Part F
Insert any provision limiting or restricting the authority of a lone director to act without regard for formalities, as contemplated in section 57(3) of the Act.

Part G
Insert any provision limiting or restricting the authority of the Board to consider a matter other than at a meeting, as contemplated in section 74 of the Act.

Part H
Insert any provision limiting, restricting or varying the authority of the Board with respect to the conduct of its meetings, as contemplated in section 73 of the Act.

Part I
Insert any provision limiting or restricting the authority of the Company to pay remuneration to its Directors, as contemplated in section 66(1) of the Act, or limiting or restricting the authority of the Board to authorise the Company to provide financial assistance to a director or prescribed officer.

Part J
Insert any provision limiting, restricting or extending the authority of the Company to advance expenses to a director, indemnify a director, or purchase insurance to protect the Company or a director, as contemplated in section 78 of the Act.

Part K
Insert any provision limiting or restricting the authority of the Board with respect to the establishment of committees, as contemplated in section 72 of the Act.
Memorandum of Incorporation of

(Insert Name of Company)
which is referred to in the rest of this Memorandum of Incorporation as “the Company”.

The Company is a Non Profit company without members, with the following objects:

The Company has ____ director(s) and ____ alternate directors, to be appointed in the following manner:

Adoption of Memorandum of Incorporation

This Memorandum of Incorporation was adopted by the incorporators of the Company, in accordance with section 13 (1), as evidenced by the following signatures made by each of them, or on their behalf.

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In this Memorandum of Incorporation—

(a) a reference to a section by number refers to the corresponding section of the Companies Act, 2008;
(b) words that are defined in the Companies Act, 2008 bear the same meaning in this Memorandum as in that Act.

1.1 Incorporation

(1) The Company is incorporated as a Non Profit company, as defined in the Companies Act, 2008.
(2) The Company is incorporated in accordance with, and governed by—
   (a) the provisions of the Companies Act, 2008 that are applicable to Non Profit companies, without any limitation, extension, variation or substitution; and
   (b) the provisions of this Memorandum of Incorporation.

1.2 Objects and Powers of the Company

(1) The Objects of the Company are as set out on the cover sheet and, except to the extent necessarily implied by the stated objects, the purposes and powers of the Company are not subject to any restriction, limitation or qualification, as contemplated in section 19 (1)(b)(ii).
(2) The Company is not subject to any provision contemplated in section 15 (2)(b) or (c).
(3) upon dissolution of the Company, its net assets must be distributed in the manner determined in accordance with Item 1(4)(b) of Schedule 2 of the Companies Act, 2008.

1.3 Memorandum of Incorporation and Company rules

(1) This Memorandum of Incorporation of the Company may be altered or amended only in the manner set out in section 16, 17 or 152 (6) (b).
(2) The authority of the Company’s Board of Directors to make rules for the Company, as contemplated in section 15 (3) to (5), is not limited or restricted in any manner by this Memorandum of Incorporation.
(3) The Board must publish any rules made in terms of section 15 (3) to (5) by delivering a copy of those rules to each director by ordinary mail.
(4) The Company must publish a notice of any alteration of the Memorandum of Incorporation or the Rules, made in terms of section 17 (1), by delivering a copy of those rules to each director by ordinary mail.

1.4 Optional provisions of Companies Act, 2008 do not apply

The Company does not elect, in terms of section 34 (2), to comply voluntarily with the provisions of Chapter 3 of the Companies Act, 2008.

1.5 Company not to have members

As contemplated in Item 4 (1) of Schedule 2 of the Act, the Company has no members.

Article 2 - Directors and Officers

2.1 Composition of the Board of Directors

The Board of Directors of the Company comprises the number of directors, and alternate directors shown on the cover sheet, each of whom—
(a) is to be appointed in the manner set out on the cover sheet; and
(b) serves for an indefinite term until substituted by the person or entity that appointed the director

2.2 Authority of the Board of Directors and Committees
(1) This memorandum of Incorporation does not limit or restrict the authority of the Company’s Board of Directors to—
   (a) manage and direct the business and affairs of the Company, as set out in section 66 (1);
   (b) consider a matter other than at a meeting, as set out in section 74;
   (c) conduct a meeting entirely by electronic communication, or to provide for participation in a meeting by electronic communication, as set out in section 73 (3);
   (d) determine the manner and form of providing notice of its meetings, as set out in section 73 (4);
   (e) proceed with a meeting despite a failure or defect in giving notice of the meeting, as set out in section 73 (5);
   (f) appoint committees of directors, and to delegate to any such committee any of the authority of the Board as set out in section 72 (1), or to include in any such committee persons who are not directors, as set out in section 73 (2)(a).

(2) The right of the Company’s directors to requisition a meeting of the Board, as set out in section 73 (1), may be exercised by at least 25% of the directors, as provided in that section.

(3) The quorum requirement for a directors meeting to begin, the voting rights at such a meeting, and the requirements for approval of a resolution at such a meeting, are as set out in section 73 (5).

(4) This Memorandum of Incorporation does not limit or restrict the authority of any committee appointed by the Company’s Board of Directors, as set out in section 72 (2)(b) and (c).

2.3 Indemnification of Directors

This Memorandum of Incorporation does not limit, restrict or extend the authority of the Company’s Board of Directors to—
   (a) advance expenses to a director, or indemnify a director, in respect of the defence of legal proceedings, as set out in section 78 (3);
   (b) indemnify a director in respect of liability, as set out in section 78 (5); or
   (c) purchase insurance to protect the Company, or a director, as set out in section 78 (6).

2.4 Officers

The Board of Directors may appoint any officers it considers necessary to better achieve the objects of the Company.
Companies and Intellectual Property Commission
Republic of South Africa

Memorandum of Incorporation of

(Insert Name of Company)

which is referred to in the rest of this Memorandum of Incorporation as "the Company".

The Company is a Non Profit company without members, with the following objects:

The Company has ____ director(s) and ____ alternate directors, to be appointed in the following manner:

Adoption of Memorandum of Incorporation

This Memorandum of Incorporation was adopted by the incorporators of the Company, in accordance with section 13 (1), as evidenced by the following signatures made by each of them, or on their behalf.

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This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
In this Memorandum of Incorporation—
(a) a reference to a section by number refers to the corresponding section of the Companies Act, 2008;
(b) words that are defined in the Companies Act, 2008 bear the same meaning in this Memorandum as in that Act; and
(c) words appearing to the right of an optional check line are void unless that line contains a mark to indicate that it has been chosen as the applicable option.

The Schedules attached to this Memorandum are part of the Memorandum of Incorporation

Article 1 - Incorporation and Nature of the Company

1.1 Incorporation
(1) The Company is incorporated as a Non Profit company, as defined in the Companies Act, 2008.
(2) The Company is incorporated in accordance with, and governed by—
   (a) the unalterable provisions of the Companies Act, 2008 that are applicable to Non Profit companies;
   (b) the alterable provisions of the Companies Act, 2008 that are applicable to Non Profit companies, subject to any limitation, extension, variation or substitution set out in this Memorandum; and
   (c) the provisions of this Memorandum of Incorporation.

1.2 Objects and Powers of the Company
(1) The Objects of the Company are as set out on the cover sheet and, except to the extent necessarily implied by the stated objects, the purposes and powers of the Company—
   (i) are not subject to any restriction, limitation or qualification, as contemplated in section 19 (1)(b)(ii).
   (ii) are subject to any restriction, limitation or qualification, contemplated in section 19 (1)(b)(ii), as set out in Part A of Schedule 1.
(2) The Company—
   (i) is not subject to any provision contemplated in section 15 (2)(b) or (c).
   (ii) is subject to the provision contemplated in section 15 (2)(b) or (c), as set out in Part B of Schedule 1.
(3) Upon dissolution of the Company, its net assets must be distributed in the manner determined in accordance with—
   (a) item 1(4)(b) of Schedule 2 of the Companies Act, 2008; and
   (b) the provisions, if any, set out in Part C of Schedule 1 of this Memorandum.

1.3 Memorandum of Incorporation and Company rules
(1) This Memorandum of Incorporation of the Company—
   (i) may be altered or amended only in the manner set out in section 16, 17 or 152 (6) (b).
   (ii) may be altered or amended in the manner set out in section 16, 17 or 152 (6) (b), subject to the provisions contemplated in section 16 (1)(c), and set out in Part D of Schedule 1.
(2) The authority of the Company's Board of Directors to make rules for the Company, as contemplated in section 15 (3) to (5)—
   (i) is not limited or restricted in any manner by this Memorandum of Incorporation.
   (ii) is limited or restricted to the extent set out in Part D of Schedule 1.
(3) The Board must publish any rules made in terms of section 15 (3) to (5)—
   (i) by delivering a copy of those rules to each director by ordinary mail.
   (ii) in accordance with the requirements set out in Part D of Schedule 1.
(4) The Company must publish a notice of any alteration of the Memorandum of Incorporation or the Rules, made in terms of section 17 (1)—
   (i) by delivering a copy of those rules to each director by ordinary mail.
   (ii) in accordance with the requirements set out in Part D of Schedule 1.
1.4 Optional provisions of Companies Act, 2008 do not apply
The Company—
____ does not elect, in terms of section 34 (2), to comply voluntarily with the provisions of Chapter 3 of the
Companies Act, 2008.
____ elects, in terms of section 34 (2), to comply voluntarily with the provisions of Chapter 3 of the
Companies Act, 2008.

1.5 Company not to have members
As contemplated in Item 4 (1) of Schedule 2 of the Act, the Company has no members.

Article 2 - Directors and Officers

2.1 Composition of the Board of Directors
(1) The Board of Directors of the Company comprises the number of directors, and alternate directors shown on the
cover sheet, each of whom—
(a) is to be appointed in the manner set out on the cover sheet; and
(b) serves for an indefinite term until substituted by the person or entity that appointed the director.
(2) In addition to the appointed directors—
_____ there are no ex officio directors of the company, as contemplated in section 66 (4).
_____ there are _____ ex officio directors of the company, as contemplated in section 66 (4), to be designated in
the manner specified in Part A of Schedule 2.
(3) In addition to satisfying the qualification and eligibility requirements set out in section 69, to become or remain a
director of the Company, a person—
_____ need not satisfy any further eligibility requirements or qualifications.
_____ must satisfy the additional eligibility requirements and qualifications set out in Part B of Schedule 2.

2.2 Authority of the Board of Directors
The authority of the Company’s Board of Directors to manage and direct the business and affairs of the Company,
as set out in section 66 (1)—
_____ is not limited or restricted by this Memorandum of incorporation.
_____ is limited or restricted to the extent set out in Part C of Schedule 2.

2.3 Board of Directors meetings
(1) The authority of the Company’s Board of Directors consider a matter other than at a meeting, as set out in section
74—
_____ is not limited or restricted by this Memorandum of incorporation.
_____ is limited or restricted to the extent set out in Part D of Schedule 2.
(2) The right of the Company’s Directors to requisition a meeting of the Board, as set out in section 73 (1), may be
exercised by_____
_____ at least 25% of the directors, as provided in that section.
_____ at least _____% of the directors, despite the provisions of that section.
(3) The authority of the Company’s Board of Directors to conduct a meeting entirely by electronic communication, or to
provide for participation in a meeting by electronic communication, as set out in section 73 (3);—
_____ is not limited or restricted by this Memorandum of incorporation.
_____ is limited or restricted to the extent set out in Part E of Schedule 2.
(4) The authority of the Company's Board of Directors to determine the manner and form of providing notice of its meetings, as set out in section 73 (4)—

___ is not limited or restricted by this Memorandum of incorporation.
___ is limited or restricted to the extent set out in Part E of Schedule 2.

(5) The authority of the Company's Board of Directors to proceed with a meeting despite a failure or defect in giving notice of the meeting, as set out in section 73 (5)—

___ is not limited or restricted by this Memorandum of incorporation.
___ is limited or restricted to the extent set out in Part E of Schedule 2.

(6) The quorum requirement for a directors meeting to begin, the voting rights at such a meeting, and the requirements for approval of a resolution at such a meeting, are—

___ as set out in section 73 (5).
___ as set out in section 73 950, subject to the variations set out in Part E of Schedule 2.

2.3 Indemnification of Directors

(1) The authority of the Company's Board of Directors to advance expenses to a director, or indemnify a director, in respect of the defence of legal proceedings, as set out in section 78 (3)—

___ is not limited or restricted by this Memorandum of incorporation.
___ is limited, restricted or extended to the extent set out in Part F of Schedule 2.

(2) The authority of the Company's Board of Directors to indemnify a director in respect of liability, as set out in section 78 (5)—

___ is not limited or restricted by this Memorandum of incorporation.
___ is limited, restricted or extended to the extent set out in Part F of Schedule 2.

(3) The authority of the Company's Board of Directors to purchase insurance to protect the Company, or a director, as set out in section 78 (6)—

___ is not limited or restricted by this Memorandum of incorporation.
___ is limited, restricted or extended to the extent set out in Part F of Schedule 2.

2.4 Officers and Committees

(1) The Board of Directors may appoint any officers it considers necessary to better achieve the objects of the Company.

(2) The authority of the Company's Board of Directors to appoint committees of directors, and to delegate to any such committee any of the authority of the Board as set out in section 72 (1), or to include in any such committee persons who are not directors, as set out in section 73 (2)(a)—

___ is not limited or restricted by this Memorandum of incorporation.
___ is limited, restricted or extended to the extent set out in Part G of Schedule 2.

(3) The authority of a committee appointed by the Company's Board, as set out in section 72 (2)(b) and (c)—

___ is not limited or restricted by this Memorandum of incorporation.
___ is limited, restricted or extended to the extent set out in Part G of Schedule 2.

Article 3 - General Provisions

Insert any further provisions desired in this or additional Articles.
Schedule 1 - Incorporation and nature of the Company

Part A
Insert any provisions limiting the purposes or powers of the Company, as contemplated in section 19 (1)(b) of the Act.

Part B
Insert any 'Ring fencing' provisions as contemplated in section 15 (2) of the Act.

Part C
Insert—
(a) any provisions relating to the amendment of the Memorandum of Incorporation, as contemplated in section 16 (1) (c) of the Act; and
(b) any provisions relating to the Board's authority to make rules for the Company, as contemplated in section 15 (3) to (5) of the Act.

Part D
Insert provisions establishing, or providing for the establishment of, a scheme of distribution of the net assets of the Company upon its dissolution, as required by item 1 (4) of Schedule 2 of the Companies Act, 2008.

Schedule 2 - Directors of the Company

Part A
Insert any provisions establishing the rights of any person to appoint a director, or establishing the right of any person to be an ex officio director of the Company.

Part B
Insert any provision imposing additional eligibility or qualification requirements for directors and prescribed officers of the Company.

Part C
Insert any provision limiting or restricting the authority of the Board to manage and direct the business and affairs of the Company, as contemplated in section 66 (1) of the Act.

Part D
Insert any provision limiting or restricting the authority of the Board to consider a matter other than at a meeting, as contemplated in section 74 of the Act.

Part E
Insert any provision limiting, restricting or varying the authority of the Board with respect to the conduct of its meetings, as contemplated in section 73 of the Act.

Part F
Insert any provision limiting, restricting or extending the authority of the Company to advance expenses to a director, indemnify a director, or purchase insurance to protect the Company or a director, as contemplated in section 78 of the Act.

Part G
Insert any provision limiting or restricting the authority of the Board with respect to the establishment of committees, as contemplated in section 72 of the Act.
Form CoR 15.1E
Long Standard Form
Non Profit Companies with members

- This form is issued in terms of section 13 of the Companies Act, 2008, and Regulation 15 of the Companies Regulations, 2011.
- This form may be used only to incorporate a Non Profit company with members.
- A Non Profit company may be incorporated by three or more persons.
- The Incorporators must complete this form by-
  (a) filling in the Name of the Company, unless it is to be completed by the Commission in terms of Regulation 14 (b) (i) or (ii);
  (b) inserting a statement of the objects of the company in the space provided;
  (c) inserting the number of directors and alternate directors in the spaces provided;
  (d) each signing and dating the form on a line of the Table at left.
- There are 9 pages in this form. If filing by paper, all 9 pages must be filed, use additional sheets if required to provide information.
- This Form must be filed with Form CoR 14.1, Notice of Incorporation, and required annexures and fees.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 425
Pretoria 0001
Republic of South Africa
Tel: 0861 943 384
www.cipc.co.za

Memorandum of Incorporation of

(Insert Name of Company)
which is referred to in the rest of this Memorandum of Incorporation as “the Company”.

The Company is a Non Profit company with members, with the following objects:

Adoption of Memorandum of Incorporation

This Memorandum of Incorporation was adopted by the incorporators of the Company, in accordance with section 13 (1), as evidenced by the following signatures made by each of them, or on their behalf.

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This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
In this Memorandum of Incorporation—
(a) a reference to a section by number refers to the corresponding section of the Companies Act, 2008;
(b) words that are defined in the Companies Act, 2008 bear the same meaning in this Memorandum as in that Act; and
(c) words appearing to the right of an optional check line are void unless that line contains a mark to indicate that it has been chosen as the applicable option.

The Schedules attached to this Memorandum are part of the Memorandum of Incorporation

Article 1 - Incorporation and Nature of the Company

1.1 Incorporation
(1) The Company is incorporated as a Non Profit company, as defined in the Companies Act, 2008.
(2) The Company is incorporated in accordance with, and governed by—
   (a) the unalterable provisions of the Companies Act, 2008 that are applicable to Non Profit companies;
   (b) the alterable provisions of the Companies Act, 2008 that are applicable to Non Profit companies, subject to any limitation, extension, variation or substitution set out in this Memorandum; and
   (c) the provisions of this Memorandum of Incorporation.

1.2 Objects and Powers of the Company
(1) The Objects of the Company are as set out on the cover sheet and, except to the extent necessarily implied by the stated objects, the purposes and powers of the Company—
   _____ are not subject to any restriction, limitation or qualification, as contemplated in section 19 (1)(b)(ii).
   _____ are subject to any restriction, limitation or qualification, contemplated in section 19 (1)(b)(ii), as set out in Part A of Schedule 1.
(2) The Company—
   _____ is not subject to any provision contemplated in section 15 (2)(b) or (c).
   _____ is subject to the provision contemplated in section 15 (2)(b) or (c), as set out in Part B of Schedule 1
(3) Upon dissolution of the Company, its net assets must be distributed in the manner determined in accordance with—
   (a) Item 1(4)(b) of Schedule 2 of the Companies Act, 2008; and
   (b) the provisions, if any, set out in Part C of Schedule 1 of this Memorandum.

1.3 Memorandum of Incorporation and Company rules
(1) This Memorandum of Incorporation of the Company—
   _____ may be altered or amended only in the manner set out in section 16, 17 or 152 (6) (b).
   _____ may be altered or amended in the manner set out in section 16, 17 or 152 (6) (b), subject to the provisions contemplated in section 16 (1)(c), and set out in Part D of Schedule 1.
(2) The authority of the Company’s Board of Directors to make rules for the Company, as contemplated in section 15 (3) to (5)—
   _____ is not limited or restricted in any manner by this Memorandum of Incorporation.
   _____ is limited or restricted to the extent set out in Part D of Schedule 1.
(3) The Board must publish any rules made in terms of section 15 (3) to (5)—
   _____ by delivering a copy of those rules to each director by ordinary mail.
   _____ in accordance with the requirements set out in Part D of Schedule 1.
(4) The Company must publish a notice of any alteration of the Memorandum of Incorporation or the Rules, made in terms of section 17 (1)—
   _____ by delivering a copy of those rules to each director by ordinary mail.
   _____ in accordance with the requirements set out in Part D of Schedule 1.
1.4 Optional provisions of Companies Act, 2008 do not apply

The Company—

____ does not elect, in terms of section 34 (2), to comply voluntarily with the provisions of Chapter 3 of the Companies Act, 2008.

____ elects, in terms of section 34 (2), to comply voluntarily with the provisions of Chapter 3 of the Companies Act, 2008.

1.5 Members of the Company

(1) As contemplated in item 4 (1) of Schedule 2 of the Act, the Company has members, who—

____ are all in a single class, being voting members, each of whom has an equal vote in any matter to be decided by the members of the Company.

____ are in either of two classes, being voting and non-voting members, respectively.

(2) The terms and conditions of membership in the company are as set out in Part E of Schedule 1 to this Memorandum.

Article 2 - Rights of Members

2.1 Members' authority to act

If, at any time, every member of the Company is also a director of the Company, as contemplated in section 57 (4), the authority of the members to act without notice or compliance with any other internal formalities, as set out in that section—

____ is not limited or restricted by this Memorandum of Incorporation.

____ is limited or restricted to the extent set out in Part A of Schedule 2.

2.2 Members' right to Information

In addition to the rights to access information set out in section 26 (1), a member of the Company has the further rights to information, if any, set out in Part B of Schedule 2 of this Memorandum of Incorporation.

2.3 Representation by concurrent proxies

The right of a member of the Company to appoint persons concurrently as proxies, as set out in section 58 (3)(a)—

____ is not limited, restricted or varied by this Memorandum of Incorporation.

____ is limited, restricted or varied to the extent set out in Part C of Schedule 2.

2.4 Authority of proxy to delegate

The authority of a member's proxy to delegate the proxy's powers to another person, as set out in section 58 (3)(b)—

____ is not limited or restricted by this Memorandum of Incorporation.

____ is limited or restricted to the extent set out in Part C of Schedule 2.

2.5 Requirement to deliver proxy instrument to the Company

The requirement that a member must deliver to the Company a copy of the instrument appointing a proxy before that proxy may exercise the member's rights at a members meeting, as set out in section 58 (3)(c)—

____ is not varied by this Memorandum of Incorporation.

____ is varied to the extent set out in Part C of Schedule 2.
2.6 Deliberative authority of proxy

The authority of a member’s proxy to decide without direction from the member whether to exercise, or abstain from exercising any voting right of the member, as set out in section 58 (7)—

___ is not limited or restricted by this Memorandum of Incorporation.
___ is limited or restricted to the extent set out in Part C of Schedule 2.

2.7 Record date for exercise of member rights

If, at any time, the Company’s Board of Directors fails to determine a record date, as contemplated in section 59, the record date for the relevant matter is—

___ as determined in accordance with section 59 (3).
___ as determined in the manner set out in Part D of Schedule 2.

Article 3 - Members Meetings

3.1 Requirement to hold meetings

The Company—

___ is not required to hold any members meetings other than those specifically required by the Companies Act, 2008.
___ is required to hold members meetings, in addition to those specifically required by the Companies Act, 2008, as set out in Part A of Schedule 3.

3.2 Members’ right to requisition a meeting

The right of members to requisition a meeting, as set out in section 61 (3), may be exercised—

___ by at least 25% of the voting members, as provided for in that section.
___ by at least _____% of the voting members

3.3 Location of members meetings

The authority of the Company’s Board of Directors to determine the location of any members meeting, and the authority of the Company to hold any such meeting in the Republic or in any foreign country, as set out in section 61 (9)—

___ is not limited or restricted by this Memorandum of Incorporation.
___ is limited or restricted to the extent set out in Part B of Schedule 3.

3.4 Notice of members meetings

The minimum number of days for the Company to deliver a notice of a members meeting to the members, as required by section 62—

___ is as provided for in section 62 (1).
___ is ______ business days before the meeting is to begin.
3.5 Electronic participation in members meetings

The authority of the Company to conduct a meeting entirely by electronic communication, or to provide for participation in a meeting by electronic communication, as set out in section 63—

____ is not limited or restricted by this Memorandum of Incorporation.

____ is limited or restricted to the extent set out in Part C of Schedule 3.

3.6 Quorum for members meetings

(1) The quorum requirement for a members meeting to begin, or for a matter to be considered are—

____ as set out in section 64 (1) without variation.

____ as set out in section 64 (1) subject to a minimum of ____% in substitution for the 25% required by that section.

(2) The time periods allowed in section 64 (4) and (5)

____ apply to the Company without variation

____ apply to the Company, subject to the variations set out in Part D of Schedule 3.

(3) The authority of a meeting to continue to consider a matter, as set out in section 64 (9)—

____ is not limited or restricted by this Memorandum of Incorporation.

____ is limited or restricted to the extent set out in Part D of Schedule 3.

3.7 Adjournment of members meetings

The maximum period allowable for an adjournment of a members meeting is—

____ as set out in section 64 (13), without variation.

____ as set out in section 64 (13), subject to the variations set out in Part E of Schedule 3.

3.8 Members resolutions

(1) For an ordinary resolution to be adopted at a members meeting, it must be supported by at least—

____ 50% of the members who voted on the resolution, as provided in section 65 (7).

____ ____% of the members who voted on the resolution, despite section 65 (7).

____ the minimum percentage of members voting on the resolution, as set out in Part F of Schedule 3.

(2) For a special resolution to be adopted at a members meeting, it must be supported by at least—

____ 75% of the members who voted on the resolution, as provided in section 65 (7).

____ ____% of the members who voted on the resolution, despite section 65 (7).

____ the minimum percentage of the members who voted on the resolution, as set out in Part F of Schedule 3.

(3) A special resolution adopted at a members meeting is—

____ not required for a matter to be determined by the Company, except those matters set out in section 65 (11).

____ required, in addition to the matters set out in section 65 (11), for the matters set out in Part F of Schedule 3.
2.1 Composition of the Board of Directors

(1) The Board of Directors of the Company comprises the ______ directors, and ______ alternate directors each of whom is to be elected—
   (a) is to be appointed in the manner set out in Part A of Schedule 4; and
   (b) serves for a term of ______ years.

(2) In addition to the appointed directors—
   ______ there are no appointed or ex officio directors of the company, as contemplated in section 66 (4).
   ______ there are ______ appointed, and ______ ex officio, directors of the company, as contemplated in section 66 (4), to be designated in the manner specified in Part B of Schedule 4.

(3) In addition to satisfying the qualification and eligibility requirements set out in section 69, to become or remain a director of the Company, a person—
   ______ need not satisfy any further eligibility requirements or qualifications.
   ______ must satisfy the additional eligibility requirements and qualifications set out in Part B of Schedule 2.

(4) Each appointed director of the Company serves for an indefinite term, until substituted by the person or entity that made the appointment.

2.2 Authority of the Board of Directors

The authority of the Company's Board of Directors to manage and direct the business and affairs of the Company, as set out in section 66 (1)—
   ______ is not limited or restricted by this Memorandum of incorporation.
   ______ is limited or restricted to the extent set out in Part C of Schedule 2.

2.2 Board of Directors meetings

(1) The authority of the Company's Board of Directors consider a matter other than at a meeting, as set out in section 74—
   ______ is not limited or restricted by this Memorandum of incorporation.
   ______ is limited or restricted to the extent set out in Part E of Schedule 4.

(2) The right of the Company's Directors to requisition a meeting of the Board, as set out in section 73 (1), may be exercised by—
   ______ at least 25% of the directors, as provided in that section.
   ______ at least ______% of the directors, despite the provisions of that section.

(3) The authority of the Company's Board of Directors to conduct a meeting entirely by electronic communication, or to provide for participation in a meeting by electronic communication, as set out in section 73 (3);—
   ______ is not limited or restricted by this Memorandum of incorporation.
   ______ is limited or restricted to the extent set out in Part F of Schedule 4.

(4) The authority of the Company's Board of Directors to determine the manner and form of providing notice of its meetings, as set out in section 73 (4)—
   ______ is not limited or restricted by this Memorandum of incorporation.
   ______ is limited or restricted to the extent set out in Part F of Schedule 4.

(5) The authority of the Company's Board of Directors to proceed with a meeting despite a failure or defect in giving notice of the meeting, as set out in section 73 (5)—
   ______ is not limited or restricted by this Memorandum of incorporation.
   ______ is limited or restricted to the extent set out in Part F of Schedule 4.
(6) The quorum requirement for a directors meeting to begin, the voting rights at such a meeting, and the requirements for approval of a resolution at such a meeting, are—

____ as set out in section 73 (5).

____ as set out in section 73 (5), subject to the variations set out in Part F of Schedule 4.

2.3 Indemnification of Directors

(1) The authority of the Company’s Board of Directors to advance expenses to a director, or indemnify a director, in respect of the defence of legal proceedings, as set out in section 78 (3)—

____ is not limited or restricted by this Memorandum of incorporation.

____ is limited, restricted or extended to the extent set out in Part G of Schedule 4.

(2) The authority of the Company’s Board of Directors to indemnify a director in respect of liability, as set out in section 78 (5)—

____ is not limited or restricted by this Memorandum of incorporation.

____ is limited, restricted or extended to the extent set out in Part G of Schedule 4.

(3) The authority of the Company’s Board of Directors to purchase insurance to protect the Company, or a director, as set out in section 78 (6)—

____ is not limited or restricted by this Memorandum of incorporation.

____ is limited, restricted or extended to the extent set out in Part G of Schedule 4.

2.4 Officers and Committees

(1) The Board of Directors may appoint any officers it considers necessary to better achieve the objects of the Company.

(2) The authority of the Company’s Board of Directors to appoint committees of directors, and to delegate to any such committee any of the authority of the Board as set out in section 72 (1), or to include in any such committee persons who are not directors, as set out in section 73 (2)(a)—

____ is not limited or restricted by this Memorandum of incorporation.

____ is limited, restricted or extended to the extent set out in Part H of Schedule 4.

(3) The authority of a committee appointed by the Company’s Board, as set out in section 72 (2)(b) and (c)—

____ is not limited or restricted by this Memorandum of incorporation.

____ is limited, restricted or extended to the extent set out in Part H of Schedule 4.

Article 3 - General Provisions

Insert any further provisions desired in this or additional Articles.

Schedule 1 - Incorporation and nature of the Company

Part A

Insert any provisions limiting the purposes or powers of the Company, as contemplated in section 19 (1)(b) of the Act.

Part B

Insert any ‘Ring fencing’ provisions as contemplated in section 15 (2) of the Act.
Part C

Insert provisions establishing, or providing for the establishment of, a scheme of distribution of the net assets of the Company upon its dissolution, as required by Item 1 (4) of Schedule 2 of the Companies Act, 2008.

Part D

Insert—
(a) any provisions relating to the amendment of the Memorandum of Incorporation, as contemplated in section 16 (1) (c) of the Act; and
(b) any provisions relating to the Board’s authority to make rules for the Company, as contemplated in section 15 (3) to (5) of the Act.

Part E

Insert provisions setting out the terms and conditions of membership

Schedule 2 - Rights of Members

Part A

Insert any provisions limiting or restricting the right of members to act without meeting formal requirements, as contemplated in section 57 (4) of the Act.

Part B

Insert any provisions creating additional information rights of members, as contemplated in section 26.

Part C

Insert any provisions relating to the powers of members to appoint proxies, the appointment of proxies, and the powers of any such proxy, as contemplated in section 58 of the Act.

Part D

Insert any provisions respecting the fixing of a record date, as contemplated in section 59 of the Act.

Schedule 3 - Members Meetings

Part A

Insert any provisions imposing a requirement to hold a members meeting.

Part B

Insert any provision limiting or restricting the authority of the Board to determine the location of members meetings, or the authority of the Company to meet outside the Republic.

Part C

Insert any provision limiting or restricting the authority of the Board with respect to the use of electronic communication for members meetings, as contemplated in section 63 of the Act.
Part D

Insert any provision respecting the quorum requirements for members meetings, or varying the provisions of section 64 of the Act.

Part E

Insert any provision varying section 64 (13) of the Act with respect to the maximum period for adjournment of a members meeting.

Part F

Insert—

(a) any provision establishing different requirements for adoption of an ordinary resolution for different matters;

(b) any provision establishing different requirements for adoption of an special resolution for different matters; or

(c) Any provision imposing the requirement of a special resolution to approve any matter, as contemplated in section 65 (11) of the Act.

Schedule 4 - Directors of the Company

Part A

Insert provisions setting out the process for the election of Directors by the voting members.

Part B

Insert any provisions establishing the rights of any person to appoint a director, or establishing the right of any person to be an ex officio director of the Company.

Part C

Insert any provision imposing additional eligibility or qualification requirements for directors and prescribed officers of the Company.

Part D

Insert any provision limiting or restricting the authority of the Board to manage and direct the business and affairs of the Company, as contemplated in section 66 (1) of the Act.

Part E

Insert any provision limiting or restricting the authority of the Board to consider a matter other than at a meeting, as contemplated in section 74 of the Act.

Part F

Insert any provision limiting, restricting or varying the authority of the Board with respect to the conduct of its meetings, as contemplated in section 73 of the Act.

Part G

Insert any provision limiting, restricting or extending the authority of the Company to advance expenses to a director, indemnify a director, or purchase insurance to protect the Company or a director, as contemplated in section 78 of the Act.

Part H

Insert any provision limiting or restricting the authority of the Board with respect to the establishment of committees, as contemplated in section 72 of the Act.
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 15.2 Notice of Amendment of Memorandum of Incorporation

About this Notice

- This notice is issued in terms of Section 16 of the Companies Act, 2008, and Regulation 15 (2) and (3) of the Companies Regulations, 2011.

- A Notice of Amendment must be filed within 10 business days after the amendment has been effected.

- If the amendment has changed the name of the company, the provisions of the Act and regulations applicable to company names apply.

- If the amendment has substituted a new Memorandum of Incorporation in place of the previous one, a copy of the new memorandum must be appended to this Notice.

- The fee for filing this Notice is R250. See Item 3 of Table CR 2B. A transitional amendment of a pre-existing company, filed in terms of Schedule 5, Item 4 (2) is exempt from the fee.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
Tel: 0861 943 384
www.cipc.co.za

Date: ______________________

Concerning:
(Name and Registration Number of Company)

Name: ______________________
Registration number: ______________________

The Memorandum of Incorporation of the above named company has been amended in accordance with section 16 of the Companies Act, 2008. In terms of section 16 (9), this amendment is to take effect on—

☐ The date that this Notice is filed in the Companies Registry.
☐ The date of the amended registration certificate to be issued by the Commission.
☐ (Later Date as shown on Notice of Incorporation)

In support of this Notice, the company has attached a copy of the court order, board resolution or special resolution authorizing the amendment and—

☐ A copy of the amendment to the Memorandum; or
☐ A copy of the Memorandum of Incorporation, as amended

As a result of this amendment, the Memorandum of Incorporation:

☐ Has no provisions of the type contemplated in section 15 (2) (b) or (c).
☐ Has provisions of the type contemplated in section 15 (2) (b) or (c), as listed in Annexure A.

(Personal Liability Companies only)

As a result of this amendment, the company—

☐ Will remain a personal liability company;
☐ Will no longer be a personal liability company, and has complied with the requirements of section 16 (10) by giving advance notice of this filing on ______________________.

Name and Title of person signing on behalf of the Company:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 15.2

Notice of Amendment of Memorandum of Incorporation
Notice of Ring Fencing Provisions

Date: __________________________

Concerning:
(Name and Registration Number of Company)

Name: ________________________________________________________
Registration number: _____________________________________________

As a result of amendments made to The Memorandum of Incorporation of the above named company, the Memorandum of Incorporation:

☐ No longer has the provisions of the type contemplated in section 15 (2) (b) or (c), as previously reported.

(Show the Article number of each Ring Fencing provision that has been deleted)

☐ Has the following provisions of the type contemplated in section 15 (2) (b) or (c):

(For each new Ring Fencing provision, show the Article, its purpose, and the Article of the Memorandum that it protects)

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<tr>
<th>Article</th>
<th>Purpose</th>
<th>Article Protected</th>
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Name and Title of person signing on behalf of the Company:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Republic of South Africa

Form CoR 15.3

About this Notice

- This notice is issued in terms of Section 17 of the Companies Act, 2008 and Regulation 15 (2) and (3) of the Companies Regulations, 2011.

- A Notice of Alteration must be filed within 10 business days after the alteration was published.

- The fee for filing this Notice is R 250.

- A director or Shareholder of the company may apply to the Companies Tribunal in Form CTR 142, for an order setting aside the alteration of the Memorandum of Incorporation, only on the grounds that the alteration exceeds the authority set out in section 17 (1).

Notice of Alteration of Memorandum of Incorporation

Date: ____________________________

Concerning:

(Name and Registration Number of Company)

Name: ____________________________

Registration Number: ____________________________

The Memorandum of Incorporation of the above named company has been altered in accordance with section 17 (1) of the Companies Act, 2008, in the following particulars:

(List article that has been altered, and the nature of the alteration. Use an addition sheet if required.)

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<tr>
<th>Article</th>
<th>Nature of Alteration</th>
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The company published a Notice of this Alteration on ____________________________.

Name and Title of person signing on behalf of the Company:

__________________________________________

Authorised Signature:

__________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008).
Notice of Translation of Memorandum of Incorporation

Date: __________________________

Customer code: __________________________

The Memorandum of Incorporation of the company named hereunder,

Name: __________________________
Registration No.: __________________________

has been translated in accordance with section 17 (1) of the Companies Act, 2008, in the following particulars:

(List each official language into which the Memorandum of Incorporation has been translated.)

1) __________________________
2) __________________________
3) __________________________
4) __________________________
5) __________________________

In support of this Notice, the company has attached a copy of the translated Memorandum of Incorporation, and a sworn statement of the translator, as required by section 17 (4).

Name and Title of person signing on behalf of the Company:

______________________________

Authorised Signature:
Republic of South Africa

Form CoR 15.5

Notice of Consolidation of Memorandum of Incorporation

Date: ____________________________

Customer code: ____________________________

(Name and Registration Number of Company)

The Memorandum of Incorporation of the below named company

Name: ____________________________________________

Registration No.: ______________________________________

has been consolidated in accordance with section 17 (5) of the Companies Act, 2008.

In support of this Notice, the company has attached a copy of the consolidated Memorandum of Incorporation, and a sworn statement by a director, or a statement by an attorney or notary public that the consolidation is a true, accurate and complete representation of the Memorandum of Incorporation as previously adopted, amended or altered from time to time, as required by section 17 (6).

Name and Title of person signing on behalf of the Company:

____________________________________________________

Authorised Signature:

____________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice CoR 15.6

About this Notice

- This notice is issued in terms of Section 17 of the Companies Act, 2008 and Regulation 15 (b) of the Companies Regulations, 2011.

Notice to Consolidate the Memorandum of Incorporation

Date: ____________________________

Customer code:

(To be completed by the Commission)

The Memorandum of Incorporation of the below named company

Name: ____________________________________________
Registration No.: __________________________________

has been amended or altered from time to time since being adopted.

In terms of section 17 (5)(b) of the Companies Act, 2008, the Commission requires the company to prepare and file a consolidated version of the Memorandum of Incorporation.

The consolidated version must be filed within 60 business days after the date of this Notice, and must be accompanied by a Notice in Form CoR 15.5, and a sworn statement or other statement required by section 17(6) that the consolidation is a true, accurate and complete representation of the Memorandum of Incorporation as previously adopted, amended or altered from time to time.

Name and Title of person signing on behalf of the Commission:

__________________________________________

Authorised Signature:

__________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 16.1

About this Notice

- This notice is issued in terms of Section 15 of the Companies Act, 2008 and Regulation 16 of the Companies Regulations, 2011.
- A Notice of changes to the Rules must be filed within 10 business days after publication of the Rules, or the amendment or repeal of Rules, as the case may be.
- The fee for filing this Notice is R 100.
- Any change in the Rules of a company has interim effect from the date shown on the Notice, until it is put to a vote by the shareholders.

Notice Concerning Company Rules

Date: __________________ Customer code: __________________

Concerning:
(Name and Registration Number of Company)

Name:__________________________________________________________
Registration No.:____________________________________________

The Board of above named company has adopted, amended or repealed rules of the Company, in accordance with section 15 (3) to (5) of the Companies Act, 2008, and published those rules in accordance with the Act and Regulations on __________.

This change is to take effect—
☐ 10 business days after the date on which this Notice is filed; or
☐ On __________________________ (enter a later date)

The following new Rules have been published, and are attached to this Notice:
(List any new Rules that have been published. Use an additional sheet if required.)

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

The following old Rules have been amended or repealed, and if amended, the amendments are attached to this Notice:
(List any previously filed Rules that have been amended or repealed. Use an additional sheet if required.)

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Name and Title of person signing on behalf of the Company:

______________________________________________________________

Authorised Signature:

______________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of Results of Vote on Company Rules

Date: ____________________ Customer code: ____________________

Concerning:
(Name and Registration Number of Company)

| Name: ____________________ |
| Registration No: ____________________ |

The above named company gave Notice of a change to its Rules on ________________.

The company conducted a vote of the shareholders on an ordinary resolution to ratify
the change referred to above, on ________________.

In terms of the Memorandum of incorporation of the company, an ordinary resolution
requires at least ___% support to be adopted.

The resolution to ratify the change to the Rules was supported by ___% of the voting
interests exercised. Accordingly, the resolution was—

☐ adopted, giving permanent effect to the Rules change noted above.

☐ rejected, resulting in the annulment of the Rule change noted above.

Name and Title of person signing on behalf of the Company:

________________________________________________________________________

Authorised Signature:

________________________________________________________________________
Form CoR 17.1

About this Form

- This form is issued in terms of Section 13 (5) to (10) of the Companies Act, 2008 and Regulation 17 of the Companies Regulations, 2011.
- All documents referred to in the application must be attached to this Notice when filed.
- The fee for filing this Notice is R 400.

Companies and Intellectual Property Commission
Republic of South Africa

Application to Transfer Registration of Foreign Company

Date: __________________ Customer code: __________________

Concerning:

(Name and Foreign Registration Number of Foreign Company)
Name: __________________ Registration No.: __________________

The above named foreign company, which was incorporated on (insert date) under the law of (insert jurisdiction), and is currently registered under the law of (insert jurisdiction), applies to transfer its registration to the Republic, in terms of section 13 (5) of the Companies Act, 2008, and to be registered as a (insert type of company).

In support of this application, the company declares that:

1. The law of the jurisdiction in which it is registered permits the company to transfer its registration in this manner, and the company has complied with all of the requirements of that law governing such a transfer.
2. The company's shareholders have approved this application, as evidenced by the attached copy of a shareholders resolution.
3. The whole or greater part of the company's assets and undertaking are in the Republic, other than the assets or undertaking of any foreign subsidiary, as evidenced by the attached copy of the company's latest annual financial statements.
4. The majority of the company's shareholders are resident in the Republic.
5. The majority of the company's directors are or will be resident within the Republic, as evidenced by the attached list of directors.
6. The company is not in liquidation or subject to an application therefore, is not engaged in proceedings comparable to business rescue proceedings, is not subject to an approved plan or court order comparable to a business rescue plan, is not subject to a compromise or similar arrangement with any creditor and, immediately following the transfer of registration, the company will satisfy the solvency and liquidity test set out in s. 4 of the Act.
7. The company has no bearer shares that remain issued, and is not permitted to issue any such shares.

In further support of this Notice, the company has attached a copy of its Memorandum of Incorporation to be registered, its Certificate of Incorporation, its current Registration Certificate, if different, and other relevant evidence of the facts declared above.

Name and Title of person signing on behalf of the Company:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008).
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 17.2

Notice Requiring Further Particulars

Date: _______________ Customer code: _______________________

Concerning:

Name and Foreign Registration Number of Foreign Company

Name: ___________________________ Registration No.: _____________

The above named foreign company, which was incorporated on (insert date)______
under the law of (insert jurisdiction)___________________________, and is currently registered
under the law of (insert jurisdiction)___________________________, applied to transfer its
registration to the Republic, in terms of section 13 (5) of the Companies Act, 2008,
and to be registered as a (insert type of company)___________________.

In order to complete its consideration of the application, the Commission
requires the applicant to provide the following additional information. In particular—

(Insert particulars)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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__________________________________________________________________________

Name and Title of person signing on behalf of the Commission:

__________________________________________________________________________

__________________________________________________________________________

Authorised Signature:

__________________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 17.3

Registration Certificate

Date: __________________________

Concerning:

(Name and South African Registration Number of Company)

No.: __________________________

Registration No.: __________________________

The registration of the above named company has been transferred to the Republic in terms of section 13 (5) to (10) and 14 of the Companies Act, 2008, with effect from the date of this Certificate.

The Company's name, as shown above, has been altered by the Commission to comply with the requirements of section 14 (3), and other wise appears to be acceptable in terms of the Act.

In conjunction with this Certificate, the Commission:

☐ Has issued a Notice of a Potentially Contested Name.
☐ Has issued a Notice of a Potentially Offensive Name.

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

Commission seal

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 17.4

About this Notice

- This notice is issued in terms of Section 13 (5) to (10) of the Companies Act, 2008 and Regulation 17 (3) of the Companies Regulations, 2011.
- The foreign company may apply in Form CTR 342 to the Companies Tribunal to review this Notice.

Refusal to Transfer Registration of Foreign Company

Date: ____________________________

Concerning:

Name and Foreign Registration Number of Foreign Company
Name: ___________________________ Registration No.: ___________________________

The above named foreign company, which was incorporated on (insert date) under the law of (insert jurisdiction), and is currently registered under the law of (insert jurisdiction), applied to transfer its registration to the Republic, in terms of section 13 (5) of the Companies Act, 2008, and to be registered as a (insert type of company).

The Commission refuses to accept the transfer of the above mentioned company, on the grounds that the company does not appear to be entitled to transfer its registration to the Republic, in terms of section 13 (6) and (7) of the Companies Act, 2008. In particular—

(Insert particulars)

Name and Title of person signing on behalf of the Commission:

__________________________________________

Authorised Signature:

__________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Application to Convert a Close Corporation

Date: ______________________ Customer code: ______________________

Concerning:

<table>
<thead>
<tr>
<th>Name and Registration Number of Close Corporation</th>
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</thead>
<tbody>
<tr>
<td>Name: ___________________________ Registration No.: ___________________________</td>
</tr>
</tbody>
</table>

The above named Close Corporation, which was incorporated in terms of the Close Corporations Act, 1984 on (insert date) ______________________ applies to convert to a company, in terms of Schedule 2 of the Companies Act, 2008, and to be registered as a (insert type of company) ______________________.

In support of this application, the Close Corporation declares that:

1. The corporation’s members have consented to this application, as evidenced by the written statements of consents, attached.
2. The members who have consented to this application hold, in aggregate, at least 75% of the members’ interest in the Close Corporation, as evidenced by the attached statement of members’ interest.
3. The initial Directors of the company will be as set out on the attached list.
4. The Close Corporation is not in liquidation or subject to an application therefore, is not engaged in business rescue proceedings, is not subject to an approved plan or court order comparable to a business rescue plan, is not subject to a compromise or similar arrangement with any creditor and, immediately following the conversion, the company will satisfy the solvency and liquidity test set out in s. 4 of the Act.

In further support of this Notice, the corporation has attached a copy of its Memorandum of Incorporation, and other relevant evidence of the facts declared above.

Name and Title of person signing on behalf of the Corporation:

____________________________

Authorised Signature:

____________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 18.2

Notice Requiring Further Particulars

Date: ___________________________

Concerning:

(Name and Registration Number of Close Corporation)
Name: ____________________________ Registration No.: ____________________________

The above named Close Corporation, which was incorporated in terms of the Close Corporations Act, 1984 on (insert date) ___________________________, applied to convert to a company in terms of Schedule 2 of the Companies Act, 2008, and to be registered as a (insert type of company) ___________________________.

In order to complete its consideration of the application, the Companies Commission requires the applicant to provide the following additional information. In particular—

(insert particulars)

Name and Title of person signing on behalf of the Commission:

__________________________________________

Authorised Signature:

__________________________________________

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa

Tel: 0861 843 394
www.cipc.co.za

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Registration Certificate

Date: __________________________

Concerning:
(Name and Registration Number of Company)

| Name: __________________________ |
| Registration No.: __________________________ |

The above named company has been converted from a Close Corporation in terms of Schedule 2 of the Companies Act, 2008, with effect from the date of this Certificate.

The Company’s name, as shown above, has been altered by the Commission to comply with the requirements of section 14 (3), and otherwise appears to be acceptable in terms of the Act.

In conjunction with this Certificate, the Companies Commission:

☐ Has not issued another Notice contemplated in section 12 (3).
☐ Has issued a Notice of a Potentially Contested Name.
☐ Has issued a Notice of a Potentially Offensive Name.

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 19.1

About this Notice

- This notice is issued in terms of Section 22 (2) of the Companies Act, 2008 and Regulation 19 of the Companies Regulations, 2011.

- The company to whom this Notice is addressed—

  (a) may apply to the Companies Tribunal in Form CTR 142, to review the Notice only on the grounds that it does not clearly set out the reasons for the Commission forming the stated belief; and

  (b) subject to any order of the Tribunal, must provide the required information to the Commission within 20 business days after the date of this Notice.

- If the company fails within the specified time to respond to this Notice, or to satisfy the Commission that it is not engaging in conduct prohibited by s 22 (1) of the Companies Act, 2008, or is able to pay its debts as they become due in the ordinary course of business, the Commission may issue a Compliance Notice requiring the company to cease carrying on business.

Notice to Show Cause Regarding Reckless Trading or trading under insolvent circumstances

Date: ___________________________

Concerning:

(Name and Registration Number of Company)

Name: __________________________

Registration no.: __________________

The Commission has grounds to believe that the above named company may be carrying on its business recklessly, with gross negligence, with intent to defraud a person, or for a fraudulent purpose, or that it is unable to pay its debts as they become due in the ordinary course of business.

(Inset particulars of the grounds on which the Commission has formed the belief stated above)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

In terms of section 22 (2) of the Companies Act, 2008, and Regulation 19 of the Companies Regulations, 2011, the Commission requires the company named above to show cause why the company should be permitted to carry on business or to trade.

Name and Title of person signing on behalf of the Commission:

________________________________________________________________________

Authorised Signature: ______________________________

Companies and Intellectual Property Commission of South Africa
Postal Address: PO Box 429
Pretoria 0001 RSA
Tel: 0861 843
www.cipc.co.za

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 19.2

Confirmation Notice

Date: ____________________________

Concerning:

(Name and Registration Number of Company)

Name: __________________________ Registration No.: __________________________

On (insert date of Notice CoR 19.1) __________________________, the Companies Commission issued a Notice in Form CoR 19.1 requiring the company named above to show cause why it should be permitted to carry on business or to trade.

The company has satisfied the Commission that it is not engaging in conduct prohibited by Section 22 of the Companies Act, 2008, in respect of the particulars set out in the previous Notice.

The Commission confirms the right of the company to continue to carry on business or to trade.

Name and Title of person signing on behalf of the Commission:

__________________________________________________________________________

Authorised Signature:

__________________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 20.1

About this Form

- This form is issued in terms of Section 23 (1), (2) and (2A) of the Companies Act, 2008 and Regulation 20 of the Companies Regulations, 2011.
- All documents referred to in the notice must be attached to this Notice when filed.
- The fee for filing this Notice is R 400.

Companies and Intellectual Property Commission
Republic of South Africa

Registration of External Company

Date: __________________________ Customer Code: __________________________

Concerning:

(Name and Foreign Registration Number of External Company)
Name: __________________________ Registration no.: __________________________

The above named foreign company, which was incorporated on (insert date) under the law of (insert jurisdiction), and is currently registered under the law of (insert jurisdiction), advises that it is carrying on business within the Republic to the extent that requires its registration as an external company, in terms of section 23 (1), (2) and (2A) of the Companies Act, 2008.

In support of this notice, the external company has attached a certified copy of its Memorandum of Incorporation, its Certificate of Incorporation or comparable document registered in the foreign jurisdiction, its current Registration Certificate, if different, and translated copies of any such documents if the original is not in an official language of the Republic.

In further support of this Notice, the external company declares that:

1. Its principal office address outside the Republic is:

2. Its principal office address within the Republic is:

3. The external company’s directors are as set out on Annexure A

4. The name and address of the person within the Republic who has consented to accept service of documents on behalf of the external company and has been appointed by the external company to do so, is:

Name and Title of person signing on behalf of the Company:

Authorised Signature:

Contacting the Commission
The Companies and Intellectual Property Commission of South Africa
Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 20.1
Annexure A

About this Form

- This form is issued in terms of Section 23 (1), (2) and (2A) of the Companies Act, 2008 and Regulation 20 of the Companies Regulations, 2011.
- This document must be filed in conjunction with Form 20.1.

Directors of External Company

Date: ____________________________ Customer code: ____________________________

Concerning:

Name and Foreign Registration Number of External Company

Name: ____________________________ Registration No.: ____________________________

The above named foreign company, which has filed a notice for registration as an external company, in terms of section 23 (1), (2) and (2A) of the Companies Act, 2008, advises that its current directors are the following persons:

Full name/former name, if any: ________________________________________________

Identity number: _____________________________________________________________

Nationality: _________________________________________________________________

Passport number, if not South African: _________________________________________

Date of appointment: _________________________________________________________

Designation in company: ______________________________________________________

Residential address: __________________________________________________________

___________________________________________________________________________

Business address: ____________________________________________________________

___________________________________________________________________________

Postal address: _______________________________________________________________

___________________________________________________________________________

Occupation: _________________________________________________________________

South African resident: (yes) (no)

Name and Title of person signing on behalf of the Company:

______________________________________________

Authorised Signature: ____________________________


Contacting the Commission
The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
Tel: 0861 843 394
www.cipc.co.za

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 20.2

Registration Certificate

Date: ________________________

Concerning:
(Name and Registration Number of External Company)

Name: ________________________
Registration No.: ________________________

The above named foreign company has been registered as an external company in terms of section 23 of the Companies Act, 2008.

Name and Title of person signing on behalf of the Commission:

Authorised Signature: ________________________

Commission seal

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.icipc.co.za

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 21

Notice of Change of Registered Office

Date: ____________________  Customer code: ____________________

Concerning:

(Name and Registration Number of Company or External Company)

Name: ____________________  Registration No.: ____________________

The above named company, or external company, advises that it has or will change its registered office in the Republic on ____________________ (Insert Date) to the following address:

________________________________________________________________________

Effective date: __________ being a date at least five business days after filing.

Name and Title of person signing on behalf of the Company:

________________________________________________________________________

Authorised Signature:

________________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of Location of Company Records

Date: __________________________ Customer code: __________________________

Concerning:

(Name and Registration Number of Company)

Name: __________________________ Registration No.: __________________________

The above named company advises that on __________________________ (Insert Date)

it is has or will change the location of certain of its records, which are not, or will no

longer be, kept at its registered office, to the following address:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This notice applies to the following records:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name and Title of person signing on behalf of the Company:

________________________________________________________________________

Authorised Signature:

________________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 24

Request for Access to Company Information

Date: ____________________  Customer code: ____________________

From: ____________________ (Insert name of person seeking access)

To: ____________________

Name and Registration Number of Company
Name: ____________________  Registration No.: ____________________

The person named above claims a right of access to the following records of the above named company:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

The person named above claims a right of access on the grounds of being:

☐ a holder of a beneficial interest in securities of the company, or a member of a non profit company, as the case may be, as contemplated in section 26 (1).

☐ a person other than a person contemplated in section 26 (1).

The person named above may be contacted about this request at:

(Insert contact details)

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 25

About this Form

- This form is issued in terms of Section 27(4) of the Companies Act, 2008 and Regulation 25 of the Companies Regulations, 2011.
- The financial year end of a company may not be changed more than once during any particular financial year.
- The date to be inserted as the new financial year end must not be earlier than the date this form is filed, and must not result in a financial year that exceeds 15 months.
- The fee for filing this Notice is R100.

Notice of Change of Financial Year End

Date: __________________ Customer code: __________________

Concerning:

[Name and Registration Number of Company]

Name: __________________________________ Registration No.: __________________

The Board of Directors of the above named company, whose current financial year end is ____________, advises that the company will change its financial year end to ______________ (Insert Date).

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429 Pretoria 0001 Republic of South Africa
Tel: 0861 843 384 www.cipc.co.za

Name and Title of person signing on behalf of the Company:

______________________________________________

Authorised Signature:

______________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 30.1

About this Form

- This form is issued in terms of Section 33 of the Companies Act, 2008 and Regulation 30 of the Companies Regulations, 2011.
- The annual return must be filed within 30 business days after each anniversary of the company’s date of incorporation, or date of registration in the Republic, in the case of a domesticated company. Late filing of this form will result in an increased fee applying.
- The fee for filing this Notice varies with the annual turnover of the company. Please refer to Item 8 of Table CR 26 for the applicable fee. Changes must be made on the applicable CoR form and the relevant fee paid.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 012 345 6789
www.cipc.co.za

Annual Return

Date: ___________________ Customer code: ____________________

Concerning:

(Name and Registration Number of Company)

Name: ___________________ Registration No.: ____________

The above named company reports that the following information remains as shown on the Companies Registry, except as noted:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unchanged</th>
<th>Changed as per attached CoR Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditors and Audit Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Year End</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The person designated by the company to be responsible for compliance with Chapter 2, Part C, and Chapter 3 of the Act, is:

(Name and Identity or Registration Number of designated person)

The Company’s public interest score in terms of Regulation 26 (2) is calculated as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Number of Employees</td>
<td></td>
</tr>
<tr>
<td>Liabilities (in R millions)</td>
<td></td>
</tr>
<tr>
<td>Turnover (in R millions)</td>
<td></td>
</tr>
<tr>
<td>Maximum number of individuals with a beneficial interest in securities of the company, or members in case of a non profit company</td>
<td></td>
</tr>
<tr>
<td>Total Score</td>
<td></td>
</tr>
</tbody>
</table>

Form continues on Page 2.

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission  
Republic of South Africa

Form CoR 30.1  
Annual Return  
Page 2

About this Form

- The company must provide financial information in a form contemplated in the options set out to the right.
- A company that is required in terms of the Act or Regulation 28 to have its Annual Financial Statements audited, must file those statements with the Return.
- Any other company may voluntarily file its annual financial statements if they have been audited or independently reviewed.
- A company that does not file or undertake to file audited or reviewed annual financial statements must file an annual financial supplement with this return.

The Annual Financial Statements of the company were -
☐ Independently compiled and reported on; or
☐ Internally compiled;

and the company -
☐ is required by the Act or Regulation 28 to have its Annual Financial Statements audited, and attaches a copy of those statements dated ____________.

☐ is not required by the Act or Regulation 28 to have its Annual Financial Statements audited -

☐ and voluntarily attaches a copy of its audited or Independently reviewed Annual Financial Statements, dated ____________; or

☐ attaches a Financial Accountability Supplement, in form CoR 30.2

(contact information):
Postal address:__________________________________________ *

Telephone no.:__________________________________________ *
E-mail address:__________________________________________ *
Website :_________________________________________________
Principal place of business:_________________________________

Principal business:________________________________________ *

Holding company(if any):___________________________________

( information marked with an asterisk * is compulsory)

Name and Title of person signing on behalf of the Company:

________________________________________________________

Authorised Signature:

________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 30.2

About this Form

- This form is issued in terms of section 33 of the Companies Act, 2008 and Regulation 30 of the Companies Regulations, 2011.

- The annual return must be filed within 30 business days after each anniversary of the company's date of incorporation, or date of registration in the Republic, in the case of a domesticated company. Late filing of this form will result in an increased fee applying.

- This supplement is required only from companies that have not filed, or undertaken to file, a copy of their audited or independently reviewed annual financial statements.

Financial Accountability Supplement

Date: ____________________________

Concerning:

(Name and Registration Number of Company)

Name: ____________________________ Registration No.: ____________________________

The person primarily responsible for recording day to day financial transactions and maintaining the company's financial records is:

(Name and identity or Registration Number of designated person)

Name: ____________________________ Identity/Reg.No.: ____________________________

The person primarily responsible for compiling financial information and preparing reports or statements is:

(Name and identity or Registration Number of designated person)

Name: ____________________________ Identity/Reg.No.: ____________________________

The person, if any, who provides advice to the company concerning the maintenance of financial records is:

(Name and identity or Registration Number of designated person)

Name: ____________________________

The name, recognised profession and practice number of person performing independent review of Annual Financial Statements, if applicable:

(Name and practice number of designated person)

Name: ____________________________

Recognised profession: ____________________________ Practice No.: ____________________________

The company maintains its financial records—

☐ manually, in paper based records; or

☐ electronically, on a computer based system.

The company prepares bank reconciliations, balance sheets and income and expense statements:

☐ Monthly  ☐ Quarterly  ☐ Semi-annually  ☐ Annually  ☐ Never

If the company deals in goods, when does it carry out stocktaking:

Does the company hold any assets in a fiduciary capacity for persons not related to the company, as contemplated in Regulation 28 (2)(b)?  ☐ Yes  ☐ No

Name and Title of person signing on behalf of the Company:

__________________________________________________________________________

Authorised Signature:

__________________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 213 of the Companies Act, 2008 (Act No. 71 of 2008)
# Companies and Intellectual Property Commission

## Republic of South Africa

## Form CoR 30.3

### Annual Return (External Company)

**Date:**

**Concerning:**

<table>
<thead>
<tr>
<th>Name and South African Registration Number of External Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________________________ Registration No.: ________</td>
</tr>
</tbody>
</table>

The above named company reports that the following information remains as shown on the Companies Registry, except as noted:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unchanged</th>
<th>Changed as per attached CoR form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person who has consented to accept service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign jurisdiction in which company is primarily registered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Contact information)

| Postal Address: __________________________ | * |
| Telephone No.: ___________________________ | * |
| Email: ___________________________ | * |
| Website: ___________________________ | |
| Principal business: ___________________________ | * |
| Principal place of business: ___________________________ | * |

(information marked with an asterisk * is compulsory)

**Name and Title of person signing on behalf of the Company:**

**Authorised Signature:**

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 31

About this Notice

- This notice is issued in terms of Schedule 5, Item 6 of the Companies Act, 2008 and Regulation 31 of the Companies Regulations, 2011.
- This Notice may be filed at any time, but only in respect of classes of authorised shares from which shares have not been issued, or if issued, are no longer outstanding.
- There is no fee for filing this Notice, if it is filed within 2 years after the effective date of the Act.

Notice of Board Resolution to Convert Par Value Shares

Date: __________________ Customer code: __________________

Concerning:

(Name and Registration Number of Company)

The Memorandum of Incorporation of the below named company,

Name: __________________________________________

Registration No.: __________________________________

has been amended in accordance with Schedule 5, Item 6 of the Companies Act, 2008, and Regulation 31 of the Companies Regulations, with effect from the date of the attached Board resolution.

As contemplated in Regulation 31 (3), this amendment serves only to convert the class or classes of par value or nominal value shares, as noted in the resolution, to shares having no nominal or par value.

In support of this Notice, the company—

(a) has attached a copy of the resolution of the Board, dated __________________; and

(b) declares that it has no issued and outstanding shares of the class or classes referred to in this Notice.

As a result of this amendment, the company:

☐ Has no further classes of nominal value or par value shares.

☐ Has further classes of nominal value or par value shares, which will be the subject of a further amendment.

Name and Title of person signing on behalf of the Company:

________________________________________

Authorised Signature:

________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 35.1

About this Form

- This form is issued in terms of Section 21 of the Companies Act, 2008, and Regulation 35 of the Companies Regulations, 2011.

- The use of this Form is voluntary. If this form is used, a copy must be filed with the Commission as part of the public record of the company concerned.

Notice of Pre-Incorporation Contract

Date: ___________________ Customer code: ___________________

From: ___________________ (insert name of person giving notice)

To:

(Name and Registration Number of Company)

Name: ___________________ Registration No.: ___________________

The person named above advises the company of the following contract entered into, or action taken, in the name of, or on behalf of the company, before the company was incorporated, as contemplated in section 21:

(insert particulars of contract or action)

The person named above may be contacted about this request at:

(insert contact details)

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
Tel: 0861 843 384
www.cipc.co.za

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 35.2

About this Form

- This form is issued in terms of Section 21 of the Companies Act, 2008, and Regulation 35 of the Companies Regulations, 2011.

- This Form must be filed with the Commission within five business days after the Board of the Company makes a decision concerning any particular pre-incorporation contract or action.

- A copy of this form must be delivered to each person who is a party to the contract, or materially affected by the action, in respect of which this Notice was given.

Notice of Action concerning Pre-Incorporation Contract

Date: ____________________ Customer code: ____________________

From:
[Name and Registration Number of Company]
Name: ____________________ Registration No.: ____________________

The company named above advises that it has—

☐ completely or partially rejected

☐ completely or partially ratified

the following contract entered into, or action taken, in the name of, or on behalf of the company, before the company was incorporated, as contemplated in section 21:

[Insert particulars of contract or action]

Name and Title of person signing on behalf of the Company:

____________________________

Authorised Signature:

____________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 36.1

About this Form

• This form is issued in terms of the Companies Act, 2008, and Regulation 36 (1) of the Companies Regulations, 2011.

• The use of this Form is voluntary. If this form is used, it is not necessary to file a copy with the Commission.

• This form is to be used for only one of the alternative purposes at a time. Use a separate form for each matter of which notice is being given.

• If you use this form to make a demand in terms of section 165, attach a statement of particulars, setting out the legal action you require the company to take.

• If you use this form to appoint more than one proxy, you must indicate for each proxy their specific powers to exercise particular voting rights.

• A proxy appointment remains valid for one year, unless you revoke it earlier.

Security Holder Notice to Company and Proxies

Date: _______________________

From: _______________________(insert name of person giving notice)

To:

(Name and Registration Number of Company)

Name: ______________________ Registration No.: ______________________

The person named above, being the holder of a beneficial interest in securities of the company, advises the company as follows:

☐ I intend to vote against the resolution proposed in a notice dated ___________ to amend the company’s Memorandum of Incorporation, as contemplated in section 37 (8).

☐ I intend to vote against the resolution proposed in a notice dated ___________ to have the company engage in a fundamental transaction, as contemplated in section 115 (8).

☐ I accept the offer to subscribe additional securities offered in terms of section 39 (2) and the notice dated ___________.

☐ In terms of section 165, I demand that the company commence or continue legal proceedings to protect its interests, as set out in the attached statement.

☐ In terms of section 58, I appoint the following persons as proxy to act on my behalf as instructed:

(Name, identity number and address for receiving notice of each person being named as a proxy.)

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<tr>
<th>Name</th>
<th>Identity No</th>
<th>Address</th>
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</table>

Signed:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 36.2

About this Form

- This form is issued in terms of the Companies Act, 2008 and Regulation 36 (2) of the Companies Regulations, 2011.
- The use of this Form is voluntary. If this form is used, it is not necessary to file a copy with the Commission.
- This form is to be used for only one of the alternative purposes at a time. Use a separate form for each matter of which notice is being given.
- A notice respecting a resolution adopted in terms of section 60 must be given within 10 business days after the decision is made.
- A notice advising of rights in terms of section 164 must be given with the notice of the resolution to be voted upon.
- A notice reporting the result of a resolution, in terms of section 164, must be given within 10 business days after the vote was taken.

General Company Notice to Security Holders

Date: __________________________

From:

(Name and Registration Number of Company)

Name: __________________________ Registration No.: __________________________

To: __________________________ (Insert name of person receiving)

The company advises the person named above as follows:

☐ As a holder of the beneficial interest in securities of the company, you have a right, in terms of section 39, until ________________, to subscribe additional securities of the same class before they are offered to non-shareholders. Please see the attached material for particulars of this offering.

☐ The Board of Directors has adopted the attached resolution to provide financial assistance to a person, as contemplated in section 45 (2).

☐ The company has reason to belief that securities held by you may be held for the benefit of another person. In terms of section 56 (5), the company requires you to confirm or deny that fact, and if true, to disclose the relevant particulars, including the identity of any such person.

☐ In terms of section 60, the company reports the result of a shareholder decision, taken other than at a meeting, as set out in the attached statement.

☐ In terms of section 62 (1), a meeting of the shareholders will be held at ________________ o'clock on ________________ at ________________ to consider the business set out on the attached agenda.

☐ The shareholders of the company are asked to consider a resolution in terms of section 37 (8) or 115 (8). Shareholders who may oppose this resolution have rights to register their dissent in terms of section 164. To exercise those rights, a shareholder must inform the company of their intent before the resolution is put to a vote.

☐ The shareholders of the company have adopted a resolution that you previously stated, in terms of section 37 (8) or 115 (8), that you would oppose. As a dissenting shareholder, you may have further rights in terms of section 164.

Signed:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 36.3

General Company Notice to Holders of Beneficial Interests

Date: 

From: (Insert name of person giving notice)

Concerning:

Name and Registration Number of Company

Registration No.: 

The person named above, being the holder of securities of the company, advises the holders of the beneficial interests in those securities as follows:

1. A meeting of shareholders of the company will be held at o'clock on at , and the agenda for that meeting includes matters on which the voting rights attached to the securities may be exercised.

2. You have the right in terms of section 56 (11) to demand a proxy appointment from the holder of the securities, so that you can attend and participate, and vote, to the extent of your beneficial interest in the securities.

3. A demand for a proxy appointment must be sent to:

(Name, identity number and address for receiving notice of each person being named as a proxy.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity No</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Signed:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of Director’s Personal Financial Interest

Date: __________________________

From: __________________________ (Insert name of director giving notice)

To:

Name and Registration Number of Company

Name: __________________________ Registration No.: __________________________

The person named above, being a director or prescribed officer of the company, advises the company of the following personal financial interests:

(Provide particulars of the nature and extent of the interest, using additional sheets if required.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Signed: __________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of Change of Directors

Date: _____________________ Customer code: _____________________

Concerning:

(Name and Registration Number of Company)
Name: _____________________ Registration No.: _____________________

The above named company or external company gives notice of the following change of information on or in the persons serving as directors of the company or external company. In the case of new directors, each person named has consented to assume that office.

Full name/former name, if any: _____________________
Identity number: _____________________
Nationality: _____________________
Passport number, if not South African: _____________________
Date of appointment: _____________________
Designation in company: _____________________
Residential address: _____________________
Business address: _____________________
Postal address: _____________________
Occupation: _____________________
South African resident: ______ (yes) ______ (no)
Nature of change: _____________________

Name and Title of person signing on behalf of the Company:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of Resolution to Wind-up Solvent Company

Date: ___________________________ Customer code: ___________________________

Concerning:
(Name and Registration Number of Company)

Name: ___________________________
Registration No.: ___________________________

On ___________________________ (insert date) the shareholders of the above named company adopted a special resolution to voluntarily wind up the company in terms of section 80 of the Companies Act, 2008.

In terms of section 80 (1), the winding up of the company is to be carried out by—

☐ The company.
☐ The creditors of the company.

If the winding up is to be carried out by the company, in support of this Notice, the company has attached a copy of the consent of the master, as required by section 80 (3).

Name and Title of person signing on behalf of the Company:

______________________________

Authorised Signature:

______________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 40.2

About this Notice

• This notice is issued in terms of Section 82 (5) and (6) of the Companies Act, 2008 and Regulation 40 (7) of the Companies Regulations, 2011.

• The fee for filing this Notice is R250.

Notice of Foreign Registration of Company

Date: ______________________ Customer code: ______________________

Concerning:

(Name and South African Registration Number of Company)

Name: ______________________

Registration No.: ______________________

On ______________________ (insert date) the shareholders of the above named company adopted a special resolution to transfer the registration of the company to a foreign jurisdiction, namely ______________________, as contemplated in section 82 (5) of the Companies Act, 2008.

The company has complied with all the requirements for registration in the foreign jurisdiction, and has been advised that its application for registration in that jurisdiction is acceptable.

The company requests the Commission to remove it from the Companies Register with effect from ______________________, being the date of registration in the foreign jurisdiction.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
Tel.: 012 843 3849
www.cipc.co.za

Name and Title of person signing on behalf of the Company:

________________________________________________________

Authorised Signature:

________________________________________________________
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 40.3

Demand Notice concerning Inactive Company

Date: ____________________________

Concerning:

<table>
<thead>
<tr>
<th>Name and Registration Number of Company</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Registration No.:</td>
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</tbody>
</table>

The Commission believes that the above named company or external company may be inactive because it has failed to file an annual return in either of the past two years contrary to section 33 of the Companies Act, 2008.

The Commission requires the company or external company, within 20 business days after the date of this Notice, to either:

(a) voluntarily satisfy the requirements of the Act, by filing all overdue annual returns; or

(b) provide a satisfactory explanation for its failure to file the required returns, and show satisfactory cause for the company or external company to remain registered.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 40.4

Notice of Pending De-registration

Date: ____________________________

Concerning:

Name: ____________________________ Registration No.: ____________________________

The Commission issued a Notice in Form CoR 40.3 to the above named company on ____________________________ (Insert Date).

The company or external company has failed to respond, or in responding, has failed to satisfy the Commission in terms of section 82 (3).

The Commission advises the company or external company that the Commission will remove the company or external company from the Companies Register unless, within 20 business days after the date of this Notice satisfies the requirements of the Act, by filing all overdue annual returns.

Name and Title of person signing on behalf of the Commission:

______________________________

Authorised Signature:

______________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 40.5

Application for Re-instatement of De-registered Company

Date: __________________________ Customer code: __________________________

Concerning:
(Name and Former Registration Number of Company)

Name: ________________________________________________________________
Registration No.: _______________________________________________________

On __________________________ (insert date) the Commission de-registered the company in terms of section 82 of the Companies Act, 2008.

In terms of section 82 (4), the following person(s) apply to the Commission to re-instate the registration of the company, on the grounds set out on the attached sheet(s).

(Insert the Name and Identity Number of each applicant).

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Name

Identity No.

Title of applicant:

Signature: __________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008).
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 44

About this Form

• This form is issued in terms of Section 85 (3) of the Companies Act, 2008 and Regulation 44 of the Companies Regulations, 2011.

• This form must be filed within 10 business days after any change in the appointments of company secretary, auditor or member of the audit committee.

• The fee for filing this Notice is R0.

Notice of Change of Auditor or Secretary

Date: ___________________________ Customer code: ___________________________

Concerning:

Name and Registration Number of Company

Name: ___________________________ Registration No.: ___________________________

The above named company gives notice of the following change in the persons it has appointed to serve as secretary, auditor or member of the audit committee of the company. In the case of new appointments, each person named has consented to that appointment:

(For each person listed, show the person’s name and identity or registration number, and the office to which they have been appointed, or in which they have ceased to serve.)

Name: ___________________________ Office: ___________________________

Designated Auditor (if applicable) __________________________________________

ID/Reg/Practice No.: __________________________________________

Date of appointment/Resignation: ___________________________

Name: ___________________________ Office: ___________________________

Designated Auditor (if applicable) __________________________________________

ID/Reg/Practice No.: __________________________________________

Date of appointment/Resignation: ___________________________

Name: ___________________________ Office: ___________________________

Designated Auditor (if applicable) __________________________________________

ID/Reg/Practice No.: __________________________________________

Date of appointment/Resignation: ___________________________

Name and Title of person signing on behalf of the Company:

________________________________________

Authorised Signature:

________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission  
Republic of South Africa

Form CoR 46.1

About this Form

- This form is issued in terms of Section 97 of the Companies Act, 2008 and Regulation 46 of the Companies Regulations, 2011.
- This form must be filed within 30 business days after the establishment of an employee share scheme.
- There is no fee for filing this notice.

Notice of Employee Share Scheme

Date: ______________________  Customer code: ______________________

From: ______________________ (Name of Company Appointed Compliance Officer)

Concerning:

| Name and Registration Number of Company | Name: ______________________ Registration No.: ______________________ |

The Compliance Officer appointed by the above named company in terms of section 97 (1), advises that the company has established an employee share scheme, and files the attached documents as required by section 97 (2)(c), to the extent that the documents are not already on file.

Name and Title of Compliance Officer:

________________________________________

Authorised Signature:

________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Annual Certificate of Employee Share Scheme

Date: __________________ Customer code: __________________

From: ________________________________ (Name of Company Appointed Compliance Officer)

Concerning:

Name and Registration Number of Company:
Name: __________________ Registration No.: __________________

The Compliance Officer appointed by the above named company in terms of section 97 (1), certifies that all requirements of the Act in terms of the Employee Share Scheme have been complied with during the company’s financial year ending ________________.

Name and Title of Compliance Officer:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 46.3

About this Form

- This form is issued in terms of Section 99 (7) of the Companies Act, 2008 and Regulation 46 of the Companies Regulations, 2011.
- The fee for filing this Notice is R100.

Application concerning rights offer exclusion

Date: __________________ Customer code: __________________

To: The Commission

From:

(Name and Registration Number of Company)

Name: ___________________ Registration No.: ___________________

The above named company applies to exclude the following category of persons from a rights offer in terms of section 99 (7):

(Description of category of persons to be excluded)

____________________________________

____________________________________

In support of this application, the company states that—

1. None of the persons falling within the category or categories shown above are residents of the Republic.
2. The number of persons to be excluded appears to be fewer than _______.
3. The number of holders of the securities who are resident in the Republic is _______.
4. The estimated administrative cost of extending the offer to the categories of persons shown above is R_______________.

Name and Title of person signing on behalf of the Company:

____________________________________

Authorised Signature:

____________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008).
Form CoR 46.4

Registration of Prospectus or Letter of Allocation

Date: ___________________________ Customer code: ___________________________

To: The Commission

From:

(Name and Registration Number of Company)

Name: ___________________________ Registration No.: ___________________________

The above named company files for registration the attached prospectus or letter of allocation, dated ___________________________, together with the required documents.

Name and Title of person signing on behalf of the Company:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 46.5

Registration Certificate

Date: ____________________________

From: The Commission

To:

(Name and Registration Number of Company)

Name: ____________________________ Registration No.: ____________________________

The above named company filed for registration the attached prospectus or letter of allocation, dated _________________, together with the required documents.

The Commission confirms that the Prospectus, or Letter of Allocation was registered as from the date of this certificate.

Name and Title of person signing on behalf of the Commission:

____________________________________

Authorised Signature:

____________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Application to exclude information from prospectus

Date: ____________________________

To: The Commission

From:

Name and Registration Number of Company

Name: ____________________________ Registration No.: ____________________________

The above named company applies to exclude the following required information from a prospectus, in terms of section 100 (9):

(Description of information to be excluded)

__________________________________________________________

__________________________________________________________

In support of this application, the company states that—

(State briefly the grounds on which the request is justified)

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Name and Title of person signing on behalf of the Company:

__________________________________________________________

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Takeover Regulation Panel
Republic of South Africa

Form TRP 84

Declaration of coming into or out of concert

Date: ____________________________

From:

(Name and Identity or Registration Number of the person making the declaration)
Name: ____________________________ Registration No.: ____________________________

Concerning:

(Name and Registration Number of the regulated company in which the declarant is interested)
Name: ____________________________ Registration No.: ____________________________

The above person advises that—

☐ it is engaged in concert with the following person(s),

☐ it is no longer engaged in concert with the following person(s)

with respect to their interests in the regulated company referred to above.

(I nsert Names and Identity or Registration numbers of concert parties)

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity/Reg.No.</th>
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</tbody>
</table>

Name and Title of person signing:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 89

About this Notice

- This notice is issued in terms of Section 113 and 116 of the Companies Act, 2008 and Regulation 89 of the Companies Regulations, 2011.
- The fee for filing this notice is R 250, plus the applicable fees for each de-registration, amendment or new incorporation.

Notice of Amalgamation or Merger

Date: __________________ Customer Code: __________________

Concerning:

<table>
<thead>
<tr>
<th>Name and Registration Number of each amalgamating or merging company</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
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<tr>
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<td>______________________</td>
</tr>
</tbody>
</table>

The above named companies have amalgamated or merged in terms of an agreement contemplated in section 113 of the Companies Act. As a result—

☐ The following company or companies are to be de-registered in terms of section 116 (5):

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
<td>____________________</td>
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</tbody>
</table>

☐ The Memorandum of Incorporation of the following company or companies are to be amended, as set out in the attached Notice of Amendment in each case.

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
<td>____________________</td>
</tr>
</tbody>
</table>

☐ A new company has been incorporated, as set out in the attached Notice of incorporation.

The amalgamation or merger has been approved or cleared by—

☐ the Takeover Regulation Panel, in terms of Chapter 5 of the Act;
☐ the Competition Commission, in terms of the Competition Act, 1998, if applicable, and
☐ the Minister of finance, in terms of the Banks Act, if applicable.

The amalgamation or merger is not subject to any further court proceedings, approval procedures in terms of any law, or to any unfulfilled conditions in the agreement, or imposed by or in terms of any law.

Name and Title of person signing:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Takeover Regulation Panel
Republic of South Africa

Form TRP 98

Disclosure of dealings in securities

Date: 

From:
(Name and Identity or Registration Number of the person making the disclosure)
Name: __________________________ ID/Reg No.: __________________________

Concerning:
(Name and Registration Number of the regulated company whose securities are the subject of the disclosure)
Name: __________________________ Registration No.: __________________________

The above person advises that it is engaged in dealings in securities of the regulated company referred to above, in circumstances contemplated in Regulation 98, the particulars of which are set out below.

(Insert particulars of dealings in securities, including the names and Identity or Registration numbers of any concert parties involved in the dealings)

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

Name and Title of person signing:

____________________________________

Authorised Signature:

____________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Disclosure of acquisition or disposal of securities

Date: ________________________________

From:

(Name and identity or Registration Number of the person making the disclosure)
Name: ________________________________
ID/Reg No.: ________________________________

To:

(Name and Registration Number of the regulated company whose securities are the subject of the disclosure)
Name: ________________________________
Registration No.: ________________________________

The above person advises that it has

☐ acquired
☐ disposed of

a beneficial interest in securities of the company, such that the total of all beneficial interests of the securities of that class held by the person making the declaration are now ______% of the total issued securities of that class.

Name and Title of person signing:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form TRP 121.2

About this Form

- This form is issued in terms of Section 122 of the Companies Act, 2008 and Regulation 121 of the Companies Regulations, 2011.
- This form, with a copy of Form 121.1 attached, must be filed by the company concerned within 3 business days after any receiving a disclosure in Form TRP 121.1.
- This Notice must also be delivered to all holders of beneficial interests in the class of securities concerned, unless the transaction amounted to less than 1% of the issued securities of the class.

Notice of acquisition or disposal of securities

Date: __________________________

To: Takeover Regulation Panel

From:

(Name and Registration Number of the regulated company filing notice)

Name: __________________________ Registration No.: __________________________

The above named company advises that it has received the attached disclosure concerning its securities from

(Name and Identity or Registration Number of the person making the attached disclosure)

Name: __________________________ ID/Reg.No: __________________________

Name and Title of person signing:

Authorised Signature:

Contacting the Panel

The Takeover Regulation Panel of South Africa

Postal Address: PO Box 91833
Auckland Park 2006
Republic of South Africa
tel: 27 011 642 1301
www.trpanel.co.za

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 123.1

About this Form

- This form is issued in terms of Sections 129 and 131 of the Companies Act, 2008 and Regulation 123 of the Companies Regulations, 2011.
- A company resolution to commence business rescue proceedings has no force or effect until it has been filed with this notice.
- This notice must be published to every affected person within 5 days after—
  (a) It has been filed, in the case of a resolution; or
  (b) The date of the court order, in such a case.
- If this Notice is issued following a board resolution—
  (a) The company must appoint a business rescue practitioner with 5 days after filing this notice; and
  (b) Any affected person may apply to a court in terms of section 130 for an order setting aside the resolution.
- The fee for filing this Notice is R0.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa
Postal Address: P.O. Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Notice of Beginning of Business Rescue Proceedings

Date: ______________________ Customer Code: ______________________

Concerning:

Name: ______________________ Registration No.: ______________________

The above named company advises that business rescue proceedings have commenced in terms of Chapter 6 of the Companies Act, as a result of:

☐ The Board of the company having adopted the attached resolution in terms of section 129, on ______________________.

☐ A Court having made the attached order in terms of section 131, on ______________________.

In terms of section 132 (1)(a), the company’s business rescue proceedings commenced on ______________________, being the date on which:

☐ This notice was filed with the commission.

☐ The court issued the attached order.

(Only in the case of a company resolution)

In support of this Notice, the company has attached a sworn statement of the relevant facts upon which the resolution was founded by a director representing the Board.

Name and Title of person signing on behalf of the Company:

________________________________________

Authorised Signature:

________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 123.2

About this Form

- This form is issued in terms of Sections 129 and 131 of the Companies Act, 2008 and Regulation 123 of the Companies Regulations, 2011.

- This notice must be published to every affected person within—
  (a) 2 days after it has been filed, if the company appointed the practitioner; or
  (b) 5 days after the court order, in such a case.

- If this Notice is issued following a company appointment, any affected person may apply to a court in terms of section 130 for an order setting aside the appointment, or requiring the practitioner to provide security.

- The fee for filing this Notice is R0.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429 Pretoria 0001 Republic of South Africa

Tel: 0861 843 394 www.cipc.co.za

Notice of Appointment of Business Rescue Practitioner

Date: ____________________ Customer Code: ____________________

Concerning:

Name and Registration Number of Company

Name: ____________________ Registration No.: ____________________

The above named company commenced business rescue proceedings on ____________________.

The following person has been appointed as the business rescue practitioner:

☐ By the company, in terms of section 129 (3)(b).

☐ By the court, in terms of section 131 (5).

Name and Title of person signing on behalf of the Company:

____________________________________

Authorised Signature:

____________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of Decision Not to Begin Business Rescue

Date: ___________________________ Customer Code: ___________________________

Concerning:

[Name and Registration Number of Company]
Name: ___________________________ Registration No.: ___________________________

The above named company advises that, having considered the financial state of the company to be financially distressed, as defined in section 128 (1)(f), the Board has nevertheless determined not to adopt a resolution commencing business rescue proceedings.

In support of its decision, the Board has filed the attached statement of—

(a) the criteria set out in section 128 (1)(f) that are relevant to the company; and

(b) the reasons for not adopting a business rescue resolution.

Name and Title of person signing on behalf of the Company:

______________________________

Authorised Signature:

______________________________
Form CoR 125.1

About this Form

- This form is issued in terms of Sections 132 and 141 of the Companies Act, 2008 and Regulation 125 of the Companies Regulations, 2011.
- This notice and the attached report must be published to every affected person, and to—
  (a) the Commission, if the business rescue proceedings were started by the company, or
  (b) the court, if the proceedings were ordered by the court.
- A report and Notice must be issued at the end of the first three months of the business rescue proceedings, and at regular monthly intervals after that.

Business Rescue Status Report

Date: ____________________________ Customer Code: ____________________________

Concerning:

[Name and Registration Number of Company]

Name: ____________________________ Registration No.: ____________________________

The above named company commenced business rescue proceedings on ____________________________.

Because the business rescue proceedings have not concluded within three months, the appointed business rescue practitioner provides the attached report in terms of section 132 (3).

Name and Title of person signing on behalf of the Practitioner:

__________________________________________________________________________

Authorised Signature:

__________________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 125.2

Notice of Termination of Business Rescue Proceedings

Date: ____________________ Customer Code: ____________________

Concerning:

(Name and Registration Number of Company)
Name: ____________________ Registration No.: ____________________

The above named company commenced business rescue proceedings by resolution on ____________________.

In terms of section 141(2)(b), the business rescue practitioner has concluded that there are no longer reasonable grounds to believe that the company is financially distressed. Accordingly, the proceedings are terminated upon the filing of this Notice, in the manner contemplated in sections 132 (2)(b), read with 141 (2)(b)(ii).

Name and Title of person signing on behalf of the Practitioner:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 125.3

Notice of Substantial Implementation of Business Rescue Plan

Date: ___________________ Customer Code: ___________________

Concerning:

(Name and Registration Number of Company)
Name: ___________________ Registration No.: ________________

The above named company commenced business rescue proceedings by resolution on ________________________________.

In terms of section 152, a business rescue plan was adopted on ________________.

The terms of that plan have now been substantially carried out, as contemplated in section 152 (8). Accordingly, the business rescue proceedings end upon the filing of this Notice, in the manner contemplated in sections 132 (2)(c)(ii).

Name and Title of person signing on behalf of the Practitioner:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 126.1

Application for Practitioner’s Licence

Date: ________________________________

To: The Commission

From:

(Name, identity number, address and contact details of Applicant)

Name: ________________________________
Identity No.: ________________________________
Address: ________________________________
Telephone No.: ________________________________ Email: ________________________________

The above named person applies to the Commission in terms of section 138 (1)(b) of the Companies Act, 2008, for a licence to serve as a business rescue practitioner, in terms of the Companies Act, 2008.

In support of this application, I have attached—

1. A resume of my history and experience engaging in business turnaround practice, as defined in Regulation 127 (2), before the effective date of the Act, if any.
2. A resume of my relevant education, experience and professional affiliations.

In further support of this application, I declare that I am not disqualified from serving as a business rescue practitioner on any grounds contemplated in section 138 (1) (c) or (d) of the Companies Act, 2008.

Name and Title of person signing on behalf of the Applicant:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 126.2

About this Certificate
* This Certificate is issued in terms of Section 138 of the Companies Act, 2008 and Regulation 126 of the Companies Regulations, 2011.

Registration Certificate

Date: __________________________

Concerning:
(Name and South African Registration Number of Accredited Entity)
Name: __________________________ Identity No.: __________________________

The above named person has been licenced by the Commission in terms of section 138 of the Companies Act, 2008, to serve as a business rescue practitioner, with effect from the date of this Certificate.

The licencsee has—

☐ not engaged in business turnaround practice, as defined in Regulation 127 (2), before the effective date of the Act.

☐ satisfied the Commission that it has engaged in business turnaround practice, as defined in Regulation 127 (2), for a period of _____ years immediately before the effective date of the Act; and

is for purposes of Regulation 127 classified as -

☐ a Junior Business Rescue Practitioner

☐ an Experienced Business Rescue Practitioner

☐ a Senior Business Rescue Practitioner

Name and Title of person signing on behalf of the Commission:

Authorised Signature: __________________________

Commission seal

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Application for Alternative Dispute Resolution

Date: ____________________________

From: ____________________________ (Insert name of Applicant)

To: ☐ The Companies Tribunal ☐ Accredited Agency

And To:

(Name, registration number and address of respondent(s). Use additional sheet if required)

Concerning:

(Name and registration number of Company, or Date and Number of Commission Notice, as the case may be)

The Applicant seeks to have a dispute with the respondent resolved by Alternative dispute resolution in terms of section 166:

The Dispute arises in terms of

(Insert the section of the Act, or the Regulation, that is most relevant to the dispute)

And from the following conduct, actions or facts:

(Insert a concise statement of the circumstances, and the particulars of the request)

Name and Title of person signing

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies Tribunal
Republic of South Africa

Form CTR 132.2

Referral for Alternative Dispute Resolution

Date: __________________________

From: ☐ The Companies Commission ☐ The Takeover Regulation Panel

To: ☐ The Companies Tribunal ☐ Accredited Agency

And To: __________________________ (insert name of complainant)

(Name, registration number and address of respondent(s). Use additional sheet if required)

Concerning:

(Name and file number of complaint)

Name: _______________ File No.: __________________________

The issuing agency, having considered this complaint, refers it with the recommendation that the parties attempt to resolve it by Alternative Dispute Resolution in terms of section 166:

The Dispute arises in terms of __________________________

(Insert the section of the Act, or the Regulation, that is most relevant to the dispute)

And from the following conduct, actions or facts:

(Insert a concise statement of the circumstances, and the particulars of the request)

____________________________________________________

____________________________________________________

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____________________________________________________

____________________________________________________

Name and Title of person signing for the Commission or Panel

____________________________________________________

Authorised Signature: __________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Certificate of Failed Alternative Dispute Resolution

Date: __________________________

From: ☐ The Companies Tribunal ☐ Accredited Agency

To: ☐ The Companies Commission ☐ Takeover Regulation Panel

And To: __________________________ (insert name of complainant)

(Name, registration number and address of respondent(s). Use additional sheet if required.)

Concerning:

(Name and file number of complaint)
Name: __________________________ File No.: __________________________

The parties have attempted, but failed, to resolve this dispute by Alternative Dispute Resolution in terms of section 166. There does not appear to be any reasonable prospect of resolving the matter through this process.

Name and Title of person signing for the Tribunal or Accredited Agency

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Application for Accreditation

Date: __________________________

To: The Commission

From:

(Name, Registration Number, address and contact details of Applicant)

Name: __________________________

Registration No.: __________________________

Address: __________________________

Telephone No.: __________________________ Email: __________________________

The above named entity applies to the Commission in terms of section 166 (4) of the Companies Act, 2008, for accreditation to serve as a provider of alternative dispute resolution services, in terms of the Companies Act, 2008.

In support of this application, the applicant has attached—

1. A resume of its history and experience providing alternative dispute resolution services generally, or in terms of any particular legislation or mandate.

2. A list of the names and identity numbers of its officers, and its employees who will provide services in terms of the Companies Act, including a summary of the relevant education and experience of each such employee.

Name and Title of person signing on behalf of the Applicant:

Authorised Signature: __________________________
Form CoR 134.2

Registration Certificate

Date: 

Concerning:

(Name and South African Registration Number of Accredited Entity)

Name: _____________________________ Registration No.: _____________________________

The above named person or association has been accredited by the Commission in terms of section 166 (4) of the Companies Act, 2008, to serve as a provider of alternative dispute resolution services, with effect from the date of this Certificate.

This Certificate is—

☐ Unconditional

☐ Conditional on the company satisfying the requirements set out in the attached Compliance Notice.

Name and Title of person signing on behalf of the Commission:

Authorised Signature: 

Commission seal

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 135.1

Complaint

Date: ________________________________

From: ________________________________________ (insert name of complainant)

To:  ☐ The Commission  ☐ The Takeover Regulation Panel

Concerning:

(Name and Registration Number of Company whose conduct is the subject of the complaint)

Name: ________________________________
Registration No.: _______________________

The nature of the complaint:

(Provide a concise statement of the conduct that is the subject of the complaint)

________________________________________________________________________

Is the conduct still continuing?  Yes ☐  No ☐
If not, when did the conduct end?  ________________________________

In terms of section 157 (2), do you wish the Commission or the Panel, as the case may be, to commence court proceedings in this matter in your name?  Yes ☐  No ☐

Please attach to this form a typed document setting out a description of the conduct that is the subject of this complaint.
(Please include the names of each party involved in the conduct, dates on which the conduct occurred, when and how you became aware of the conduct, and any other information you consider relevant. Include copies of documents if possible.)

The complainant may be contacted at:

Insert contact details)

Telephone No.: ________________________________

Email: _____________________________________

Postal Address: ________________________________________________

Signed: _____________________________________________________

If the complainant is a juristic person

Name and Title of person signing on behalf of the Complainant:

______________________________________________________________

Authorised Signature:

______________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 135.2

Notice of Non-Investigation of Complaint

Date: ____________________________

To: __________________________________________________ (Insert name of complainant)

From: ☐ The Commission ☐ The Takeover Regulation Panel

Concerning:

(Name and Registration Number of Company whose conduct is the subject of the complaint)
Name: __________________________________ Registration No.: ______________________

On __________________________________, the complainant filed a complaint against the company named above.

The Companies Commission, or the Takeover Regulation Panel, as the case may be, advises in terms of section 169 (1)(a) that it will not investigate the complaint because it believes the complaint to be frivolous, vexatious, or does not allege any facts which, if proven, would constitute grounds for a remedy under the Companies Act, 2008.

Name and Title of person signing on behalf of the Commission or Panel:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 137.1

Notice to Investigate Complaint

Date: ____________________________

To: ___________________________________________ (insert name of inspector or investigator)

From: ☐ The Commission ☐ The Takeover Regulation Panel

Concerning:
(Name and Registration Number of Company whose conduct is the subject of the complaint)
Name: ___________________________ Registration No.: ___________________________

On ___________________________, the complainant __________________________

filed a complaint against the company named above.

The Companies Commission, or the Takeover Regulation Panel, as the case may be,
directs you, in terms of section 169 (1)(c) to investigate the complaint as quickly as
practicable.

Contacting the Commission
The Companies and Intellectual Property Commission of South Africa
Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Name and Title of person signing on behalf of the Commission or Panel:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 137.2

Summons to provide evidence to Companies Commission

Date: ______________________
To: __________________________ (Insert name of person being summoned)

From: The Commission

Concerning:

[Name and Registration Number of Company whose conduct is the subject of the complaint and complaint file number]

Name: ________________________ Registration No.: ________________________

The Companies Commission has directed that an investigation into the above matter be conducted in terms of the Companies Act, 2008.

You are required to appear and give evidence in connection with this matter on the date and at the time and place set out below.

Date: ______________________
Time: ________________________
Place: ________________________

You are required to bring with you:

(a) the documents or items listed on the attached sheets; and

(b) any other documents or items in your possession or under your control that relate to this matter.

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 137.3

About this Notice

- This notice is issued in terms of Section 169 of the Companies Act, 2008 and Regulation 137 (6) of the Companies Regulations, 2011.

- The person to whom this Notice is addressed must respond within 20 business days.

- It is an offence to knowingly provide false information to the Commission.

Request for Additional Information

Date: ____________________________

To: ______________________________

Concerning:

(Name and File Number of complaint being investigated)

Name: ____________________________ Registration No.: ____________________________

The Companies Commission has begun an investigation into the complaint referred to above.

The Companies Commission requires that you provide the following information relating to that matter, within 20 business days after the date of this Notice.

(Insert a statement of the particular information being requested.)

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Name and Title of person signing on behalf of the Commission:

________________________________________________________________________

Authorised Signature:

________________________________________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 137.4

Demand for Corrected Information

Date: __________________________

To: __________________________

Concerning:

(Name and File Number of complaint being investigated)

Name: __________________________ File No.: __________________________

The Commission has begun an investigation into the complaint referred to above. You have previously provided information to the Commission, which appears to be incorrect.

The Commission requires that you provide the following corrected information relating to that matter, within 20 business days after the date of this Notice.

[Insert a statement of the particular information being demanded.]

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 138

About this Notice

• This form is issued in terms of Section 173 of the Companies Act, 2008 and Regulation 138 of the Companies Regulations, 2011.

Notice of Consent Order

Date: ____________________________

To: _______________________________(insert name of complainant)

From: The Commission

Concerning:

(Name and File Number of Complaint)

Name: ____________________________ File No.: ____________________________

On ____________________________, you filed a complaint against

_______________________________ (insert name of respondent),

As contemplated in section 173, the Commission and the respondent have agreed the terms of a consent order, as attached.

In terms of section 167 and 173, the proposed order may include an award of damages. You are invited to indicate whether you consent to having any damages included in the consent order, and if so, the amount of damage you claim from the respondent in respect of this matter. Please indicate your response by completing the lower portion of this form, and returning it to the Commission.

Name and Title of person signing on behalf of the Commission or Panel:

_______________________________

Authorised Signature:

_______________________________

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box 429 Pretoria 0001 Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

☐ Consent to an award of damages being included in a consent order, and claim damages in the amount of R__________________________.

☐ Do not consent to an award of damages being included in a consent order in this matter.

Signed __________________________ Date __________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008).
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 139.1

About this Notice

- This form is issued in terms of Section 171 of the Companies Act, 2008 and Regulation 139 of the Companies Regulations, 2011.

- You have the right within 15 business days to apply in terms of section 172, for an order confirming, modifying or setting aside all or part of this Notice. If the Notice was issued by the Commission, an application must be made to the Companies Tribunal in Form CTR 142. If this Notice was issued by the Takeover Regulation Panel, an application may be made to the Takeover Special Committee.

- A compliance Notice remains in force until it is set aside on review; or until the issuing authority later issues a compliance certificate in the matter.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa
Postal Address: PO Box 429
Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Compliance notice

Date: __________________________

To: __________________________

(Insert name and registration number of company, or name and identity number of individual)

From: ☐ The Commission    ☐ The Takeover Regulation Panel

The Commission, or the Takeover Regulation Panel, as the case may be, believes on reasonable grounds that the company named above has contravened the Companies Act, 2008. In particular, the Commission states that the company has failed to comply with section ________, or Regulation ________, or both. Specifically:

[Insert details of the nature and extent of the conduct that is the subject of this Notice]

You are required to take the steps set out in the attached statement to bring the company's conduct into compliance with the Act.

Failure to comply with this Notice may result in any of the following consequences:

(a) prosecution in terms of section 214 (3) for the offence of failing to satisfy a compliance Notice, the maximum penalty for which is a fine or 12 months imprisonment;

(b) imposition of an administrative fine, in terms of section 171 (7)(a).

If this notice requires the company to file overdue annual returns, failure to comply may result in the de-registration of the company, in terms of sections 80 to 82.

An person who is repeatedly guilty of an offense in terms of the Act, including the offence of failure to satisfy a compliance notice, may be placed on probation as a director, or declared a delinquent director, and disqualified from serving as a director, in terms of section 162.

Name and Title of person signing on behalf of the Commission or Panel:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 139.2

About this Notice

- This form is issued in terms of Section 171 of the Companies Act, 2008 and Regulation 139 of the Companies Regulations, 2011.

Compliance Certificate

Date: __________________________

To: ____________________________
(Inset name and registration number of company, or name and identity number of individual)

From: ☐ The Commission ☐ The Takeover Regulation Panel

On ____________________________, the Commission, or the Takeover Regulation Panel, as the case may be, issued a compliance notice in this matter citing a failure to comply with section __________, or Regulation ________, or both.

The issuing authority is satisfied that the requirements set out for compliance have been met.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address: PO Box Pretoria 0001
Republic of South Africa
tel: 0861 843 384
www.cipc.co.za

Name and Title of person signing on behalf of the Commission or Panel:

__________________________

Authorised Signature:

__________________________
Form CTR 140

Complaint Referral

Date: __________________________

From: ☐ The Commission ☐ The Takeover Regulation Panel

To: The Companies Tribunal, and

(Name, registration number and address of respondent(s). Use additional sheet if required)

Concerning:

Name and file number of complaint being referred

Name: __________________________ File No.: __________________________

The Issuing authority, having investigated the complaint, seeks the follow order(s) against the respondent

(Insert relief or order sought)

In terms of __________________________

(Insert the section of the Act, or the Regulation, that provides for the order or relief sought)

For the following reasons:

(Insert a concise statement of the circumstances, and the particulars of the conduct)

In support of this Notice, the issuing authority has attached an affidavit setting out the relevant facts.

Name and Title of person signing on behalf of Commission or Panel

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 242 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CoR 140.1

Referral of Complaint to alternative authority

Date: ____________________________

From: ☐ The Commission ☐ The Takeover Regulation Panel

To: ____________________________

(Name of complainant)

And To:

(Name, registration number and address of respondent(s). Use additional sheet if required)

And To:

(Name of regulatory authority to which the matter is being referred)

Concerning:

(Name and file number of complaint)

Name: ____________________________ File No.: ____________________________

The Issuing authority, having investigated the complaint, believes that it falls within the jurisdiction assigned to ____________________________, and accordingly refers it to that entity for its consideration.

Name and Title of person signing on behalf of Commission or Panel

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of Non-referral of Complaint

Date: 

From: □ The Companies Commission □ The Takeover Regulation Panel

To: 

(Name of complainant)

And To:

(Name, registration number and address of respondent(s). Use additional sheet if required)

Concerning:

(Name and file number of complaint)
Name: 
file No.: 

The issuing authority, having investigated the complaint, advises that it will not refer the complaint to the Companies Tribunal for an order.

The complainant may have other remedies, in terms of

(Insert the section of the Act, or the Regulation, that provides for the order or relief sought)

Name and Title of person signing on behalf of Commission or Panel

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
# Companies Tribunal

**Republic of South Africa**

## Form CTR 142

### Application for Relief

**Date:**

**From:**

**To:** The Companies Tribunal, and

(Name, registration number and address of respondent(s). Use additional sheet if required)

**Concerning:**

(Name and registration number of Company, or Date and Number of Commission Notice, as the case may be)

The Applicant requests that the Tribunal grant the following relief:

(Insert the relief or order sought)

In terms of

(Insert the section of the Act, or the Regulation, that provides for the order or relief sought)

**For the following reasons:**

(Insert a concise statement of the circumstances, and the particulars of the request)

In support of this Application, the applicant has attached an affidavit setting out the facts on which the Applicant relies.

### Name and Title of person signing on behalf of Applicant

**Authorised Signature:**
Form CTR 145

About this Form

- This form is issued in terms of Sections 180 to 184 of the Companies Act, 2008 and Regulation 145 (3) of the Companies Regulations, 2011.

- Hearings of the Companies Tribunal are governed by Sections 180 to 184 of the Companies Act, and Chapter 7 Part D of the Companies Regulations.

- It is an offense in terms of section 215 of the Companies Act to refuse to attend when summoned, or when attending, to refuse to answer any question or produce any document, or to knowingly provide false information to the Tribunal.

Companies Tribunal
Republic of South Africa

Notice of Motion

Date: ____________________________

From: ____________________________(insert name of party filing the Motion)

To: The Companies Tribunal

Concerning:
(Name and file number of matter being considered by the Companies Tribunal)
Name: __________________________ file No.: __________________________

The Party named above requests that the Tribunal grant the following relief:

__________________________________________
(Insert the relief or order sought)

In terms of
(Insert the section of the Act, or the Regulation, that provides for the order or relief sought)

For the following reasons:

(insert a concise statement of the circumstances, and the particulars of the request)

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Name and Title of person signing on behalf of Applicant

__________________________________________

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Form CTR 147

Application for Condonation

Date: ____________________________

From: __________________________ (insert name of party seeking condonation)

To: The Companies Tribunal

Concerning:

(Name and file number of matter being considered by the Companies Tribunal)
Name: __________________________ File No.: __________________________

For the reasons set out below, the Party named above requests that the Tribunal—

☐ Condone the late file of a document in this matter.

☐ Grant an extension of time for the filing of a document in this matter.

☐ Allows a reduction of the time for filing a document in this matter.

The particulars, circumstances and reasons for this request are:

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Name and Title of person signing on behalf of Applicant

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Compan ies Trib unal
R ep ublic of S ou t h A f r i c a

Form CTR 148

Notice of Withdrawal or Postponement

Date: __________________________

From: __________________________ (insert name of party giving notice)

To:  The Companies Tribunal

Concerning:
(Name and file number of matter being considered by the Companies Tribunal)
Name: __________________________ File No.: __________________________

The Party named above —

☐ Advises that the parties have agreed to postpone proceedings in this matter until further notice.

☐ Withdraws the above matter, in its entirety.

☐ Partially withdraws the above matter, to the extent set out on the attached sheet.

(Only in the case of a party withdrawing)
In terms of Regulation 148 (3), the party —

☐ Consents to pay costs.

☐ Does not consent to pay costs.

Contacting the Tribunal

Name and Title of signatory

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Notice of hearing before Companies Tribunal

Date: ______________________

From: The Companies Tribunal

Concerning:

(Name and file number of matter being considered by the Companies Tribunal)

Name: ______________________  File No.: ______________________

The Companies Tribunal is conducting a hearing in the above matter, in terms of the Companies Act, 2008.

You are advised that this matter has been set down for a hearing beginning on the date and at the time and place set out below.

Date: ______________________

Time: ______________________

Place: ______________________

Name and Title of person signing on behalf of the Tribunal:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies Tribunal
Republic of South Africa

Form CTR 160

About this Summons

* This form is issued in terms of Section 182 of the Companies Act, 2008 and Regulation 160 of the Companies Regulations, 2011.

* The Companies Act protects your constitutional right against self-incrimination. Please refer to section 184 of the Act.

* It is an offense in terms of section 215 of the Companies Act to refuse to attend when summoned, or when attending, to refuse to answer any question or produce any document, or to knowingly provide false information to the Tribunal.

Summons to appear before Companies Tribunal

Date: __________________________

To: __________________________ (Insert name of person being summoned)

From: The Companies Tribunal

Concerning:

(Name and file number of matter being considered by the Companies Tribunal)
Name: __________________________ file No.: __________________________

The Companies Tribunal is conducting a hearing in the above matter, in terms of the Companies Act, 2008.

You are required to appear and give evidence in connection with this matter on the date and at the time and place set out below.

Date: __________________________

Time: __________________________

Place: __________________________

You are required to bring with you:

(a) the documents or items listed on the attached sheets; and

(b) any other documents or items in your possession or under your control that relate to this matter.

Name and Title of person signing on behalf of the Tribunal:

________________________________________

Authorised Signature:

________________________________________

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 168

Notice Challenging Filed Information

Date:

Concerning:
(Name and Registration Number of Company or External Company)
Name: ____________________ Registration No.: ____________________

The above named company, or external company, advises that the information set out below appears to have been filed with the Commission without authorisation by the company, and constitutes a false filing. The company requests the Commission to remove the filing from the company’s record.

(Insert particulars of erroneous filing to be corrected)

Name and Title of person signing on behalf of the Company:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)
Companies and Intellectual Property Commission
Republic of South Africa

Form CoR 178

About this Notice

- This notice is issued in terms of Section 9 of the Companies Act, 2008 and Regulation 178 of the Companies Regulations, 2011.
- The person to whom this Notice is addressed must respond within 40 business days, failing which, the request in terms of section 9 will be regarded as having been abandoned.

Request for Additional Information

Date: __________________________

To: __________________________

Concerning:

Name and File Number of request for exemption)
Name: __________________________ File No.: __________________________

The Commission has begun an investigation into the request for exemption referred to above.

The Commission requests that you provide the following information relating to that matter, within 40 business days after the date of this Notice.

(Insert a statement of the particular information being requested.)

Name and Title of person signing on behalf of the Commission:

Authorised Signature:

This form is prescribed by the Minister of Trade and Industry in terms of section 223 of the Companies Act, 2008 (Act No. 71 of 2008)