

# Prepare these documents before we file

Use this checklist to gather everything we need for CIPC filings, MOI amendments, Beneficial Ownership and governance work. Submit copies through our secure upload portal or attach them to your Request a Quote form on the Company Secretarial page.

## 1. Beneficial Ownership filing (CIPC)

- Certified copy of each beneficial owner's ID / passport (not older than 3 months).
- Proof of residential address for each beneficial owner (utility bill / bank statement).
- Shareholding structure showing percentage held by each owner (org chart).
- Trust deed / partnership agreement where ownership is held via a trust or partnership.
- Signed BO disclosure form and supporting affidavit (we draft these).

## 2. Foreigner Assurance application

- Certified copy of foreign director's passport (bio-data page).
- Proof of residential address abroad (utility bill / lease, translated if not in English).
- Visa / work permit where applicable.
- Signed sworn affidavit confirming identity (we provide template).
- Letter of appointment as director with effective date.

## 3. MOI drafting or amendment

- Existing MOI (CoR15.1A / CoR15.1B / CoR15.1C / CoR15.1D) — PDF copy.
- CIPC company registration certificate (CoR14.3) and confirmation notice.
- List of current directors, share classes and authorised shares.
- Existing shareholders' agreement (if any).
- Signed special resolution by 75% of shareholders authorising the amendment.
- Filing fee receipt (CoR15.2 lodgement).

## 4. Director / auditor / address change (CoR39 / CoR21.1 / CoR44)

- Certified ID copy of incoming director (or passport + work permit for non-SA).
- Signed consent to act as director (CoR39 attachment).
- Signed resignation letter where a director is stepping down.
- Board / shareholder resolution approving the change.
- For address changes: proof of new registered address (lease / utility bill).
- For auditor changes: letter of resignation from previous auditor + acceptance letter from incoming auditor.

## 5. Annual or special resolutions

- Latest signed financial statements or management accounts.
- Notice of meeting (with date, time, venue / video-link details).
- Attendance register signed by directors / shareholders.
- Proxy forms received from absent shareholders.
- Final signed resolution with date, place and quorum confirmation.

## 6. AGM / board meeting administration

- Audited or reviewed annual financial statements.
- Directors' report and auditor's report (where applicable).
- Agenda + supporting board pack circulated 14 days in advance.
- Register of members / shareholders updated to AGM date.
- Draft minutes (we prepare) and signed final minutes.

## 7. Statutory records & minute book

- Register of directors (with full names, ID/passport, addresses, dates appointed).
- Register of secretaries and auditors.
- Securities register (shareholders, shares issued, share certificates).
- Minutes of all directors' and shareholders' meetings (last 7 years).
- Copies of all resolutions (ordinary and special).
- Notices and disclosures of directors' interests (s75 disclosures).

## 8. General / always useful

- CIPC company login profile (so we can lodge on your behalf with a power of attorney).
- Latest CIPC disclosure certificate.
- VAT / PAYE / Income Tax registration confirmations from SARS.
- Trading licence / BBBEE certificate (if relevant to your filing).
- Bank confirmation letter showing registered account in company name.

## Need help preparing these?

Book a 15-minute scoping call. We confirm exactly which documents apply to your filing and quote a fixed fee within one business day.

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