



Companies and Intellectual
Property Commission

a member of the dti group

NOTICE TO CUSTOMERS

ADDITIONAL REQUIREMENT INTRODUCED FOR CLOSE CORPORATION AMENDMENTS (CK2) WHICH INVOLVES MEMBERSHIP CHANGES

Dear customers

Kindly note that in addition to the requirements published in Guidance note 4 of 2012, an additional requirement is being introduced as part of improving controls relating to change of membership. The introduction of this requirement is also a way of improving the quality of CIPC's data and protecting corporate information at our disposal.

The following control measures is applicable with effect from 1st of May 2013:-

A certified copy of notice of the meeting and an extract of the minutes signed by all members of the CC where a resolution to appoint or remove a member was made must be lodged together with every CK2 application which involves change of membership.

Where the amendment is removal of an untraceable member, section 36 of the Close Corporation Act needs to be taken into account and a final court order indicating that the member being removed cannot be traced must accompany the application.

Yours faithfully,

Ms Astrid Ludin
Commissioner
12 April 2013