

BENEFICIAL OWNERSHIP

BENEFICIAL OWNER ONLY - FILING FEE

R250

PURPOSE OF BENEFICIAL OWNERSHIP

The **CIPC** is to keep a register of beneficial ownership (BO) for companies and close corporations. The register to be kept is for the applicable companies and close corporations to submit any beneficial ownership information relating to that entity. Anyone with more than 5% beneficial ownership of a company or close corporation must submit (file) with the CIPC, the requisite information. This document is to guide filers and users on the steps for filing beneficial ownership details via the online automated process of filing, and also to provide legislative and practical guidelines (explanatory notes) on the purpose of filing.

CONTACT PERSON

NAMES EMAIL

COMPANY DETAILS

NAME OF COMPANY

COMPANY REG NO

TYPE OF COMPANY: CC, PTY, NPC

TEL/CELL EMAIL

ADDRESS OF COMPANY

POSTAL CODE PROVINCE

DOCUMENTS REQUIRED

Please attach the following:

1. **Company Registration papers (CK1 or CK2), (PTY 14.3 Document)**
2. **All Directors Certified ID Copies. Please copy SMART CARD ID both sides.**

We will prepare the following documents and file to CIPC

- **CERTIFIED ID COPIES.**
- **MANDATE TO FILE.**
- **REGISTER OF INTEREST**
- **SECURITIES REGISTER**

PAYMENT DETAILS - R250

BANK : **FIRST NATIONAL BANK,**
ACCOUNT NAME: **MSAMANZI FINANCIAL SERVICES**
ACCOUNT NO. : **62599607292, * ACC TYPE: CURRENT**
DEPOSIT REF: **NAME OF COMPANY**
EMAIL TO: DROPBOX@MSAMANZI.CO.ZA

Please complete

| DIRECTOR NAME AND SURNAME | ID NUMBER | DATE BECAME SHARE HOLDER | SHARE PERCENTAGE |
|---------------------------|----------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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Msamanzi Financial Services

23 Loveday Street, Howard House, 1st Floor
Marshalltown, Johannesburg 2001 - Tel: 011-838-4155

Email: dropbox@msamanzi.co.za

DIRECTORS

NATURAL PERSON/OWNER/DIRECTOR 1

| | | | |
|----------------------|------------------------|---------------------|----------------------|
| NAMES | <input type="text"/> | SURNAME | <input type="text"/> |
| ID NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| PASSPORT NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| | | COUNTRY | <input type="text"/> |
| TEL/CELL | <input type="text"/> | EMAIL | <input type="text"/> |
| OWNERSHIP PERCENTAGE | <input type="text"/> % | PERSONAL TAX NUMBER | <input type="text"/> |
| DIRECTOR'S ADDRESS | <input type="text"/> | | |
| POSTAL CODE | <input type="text"/> | PROVINCE | <input type="text"/> |

NATURAL PERSON/OWNER/DIRECTOR 2

| | | | |
|----------------------|------------------------|---------------------|----------------------|
| NAMES | <input type="text"/> | SURNAME | <input type="text"/> |
| ID NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| PASSPORT NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| | | COUNTRY | <input type="text"/> |
| TEL/CELL | <input type="text"/> | EMAIL | <input type="text"/> |
| OWNERSHIP PERCENTAGE | <input type="text"/> % | PERSONAL TAX NUMBER | <input type="text"/> |
| DIRECTOR'S ADDRESS | <input type="text"/> | | |
| POSTAL CODE | <input type="text"/> | PROVINCE | <input type="text"/> |

NATURAL PERSON/OWNER/DIRECTOR 3

| | | | |
|----------------------|------------------------|---------------------|----------------------|
| NAMES | <input type="text"/> | SURNAME | <input type="text"/> |
| ID NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| PASSPORT NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| | | COUNTRY | <input type="text"/> |
| TEL/CELL | <input type="text"/> | EMAIL | <input type="text"/> |
| OWNERSHIP PERCENTAGE | <input type="text"/> % | PERSONAL TAX NUMBER | <input type="text"/> |
| DIRECTOR'S ADDRESS | <input type="text"/> | | |
| POSTAL CODE | <input type="text"/> | PROVINCE | <input type="text"/> |

NATURAL PERSON/OWNER/DIRECTOR 4

| | | | |
|----------------------|------------------------|---------------------|----------------------|
| NAMES | <input type="text"/> | SURNAME | <input type="text"/> |
| ID NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| PASSPORT NUMBER | <input type="text"/> | DATE OF BIRTH | <input type="text"/> |
| | | COUNTRY | <input type="text"/> |
| TEL/CELL | <input type="text"/> | EMAIL | <input type="text"/> |
| OWNERSHIP PERCENTAGE | <input type="text"/> % | PERSONAL TAX NUMBER | <input type="text"/> |
| DIRECTOR'S ADDRESS | <input type="text"/> | | |
| POSTAL CODE | <input type="text"/> | PROVINCE | <input type="text"/> |

PLEASE COMPLETE ALL PAGES, ALL SECTIONS INCLUDING PERSONAL TAX NUMBER AND SHARE %
COMPLETE AND SIGN MANDATE

MANDATE TO FILE BENEFICIAL OWNERSHIP

NAME OF COMPANY

COMPANY REG. NO

COMPANY ADDRESS

POWER OF ATTORNEY

**The Registrar
Companies CICP
P.O. Box 429
Pretoria
0001**

TO WHOM IT MAY CONCERN

I, we the undersigned in my / our capacity as Director(s)/Incorporator(s) of the above mentioned Company hereby nominate and appoint Mr. Dumisani Ndlela in his/her capacity as Accounting / Tax Practitioner to be my/ our representative with full power and authority to act on my / our behalf in respect of registration of the company, and in my/our name(s) and on my/our behalf to make any enquiries or to complete or sign the necessary forms/ returns or other documents regarding BENEFICIAL OWNERSHIP filing of my / our company.

THIS DONE and EXECUTED at _____ **on this the** _____.

AS DIRECTORS:

(Full name).....ID No:..... Signature:.....

(Full name).....ID No:..... Signature:.....

(Full name).....ID No:..... Signature:.....

(Full name).....ID No:..... Signature:.....

(Full name).....ID No:..... Signature:.....

(Full name).....ID No:..... Signature:.....

Signature of Representative/FILE :..... Date:.....
D.I. Ndlela (MSAMA1)



CIPC TO ENFORCE BENEFICIAL OWNERSHIP DECLARATION WITH ANNUAL RETURN FILINGS FOR COMPANIES AND CLOSE CORPORATIONS

The Companies and Intellectual Property Commission (CIPC) will, with effect from the 1st of July 2024, strictly enforce the filing of Beneficial Ownership Declarations with the filing of Annual Returns. The requirement for companies and close corporations, registered with the CIPC, to file Beneficial Ownership information was initiated as a result of the amendments brought about by the General Laws (anti-Money Laundering and Combatting Terrorism Financing) Amendment Act, 22 of 2022, which amended the Companies Act, 2008 ("the Act").

In terms of the amendment, as from 24 May 2023, with the implementation of the relevant Regulations, all companies and close corporations must file their Annual Returns with the CIPC, together with the Beneficial Ownership Declaration and security register or beneficial interest register (as applicable), within 30 business days after its anniversary date.

While CIPC customers were initially afforded an "option" to defer the filing of Beneficial Ownership information together with Annual Returns, this will no longer be the case, as from the 1st of July 2024.

The implementation of the hard-stop functionality means companies and close corporations **will not** be able to file their Annual Returns via any of the CIPC electronic platforms **unless** the Beneficial Ownership Declaration has been submitted and/or is up to date. As per the Act, as amended, Beneficial Ownership Declarations, Annual Financial Statements /Financial Accountability Supplements must be filed with an Annual Return.

The significance of Beneficial Ownership Declaration is to have a repository/register of natural persons who own or exercise effective control over legal entities; to assist law enforcement with relevant information during their investigations of who the ultimate owners of an entity are; and to mitigate the risks identified in the national risk assessment where legal persons were identified as vehicles prone to abuse for money laundering and terror financing activities.

All companies and close corporations are required by law to file their Annual Returns with the CIPC during their anniversary month every year. As such, enterprises are required to comply with Beneficial