

MEMORANDUM


TO: Senior Manager – Client Services
Ms Lungisa Matandela

FROM: Ms Jane Mulidzwi – Junior Manager (Close Corporations)

SUBJECT: Operational Update – Companies, Close Corporations and Name Reservation

DATE: 15 August 2011

	Normal Turn Around Time	Current Turn Around Time	How many days in backlog
CC Amendment	15 working days	19 working days	4 days backlog
Name Reservation	5 working days	12 working days	7 days backlog
CO Liquidation	3 working days	3 working days	no backlog
CC Liquidation	1 day	1 day	No backlog
CO Deregistration	2 working days	6 working days	4 days backlog
CC Deregistration	3 working days	59 working days	40 days backlog
Conversions from CC to CO	7 working days	15 working days	8 days backlog
Co Directors change-Manual	6 working days	25 working days	19 days backlog
Co Directors change-Electronic	6 working days	6 working days	No backlog
CC Normal Restorations	21 working days	New system still not yet implemented, testing the programme today.	New system still not yet implemented
New Companies	5 working days	34 working days	29 days backlog
New CC Registration	5 working days	3 working days	No backlog
MOI Amendments	5 working days	9 working days	4 working days
Annual Return Restoration CC & CO	5 working days	4 working days	1 day backlog



 Mr. T R Gundula (Manager: CO & CC Amendments)