



## TO MAKE CHANGES TO ORGANISATIONAL INFORMATION

Below is a list of possible changes that an organisation could affect and the required form(s) to be complete, along with supporting documents.

**Please note that the NPO Directorate will only affect changes or update information if the organisation has submitted outstanding reports**

TYPE OF CHANGE	REQUIRED DOCUMENTS
To change office bearer	<ul style="list-style-type: none"> <li>• A copy of signed minutes/resolution and attendance register</li> <li>• Particulars of the new office-bearers (ID number, name and surname, portfolio of member)</li> <li>• ID copies of the new office bearers</li> <li>• Change of office bearer's form</li> </ul>
To change contact details and addresses	<ul style="list-style-type: none"> <li>• A copy of signed minutes/resolution and attendance register</li> <li>• Change of detail form</li> </ul>
To change the name of the organisation	<ul style="list-style-type: none"> <li>• A copy of signed minutes/resolution and attendance register</li> <li>• The original certificate granted on registration.</li> <li>• Copy of amended constitution</li> <li>• Change of name form</li> </ul>
To change the financial year of an organisation	<ul style="list-style-type: none"> <li>• A copy of signed minutes/resolution and attendance register</li> <li>• Copy of amended constitution</li> <li>• Change of financial year form</li> </ul>
To change the number of office bearers	<ul style="list-style-type: none"> <li>• A copy of signed minutes/resolution and attendance register</li> <li>• Copy of amended constitution</li> </ul>
To change the objectives of an organisation	<ul style="list-style-type: none"> <li>• A copy of signed minutes/resolution and attendance register</li> <li>• Copy of amended constitution</li> <li>• Change of objective form</li> </ul>
Incorrect typing of the name of the organisation	<ul style="list-style-type: none"> <li>• If name of organisation is typed incorrectly by NPO Chief Directorate</li> <li>• Send a letter indicating the request and</li> <li>• Send original certificate</li> </ul>
Lost/misplaced certificate	<ul style="list-style-type: none"> <li>• A request form completed by an office bearer with reasons why it was lost and request a copy of the certificate</li> <li>• Certificate request form</li> </ul>
Lost/misplaced constitution	<ul style="list-style-type: none"> <li>• Letter on the organisation's letterhead with reasons for the request</li> <li>• Constitution request form</li> </ul>



TYPE OF CHANGE	REQUIRED DOCUMENTS
If the person collecting the documents is not an office bearer of the organisation the following documents are required	<ul style="list-style-type: none"><li>• A letter from the organisation authorising the sender to collect documents on behalf of the organisation</li><li>• A copy of the sender's ID</li><li>• A copy of one of the office bearer's ID</li></ul>
Voluntary de-registration	<ul style="list-style-type: none"><li>• A copy of signed minutes/resolution to de register and attendance register</li><li>• The NPO certificate issued on registration</li><li>• De-registration form</li></ul>