






Adding Directors and Appointments

Adding a Director

Login to My Company Registers and open a company by clicking it's Registers button (circled).

My Companies

Locate (Contains) Company Name:

Company Name	Trading Name	Link	Reg. Number	Incorp. Date	Country	Registers	Audit?	Status	Notes	Entity	Expiry Date	
My Company Pty Ltd			123456789465	1/11/2014						 	Company ▾	1/03/2019

+ Add New Company

Adding Directors and Appointments

Go to the Directors page and click Add New Director.

Registers

Company / CC / Trust

- [Print All Registers](#)
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- [Annual Returns](#)
- [Location of Records](#)
- [Res / Mins / Docs](#)
- [Officers](#)
- Directors**

Securities

- [Classes](#)
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- [Sec. Holders](#)
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My Company Pty Ltd

Company

Directors

Show:

+ Add New Director

Appointments

+ Add New Appoint/Resign/Change

Adding Directors and Appointments

Type in the new director's details, then click Contact Details.

Update Directors

Details

Copy from List: ?

Surname:

First Names:

Former Names:

South African Resident: Yes

Nationality:

ID / Passport No:

Upload ID Doc:

Date Of Birth: ? dd/mm/yyyy

Income Tax No: Optional

Occupation:

Qualifications:

▶ Contact Details

▶ Addresses

▶ Directorships

▶ Appointments

Adding Directors and Appointments

Update Directors ✕

▸ Details

▾ Contact Details

Email Address:

Home Phone:

Work Phone:

Mobile Phone:

▸ Addresses

▸ Directorships

▸ Appointments

Adding Directors and Appointments

Add his addresses and click Directorships.

Update Directors ✕

- Details
- Contact Details
- ▾ **Addresses**

Residential Address: 21 Oldenland Rd
Somerset West
7130
WP

Postal Address: 21 Oldenland Rd
Somerset West
7130
WP

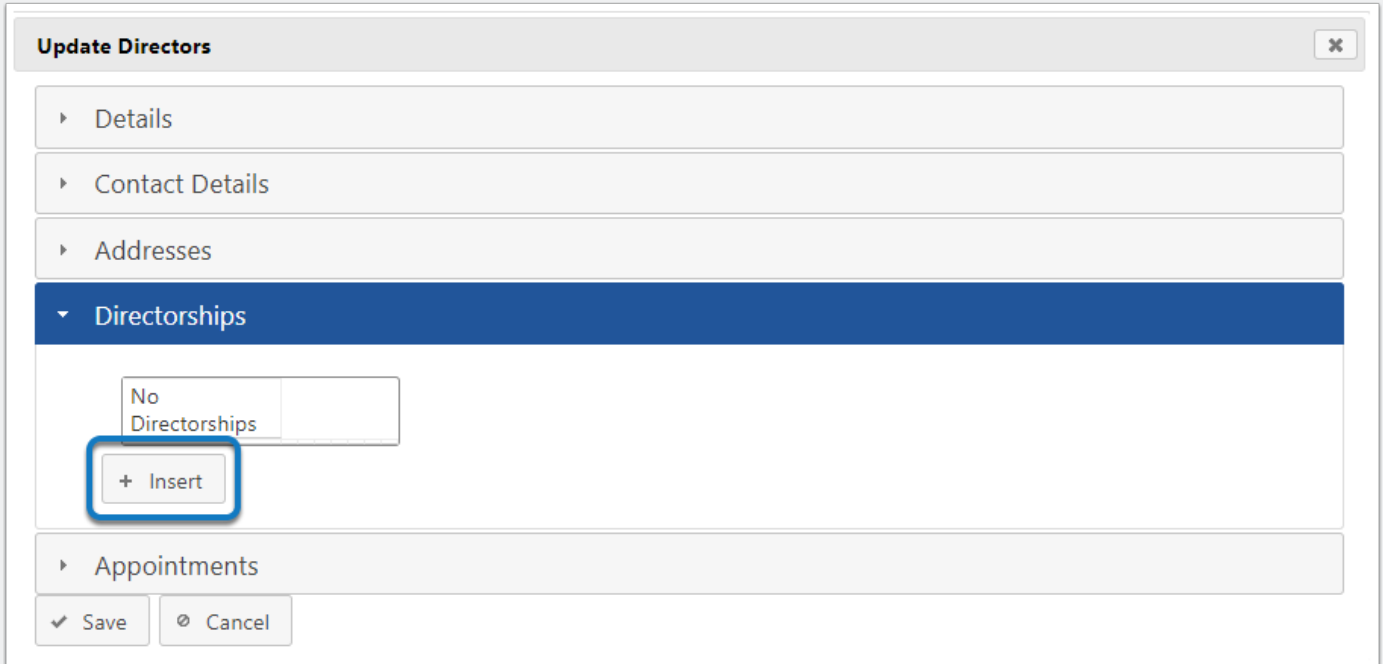
Business Address: 21 Oldenland Rd
Somerset West
7130
WP

Service Address:

- **Directorships**
- Appointments

Adding Directors and Appointments

Click Add to add a new directorship.



The image shows a software interface window titled "Update Directors" with a close button (X) in the top right corner. The window contains several expandable sections: "Details", "Contact Details", "Addresses", "Directorships", and "Appointments". The "Directorships" section is currently expanded and highlighted with a blue background. Inside this section, there is a text box containing the text "No Directorships". Below the text box is a button labeled "+ Insert", which is highlighted with a blue border. At the bottom of the window, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a close icon).

Adding Directors and Appointments

If the directorship is for a company that's already on your system, you can click the ? button and select it from the list, otherwise you can just type in the name.

Update Directorships ✕

▼ **Details**

Copy Directorship: ?

Company Name: ?

Company Reg No:

Company Nationality:

Appointment Date: ? dd/mm/yyyy

Resignation Date: ? dd/mm/yyyy

Adding Directors and Appointments

Click Save when you're done.

Update Directorships ✕

▼ **Details**

Copy Directorship: ?

Company Name: ?

Company Reg No:

Company Nationality:

Appointment Date: ? dd/mm/yyyy

Resignation Date: ? dd/mm/yyyy




Adding Directors and Appointments

The directorship has been added, now we just need to appoint the new director, so click Appointments.

Update Directors ✕

Smith John

- ▶ Details
- ▶ Contact Details
- ▶ Addresses
- ▼ Directorships

Company Name	Company Reg No	Company Nationality	Appointment Date	Resignation Date	
New Co For U	675654324324	South Africa	11/11/2014	//	  

+ Insert

- ▶ Appointments

Adding Directors and Appointments

Click Add New Appoint/Resign/Change.

Update Directors

Smith John

- Details
- Contact Details
- Addresses
- Directorships
- Appointments**

No Appointments

+ Add New Appoint/Resign/Change

Save Cancel

Set the details of the appointment, don't forget to set nature of the change to be an appointment. Click Save when you're done.

Update Appointment

Smith John

Date: 11/11/2014 dd/mm/yyyy

Effective Date: 11/11/2014 dd/mm/yyyy

Designation: Director

Nature of Change: Appointment Resignation Unfit for Office Deceased Address Change

Save Cancel

Adding Directors and Appointments

All done, click Save.

Update Directors ✕

Smith John

- ▶ Details
- ▶ Contact Details
- ▶ Addresses
- ▶ Directorships
- ▼ Appointments

Date	Effective Date	Name	Designation	Nature of Change			
11/11/2014	11/11/2014	Smith John	Director	Appointment			

+ Add New Appoint/Resign/Change

Adding Directors and Appointments

The director has been added an appointed. Click Print Register to see the register of directors.

My Company Pty Ltd

Company

Directors

Show:

Surname / Entity	First Names	Appointed	Resigned	Active					
Smith	John	//	//	X					

Appointments

Date	Effective Date	Name	Designation	Nature of Change	Forms						
11/11/2014	11/11/2014	Smith John	Director	Appointment							

Adding Directors and Appointments

Note: If you're having trouble viewing the print preview, you might want to consider switching browsers to Google Chrome.

My Company Pty Ltd

Registration Number: 123456789465

Register of Directors

Details

Surname:	Smith	Active:	<input type="checkbox"/>
First Names:	John	Appointed:	//
Former Names:		Resigned:	//
ID / Passport No:		Date of Birth:	2/06/1960
Nationality:	South African	South African Resident:	<input checked="" type="checkbox"/>
Occupation:			
Qualifications:			
Residential Address:	21 Oldenland Rd Somerset West 7130 WP		
Postal Address:	21 Oldenland Rd Somerset West 7130 WP		
Business Address:	21 Oldenland Rd Somerset West 7130 WP		
Service Address:			
Email Address:	john@email.com		
Home Phone:	021 852 2528		
Work Phone:	021 852 2528		
Mobile Phone:			

Adding Directors and Appointments

Printing Director's Consent Form

You can print the director's consent form by clicking the button highlighted below.

My Company Pty Ltd

Company

Directors

Show:

Surname / Entity	First Names	Appointed	Resigned	Active					
Smith	John	//	//	×					

+ Add New Director

Print Register Print List

Appointments

Date	Effective Date	Name	Designation	Nature of Change				Forms		
11/11/2014	11/11/2014	Smith John	Director	Appointment						

+ Add New Appoint/Resign/Change

Print Register

Adding Directors and Appointments

Printing CoR39 Form

The CoR39 form can be printed by clicking the button highlighted below.

My Company Pty Ltd

Company

Directors

Show:

Surname / Entity	First Names	Appointed	Resigned	Active					
Smith	John	//	//	×					

+ Add New Director

Print Register Print List

Appointments

Date	Effective Date	Name	Designation	Nature of Change					Forms	
11/11/2014	11/11/2014	Smith John	Director	Appointment						

+ Add New Appoint/Resign/Change

Print Register

Adding Directors and Appointments

Appointment Tasks

Click the "Tasks" button to open the Appointment Tasks window.

My Company Pty Ltd

Company

Directors

Show:

Surname / Entity	First Names	Appointed	Resigned	Active					
Smith	John	//	//	X					

+ Add New Director

Print Register Print List

Appointments

Date	Effective Date	Name	Designation	Nature of Change	Forms					
11/11/2014	11/11/2014	Smith John	Director	Appointment						

+ Add New Appoint/Resign/Change

Print Register

Adding Directors and Appointments

You can tick off the automatically added tasks for adding a new director here.

Tasks to be Completed					
Task Description	Status	Date Completed			
Appointment of Director	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	<input type="checkbox"/>
* Obtain Written Consent Form	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
* Obtain Signed CoR39 Form	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
* Obtain Cert. Copies of IDs of All Dire	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
* Directors Resolution	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
* Process Electronically with CIPC	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	

You can view all the tasks for a companies by going to the "Tasks" page.

Registers		My Company Pty Ltd							
Company / CC / Trust		Company							
Print All Registers		Tasks to be Completed							
Status		Companies	Register	Task Description	Status	Date Completed			
Tasks		My Company Pty Ltd	DirAppoint	Appointment of Director	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	<input type="checkbox"/>
Details				* Obtain Written Consent Form	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
Registered Office				* Obtain Signed CoR39 Form	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
Annual Returns				* Obtain Cert. Copies of IDs of All Dire	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
Location of Records				* Directors Resolution	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
Res. / Mins. / Docs				* Process Electronically with CIPC	<input type="checkbox"/>	dd/mm/yyyy	?	<input type="checkbox"/>	
Officers									
Directors									
Classes									