



SPECIAL RESOLUTION TO CHANGE OFFICE BEARERS
In terms of NPO Act Section (18)(1)(b) Form 18/1b

A. ORGANISATIONAL DETAILS	
NPO Number	
NPO Name	

B. CONTACT DETAILS						
Name	Surname	I.D No	Cell Phone	Email	Address	Postal Address

C. RESOLUTION ADOPTED AT MEETING HELD ON									
Date					Place			Time	
D	D	M	M	Y	Y	Y		H	M

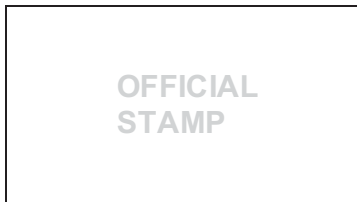
D. IT WAS ESTABLISHED THAT THE FOLLOWING OFFICE BEARER/S TERM OF OFFICE HAS ENDED / RESIGNED			
Name	Surname	I.D No	Portfolio

E. IT WAS RESOLVED TO ELECT THE FOLLOWING NEW OFFICE BEARER/S						
Name	Surname	I.D No	Portfolio	Cell phone	Email	Address

- I, _____ ID No _____ hereby certify that I am the authorised office bearer of the organisation.
- The changes comply with notice, quorum and voting requirements of the constitution.
- The change complies with the relevant laws that apply to the organisation.
- Certified as a true extract of the resolution duly adopted at the above mentioned meeting.

NOTES

This notice should be signed by an authorised office bearer or delegated proxy with a letter of delegation signed by an authorised office bearer in the organisation's letter head.



Signature of authorised office bearer

Signed at on this day of

Dear Applicant,

If your NLC registration has been reported to have failed DSD verification, please follow this guide to have your DSD profile information correctly updated.

Attached is the computer fillable PDF form **SPECIAL RESOLUTION TO CHANGE OFFICE BEARERS** from DSD.

This form is to be filled out when you wish to update your organization contact details of office bearer information.

We strongly recommend completing the forms electronically to ensure accuracy and efficiency.

Guide to Update Your Office Bearers and Submit Your Application:

The information in this section must match with that used to register your organization with NLC ; otherwise your NLC registration with again fail DSD verification.

1. Complete the Form - **SPECIAL RESOLUTION TO CHANGE OFFICE BEARERS**

- **Section A: Organization Details**

- **Section B: Contact Person:**

Fill out section B with the details of your latest org contact person. If this is different from your current DSD profile, DSD will use this latest info to update your profile.

- **Section C: Board Meeting Resolution:**

- **Section D: Office Bearers to be Amended:**

Fill out section D with the details of the office bearers that have to be amended – either removed or their portfolios, emails, etc to be amended.

- **Section E : Amended or Added Office Bearer Details:**

Fill out section E with the details of the office bearers that have been added to your organization; and/or those that have their details to be amended – eg email, portfolio, etc.

All fields are mandatory. Names and Surnames must be recorded as they appear on the ID cards of the office bearers.

Email addresses for office bearers must be different for each office bearer and not shared.

- Double-check all details before submission, as all fields are required for NLC verification.

- Use more than one form if entries to be amended are more than the space provided for on the form

2. Submit Your Form

- Sign and stamp the forms.
- Email the completed forms to NLCApplication@nlcsa.org.za and/or submit them physically to your local NLC client liaison officers (CLO) at your regional NLC office . NLC will submit them through to DSD on your behalf.

If you have any questions or need further assistance, please contact our Call Centre at **08600 NLDTF (65383)** or email queries@nlcsa.org.za.