- Please note that cellphone numbers and email address may NOT be duplicated. Each director must have his/her own unique cell number and email address**

**PLEASE MAKE COPIES OF THIS PAGE FOR MORE DIRECTORS**

**POWER OF ATTORNEY**

I/We, the undersigned,

(full names) \_\_\_\_\_ Signed \_\_\_\_\_

(full names) \_\_\_\_\_ Signed \_\_\_\_\_

(full names) \_\_\_\_\_ Signed \_\_\_\_\_

(full names) \_\_\_\_\_ Signed \_\_\_\_\_

(full names) \_\_\_\_\_ Signed \_\_\_\_\_

Do hereby mandate, 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 Companies and Intellectual Property Commission;
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 \_\_\_\_\_



**TEMPLATE (PTY) LTD  
2000/000000/07**

**RESOLUTION PASSED AT MEETING HELD AT BELLVILLE ON 27 SEPTEMBER 2016 AT 10:00**

**RESOLVED:**

1. THAT the following changes to the Board of directors be hereby approved, to be registered accordingly:

DS Barard

Deceased 1 October 2016

2. THAT these approvals are subject to shareholders' approval at their next general shareholders' meeting.

- ALL DIRECTORS PRESENT TO SIGN