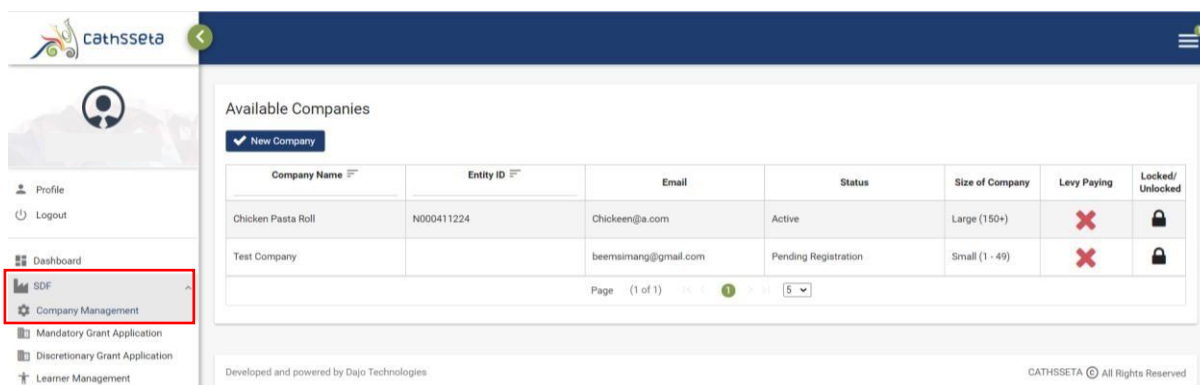


REMOVING AN ENTITY CONTACT FROM A COMPANY

1. To delete an entity (company) contact login to your Primary SDF profile and navigate to and click on **SDF** then **Company Management**.
2. A table with your company information will be displayed. If you have more than one company linked to your SDF profile, you will see multiple companies. You can search for a company using the Company Name/ Entity ID.
3. You can only make company profile changes including adding a new entity contact for company that are **ACTIVE**.



Available Companies

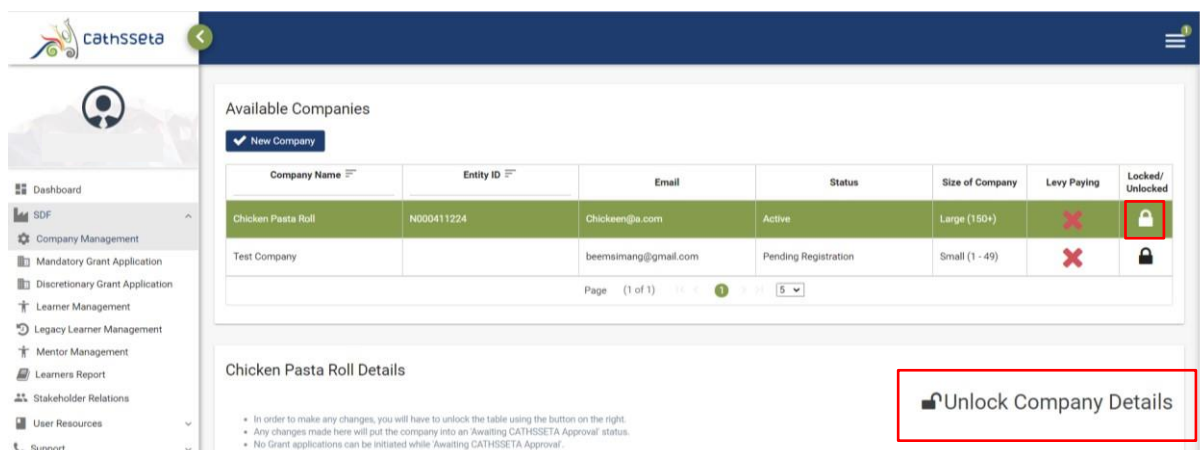
New Company

Company Name	Entity ID	Email	Status	Size of Company	Levy Paying	Locked/Unlocked
Chicken Pasta Roll	N000411224	Chickeen@a.com	Active	Large (150+)	✗	🔒
Test Company		beemsimang@gmail.com	Pending Registration	Small (1 - 49)	✗	🔒

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4. You will need to click to select the company. The selected company will be highlighted in green.
5. Take note of the **padlock** on the right-hand side, if the padlock is locked you will need to click “**Unlock Company Details**,” and then scroll down to see your company details.



Available Companies

New Company

Company Name	Entity ID	Email	Status	Size of Company	Levy Paying	Locked/Unlocked
Chicken Pasta Roll	N000411224	Chickeen@a.com	Active	Large (150+)	✗	🔒
Test Company		beemsimang@gmail.com	Pending Registration	Small (1 - 49)	✗	🔒

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Chicken Pasta Roll Details

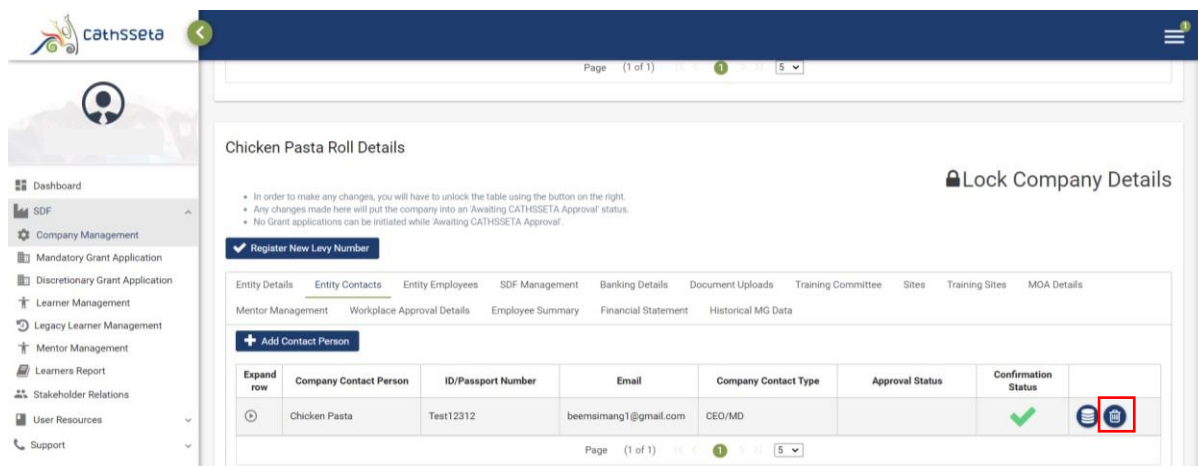
Unlock Company Details

- In order to make any changes, you will have to unlock the table using the button on the right.
- Any changes made here will put the company into an 'Awaiting CATHSSETA Approval' status.
- No Grant applications can be initiated while 'Awaiting CATHSSETA Approval'.

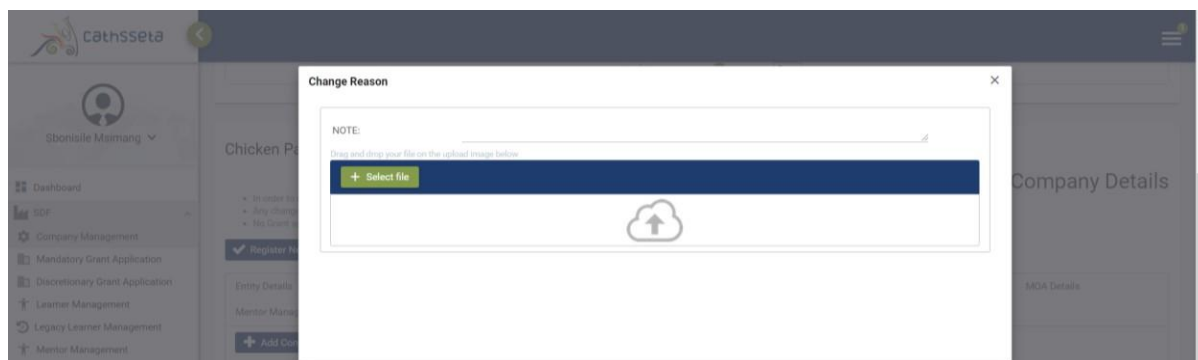
REMOVING AN ENTITY CONTACT FROM A COMPANY



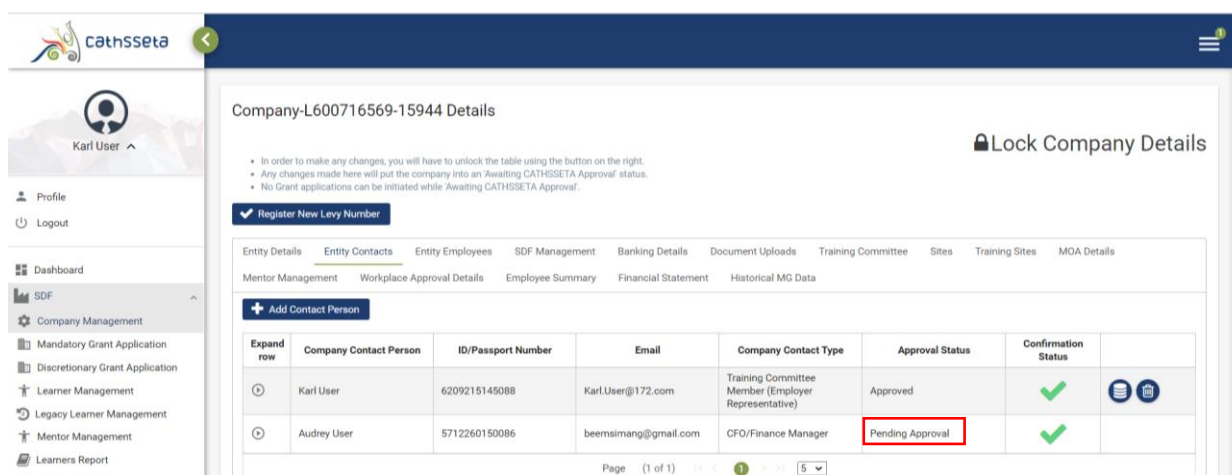
6. To delete an entity contact you will need to click the **“Delete Icon”**.



7. You will be required to upload a letter indicating the reason for the removal of the user. Click the green button to select a file.



8. The entity contact approval status will be changed to Pending Approval, awaiting CATHSSETA approval. Once approved, the contact details will no longer display.



REMOVING AN ENTITY CONTACT FROM A COMPANY

