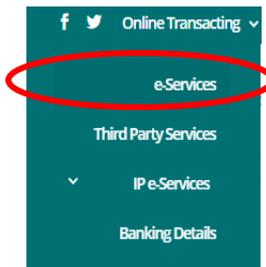## Step by Step Guide:  Electronic (via e-Services) Authorised Share Changes

In order to use this service you should have registered a customer code and a credit / debit card to effect payment.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Ensure that you use the below browsers when transacting on e-services:
  - Google Chrome
  - Mozilla Firefox
  - Safari
  - Microsoft Edge
    **Internet Explorer is not supported**

1. Visit the CIPC website www.cipc.co.za, and click on Online Transacting and then e-Services. Or alternatively visit eservices.cipc.co.za.

2. Click on **Customer Login**.



3. Complete the required fields and click on **Login**.
   a. Customer Code
   b. Customer Password (case sensitive)
   c. Security code (case sensitive)
   d. Click on **CIPC Terms & Conditions** to read it, and then tick the circular button to confirm that you have accepted the **CIPC Terms & Conditions**.



**Acceptance of the CIPC Terms & Conditions creates a binding agreement between yourself and CIPC regarding the administration and payment of services.**

Select Forgot Password if you require your customer password to be resend to you.

4. The landing page of E-services will be displayed. Click on Transact.



5. Click on **Authorised Share Changes.**

6. Enter the Enterprise Number and click on **Validate**.



**Companies utilising this service MUST comply with all stated Terms and Conditions.**

**Note:**

- Only companies with an in business status (03) may utilise this service. For assistance on alternative filing methods, kindly log a ticket via www.cipc.co.za / enquiries.
- The correct company registration number CCYY/sequence/enterprise type (example 2010/012345/07) must be provided.

7. Confirm that (i) the correct company is displaying under **Enterprise Detail** and (ii) the correct share detail is displaying under **Current Shares**.

**Enterprise Details**

| Enterprise Number | 2006/039184/07 |
|---|---|
| Enterprise Name | SOUTHEY SA |
| Enterprise Type | Private Company |
| Enterprise Status | In Business |
| Registration Date | 21 / 12 / 2006 |

**Current Shares**

Disclaimer

Below is a real time representation of the current share status of the company. By clicking on the "AGREE" button you confirm the correctness of the data and CIPC is indemnified for any errors that occur after share amendments are done. If it does not correspond with your records, please log a ticket via www.cipc.co.za/ enquiries

**Shares details**

10 Authorised Ordinary par value shares of R 0,001 each

100025 Authorised Redeemable par value shares of R 0,001 each

50 Authorised Preference par value shares of R 0,001 each

7799 Authorised Redeemable Cumulative par value shares of R 0,001 each

77 Authorised Redeemable Cumulative par value shares of R 0,001 each

898 Authorised Unclassified par value shares of R 0,001 each

50 Authorised Preference par value shares of R 0,001 each

4999 Authorised Ordinary par value shares of R 0,001 each

8091 Authorised Unclassified par value shares of R 0,001 each

499945001 Authorised Ordinary par value shares of R 0,001 each

300 Authorised Ordinary no par value shares.

50000 Authorised Ordinary par value shares of R 0,001 each

20008 Authorised Ordinary no par value shares.

200 Authorised Redeemable par value shares of R 0,001 each

777 Authorised Preference par value shares of R 0,001 each

3587 Authorised Redeemable par value shares of R 0,001 each

27 Authorised Preference no par value shares.

AGREE ☐

BACK ←

7.1 If the correct share detail is displaying, tick **Agree**.



7.2 If the correct entity and share detail are displaying, click on **Continue**.

8. The share detail will be displayed with an **Edit Share** button next to each share class.

   8.1 Click on **Edit Share** next to the class you wish to change.

   8.2 Click **+ Add Class** if you wish to add another class of shares.



Notes:

- Multiple changes (called actions) may be effected as a single transaction on the service.
- The automated authorised share change service does not allow for the cancellation or deletion of a class. The number of shares for a specific class

may be decreased to zero.  It will reflect in the **Current Drafts** and confirmation certificate as zero shares for the class.



- Finalise one action at a time and then proceed to the next action.  All the actions being captured will display under **Current Drafts**.
- Once all the actions have been captured, click on **Continue**.



- If **Par** value ticked = par value share class

  

- If **No Par** value un-ticked = no par value share class

  

9. Indicate the date on which the special resolution was passed by either the board of directors or shareholders (depending on the type of change being captured).

**SPECIAL RESOLUTION**

Special resolution passed by directors or shareholders of the company confirming the authorised share changes in terms of section 36 of the Companies Act, 71 of 2008.

Disclaimer: By ticking "Confirm special resolution", the company confirms that all requirements in terms of the Companies Act, 71 of 2008 were met and CIPC is indemnified from any liability and responsibility of correcting any erroneous changes. Companies MUST retain all documents relating to the changes filed and upon request provide such to the CIPC.

Special resolution:

Confirm special resolution:

Notes:

- Special resolution section will appear and must be completed for each action that is effected.
- Special resolution date may not be a future date.
- Company (and it's duly authorised representative, who submits the details on behalf of the company) must keep all special resolutions and record relating to the transaction and must ensure that all provisions of the Companies Act 71 of 2018 were complied with before submitting the detail to CIPC.
- CIPC is not liable for the correction of any incorrectly captured detail and/or damages suffered by the company upon the incorrect details being submitted to CIPC.

**10. Type of changes:**

**10.1 Increase** or **Decrease** selected class of shares

a) Select the class of share to change by clicking on the **Edit Share** button next to the relevant class.

b) Select either **Increase** or **Decrease** from **Select Action** drop down list to increase or decrease the selected class of shares.



c) Indicate the new increased or decreased number of shares and click **Validate**.

d) Confirm that that the action is correct and click on **Update**.



Notes:

- For a pre-existing company (company registered before 1 May 2011) – if such company has par value shares on record, the **(No) par** tick box will be un-ticked.
- If such company has no par value shares on record, **(No) par** tick box will be ticked.
- Companies with par value shares will not be allowed to increase par value shares, unless they convert first from par value to no par value shares
- The confirmed action will reflect under **Current Drafts.**

**Current Drafts**

**Disclaimer**

By clicking "Continue", you hereby accept that the reflected share changes are correct.

| Shares type | Number of shares | (No) Par | Action |
|---|---|---|---|
| Authorised Ordinary | 200080 | ☐ No Par | ⟲ REMOVE SHARE |
| Authorised Redeemable | 20 | ☑ Par | ⟲ REMOVE SHARE |

CONTINUE →

### 10.2 **Re-classify** selected class of shares

a) Select the class of share to change by ticking **Edit Share** button next to the class to be changed.

| Shares details | Action |
|---|---|
| 100  Authorized Ordinary no par value shares of R 1 each | ☑ EDIT SHARE |
| 1000  Authorized Redeemable Cumulative par value shares of R 1 each | ☑ EDIT SHARE |
| 4566  Authorized Ordinary no par value shares of R 0 each | ☑ EDIT SHARE |
| 4566  Authorized Ordinary no par value shares of R 0 each | ☑ EDIT SHARE |
| 500  Authorized Preference par value shares of R 1 each | ☑ EDIT SHARE |
|  | ✚ ADD CLASS |

b) Select **Re-classify** from **Select Action** drop down list to re-classify the selected class of shares.

**Select action**

| Select action ▾ | Select actions to perform on shares |
|---|---|

Select action
Increase
Decrease
Re-classify
Conversion

c) Indicate the new share class from the **Select share class** drop down list and indicate the increased or decreased **Number of shares** (if applicable), and click **Validate.**





d) Confirm that the action is correct and click on **Update**.

## Current Drafts

**Disclaimer**

By clicking "Continue", you hereby accept that the reflected share changes are correct.

| Shares type | Number of shares | (No) Par | Action |
|---|---|---|---|
| Authorised Ordinary | 200080 | ☐ No Par | REMOVE SHARE |
| Authorised Preference | 25 | ☐ No Par | REMOVE SHARE |
| Authorised Redeemable | 20 | ☑ Par | REMOVE SHARE |
| Authorised Redeemable Cumulative | 2 | ☐ No Par | REMOVE SHARE |

CONTINUE →

Notes:

- Company will not be allowed to re-classify a class of shares and then increase it. The company must file another authorised share change to increase the newly re-classified share class.

## 10.3   Convert selected class of shares

a)  Select the class of share to change by ticking **Edit Share** button next to the class.

| | |
|---|---|
| 50  Authorised Preference par value shares of R 0,001 each | EDIT SHARE |
| 4999  Authorised Ordinary par value shares of R 0,001 each | EDIT SHARE |
| 8091  Authorised Unclassified par value shares of R 0,001 each | EDIT SHARE |

b)  Select **Conversion** from **Select Action** drop down list to convert selected class of shares from par value to no par value.

c) Confirm that the required Board Report as required in terms of Companies Regulation 31(7) of 2011 was published by ticking **Confirm Board Report**.



d) Tick **(No) Par** to confirm the conversion.

e) Once **(No) Par** is ticked, the shares are automatically converted to no par value and the no par value shares maybe increased by ticking the **Yes** circular button at **Do you want to increase this class**?



f) Confirm that the action is correct and click on **Update**.

Notes:

- For a pre-existing company (company registered before 1 May 2011) – if such company has par value shares on record, by ticking **(No) par** the system will automatically convert the same number of the class of the share from par value shares to no par value shares.  Therefore, the conversion from par value to no par value and subsequent increase of the converted no par value shares are done in a single action.  The loaded information will display as follows under **Current Drafts**.

- A company will not be allowed to decrease the converted no par value shares with a conversion of the shares.  If the company wishes to decrease the no par value shares, then a conversion on the same number of shares must be loaded and then a second transaction loaded for the decrease.

**10.4**   Add a new class of shares
  a)   Select the **+ Add Class** to add a new class of shares.



  b)   Select share class from **Select share** class drop down list and indicate the number of shares and click **Add**.

**Create new class**

| | |
|---|---|
| Share Class: | Authorised Ordinary ▼ |
| Number of shares: | |

ADD ➕

c) Confirm that that the action is correct and click on **Update**.

**Create new class**

| | |
|---|---|
| Share Class: | Authorised Unclassified ▼ |
| Number of shares: | 10000000 |

ADD ➕

11. When all actions have been captured click **Continue**.

**Current Drafts**

**Disclaimer**

By clicking "Continue", you hereby accept that the reflected share changes are correct.

| Shares type | Number of shares | (No) Par | Action |
|---|---|---|---|
| Authorised Ordinary | 100 | ☐ No Par | REMOVE SHARE |
| Authorised Ordinary | 200 | ☐ No Par | REMOVE SHARE |
| Authorised Ordinary | 4999000 | ☐ No Par | REMOVE SHARE |
| Authorised Ordinary | 200080 | ☐ No Par | REMOVE SHARE |
| Authorised Preference | 25 | ☐ No Par | REMOVE SHARE |
| Authorised Redeemable | 20 | ☑ Par | REMOVE SHARE |
| Authorised Unclassified | 10000000 | ☐ No Par | REMOVE SHARE |
| Authorised Redeemable Cumulative | 2 | ☐ No Par | REMOVE SHARE |

CONTINUE →

Notes:

- If **Par** value ticked = par value share class

☑ Par

- If **No Par** value un-ticked = no par value share class

  ☐ No Par

12. Click the circular button next to the selected director or natural company secretary to whom the OTP must be send and click **Continue.**



13. Type in **OTP** and click **Validate**.



14. Confirm e-services transaction for which payment is being made, select **Payment Option** and click **Pay Now**.

Notes:

- If there are insufficient funds in the customer code at the time of filing the transaction, the system will automatically default to **Card** as the payment option.
- Authorised share changes for multiple entities may be filed with only a single payment being made.
- Once ready to exit and make payment, click on **Pay Now**.

**If Card payment option was selected:**

15.     Complete Debit or Credit card details by completing **Card Details** screen.



Note:

- If customer wants to make use of previously used card details click on the circular button next to **Tick to use previous card details**. This option may only

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be selected if the customer has made previous card payment using the Pay-As-You-Go payment option.

16. Accept CIPC Terms and Conditions

Note:
- Click on **Payment Terms & Conditions**, read the terms and conditions and then either Accept or Decline the acceptance thereof. It is **mandatory** for customers to read and then either accept or decline the payment terms and conditions.
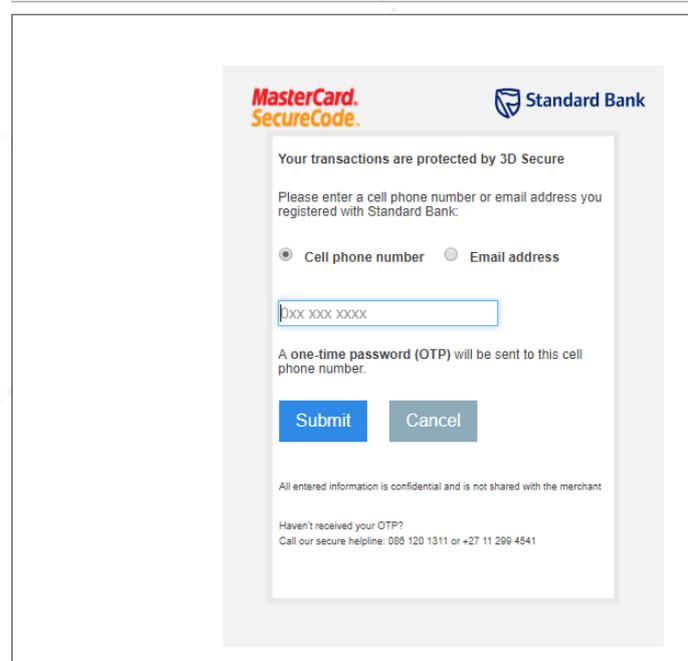


17. Finalise payment by clicking on **Pay Now** and providing One Time Pin (OTP) sent to your phone by your bank.

**3D SECURE PAYER AUTHENTICATION**

Note:
- Depending on the bank used for the transaction, the above two screen may look slightly different. The screens above are the screens when a Standard Bank card is used.
- If you are a Capitec Bank account holder you need to use the security code which you registered with Capitec Bank for online transactions.

18.  Confirmation of completed filing and payment.



19.  Filing confirmation will be e-mailed to the e-mail address indicated on the customer code profile.