Companies and Intellectual Property Commission

a member of the dti group

NOTICE TO CUSTOMERS

(Notice 61 of 2019)

PROCESSING REQUIREMENTS FOR REMOVAL OF CO-OPERATIVE DIRECTORS

From date hereof, in terms of section 39 of Co-operatives Amendment Act No. 6 of 2013 and its Regulations, a co-operative must notify CIPC of the reason(s) for the **removal** of a director from office; and of such further information as may be prescribed by the Minister.

CIPC will no longer undertake verification process, hence the onus is on the co-operative to prove that correct processes for **removal** (except for resignation/death) of a director was followed by filing the following documents:

- Fully completed return relating to director form Co-op 2 reflecting the correct status change i.e. removal with reason for vacation of office.
- Notice of the meeting and resolutions taken, as well as proof that the director to be removed was afforded reasonable opportunity to make a presentation to the meeting.
- Statement setting out reasons for removal of director.
- Signed minutes of meeting of members stating clearly resolutions taken.
- Proof that quorum was reached at the meeting (signed attendance register)
- Certified copies of identity documents or passports (foreign nationals) must be submitted with form Co-op 2

Yours Sincerely

Adv. R. Voller
Commissioner: CIPC
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