**[INSERT COMPANY NAME]**

Registration Number: [INSERT REGISTRATION NUMBER]

(“**the Company**”)

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMPANY PASSED IN ACCORDANCE WITH THE PROVISIONS OF THE COMPANIES ACT 71 OF 2008 (AS AMENDED) (“the Act”)  
AND THE TAX ADMINISTRATION ACT 28 OF 2011 (AS AMENDED) (“the Tax Act”)**

**Introduction**

The Board has elected to appoint the following individual to serve as Public Officer of the Company:

**Full name:** [INSERT OFFICER NAME]  
**Identity Number:** [INSERT IDENTITY NUMBER] **Residential Address:** [INSERT RESIDENTIAL ADDRESS]

**Waiver of Notice of Meeting**

All of the directors of the Company hereby waive notice of this meeting in terms of Section 73(5)(a)(iii) of the Act, and further that the resolutions taken in terms hereof are taken in accordance with the provisions of Section 74(1) of the Act.

**Ordinary Resolution 1**

It is hereby resolved by the Board that [INSERT OFFICER NAME] be appointed to serve as Public Officer of the Company, and that they be granted the authority to exercise all of the powers, functions and duties, and be subject to all of the liabilities of this office.

Section 246(2)(b) of the Tax Act.

**Ordinary Resolution 2**

It is hereby resolved and the Board hereby direct that upon written consent from the appointed Public Officer, the Company shall enter their name in the Register of Officers and file a Notice of Change of Public Officer within 21 business days reflecting the appointment contemplated in Ordinary Resolution 1 above with the South African Revenue Services (“**SARS**”) forthwith.

Section 249(1) read with Section 249(2)(b) of the Tax Act.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[INSERT DIRECTOR NAME]**

etc.