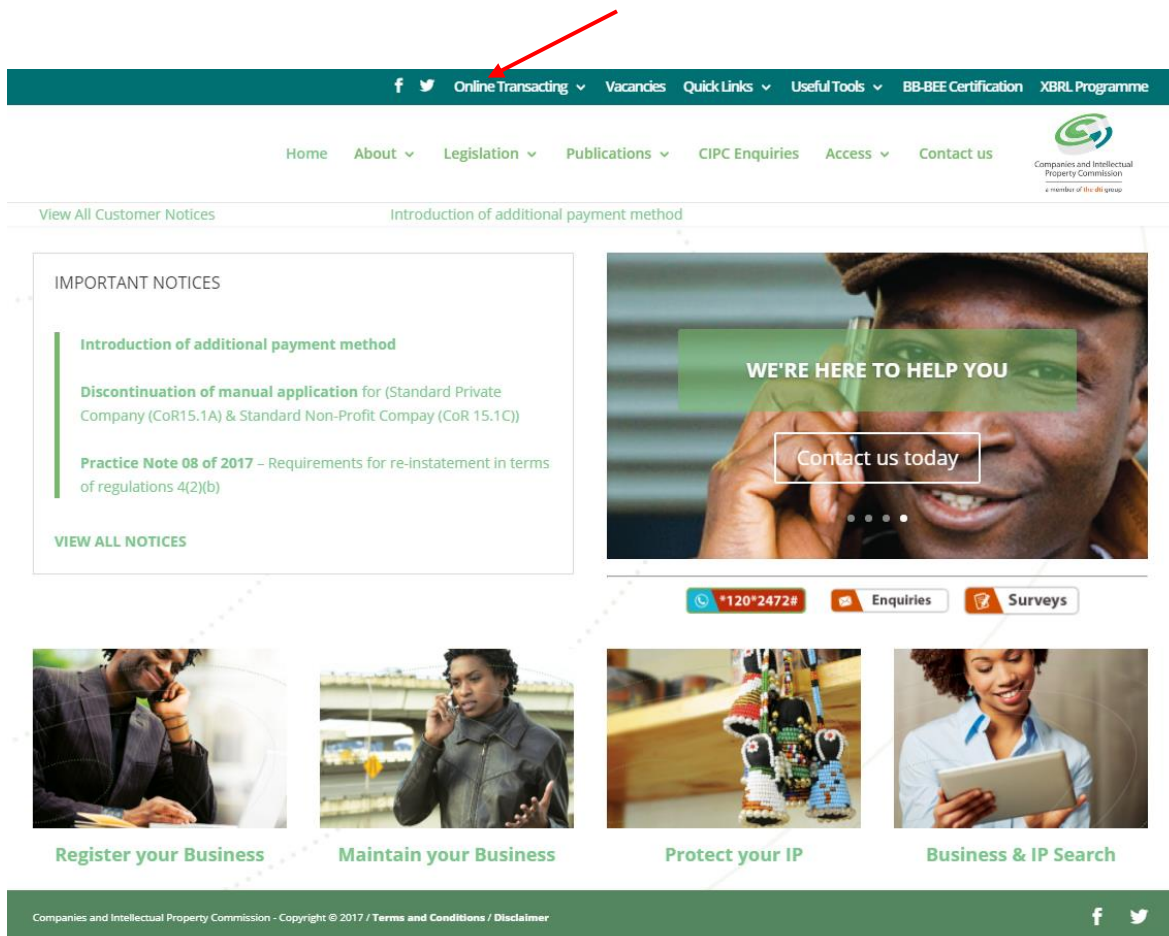


# Step by Step Guide: Calculating Annual Returns and Filing Annual Returns

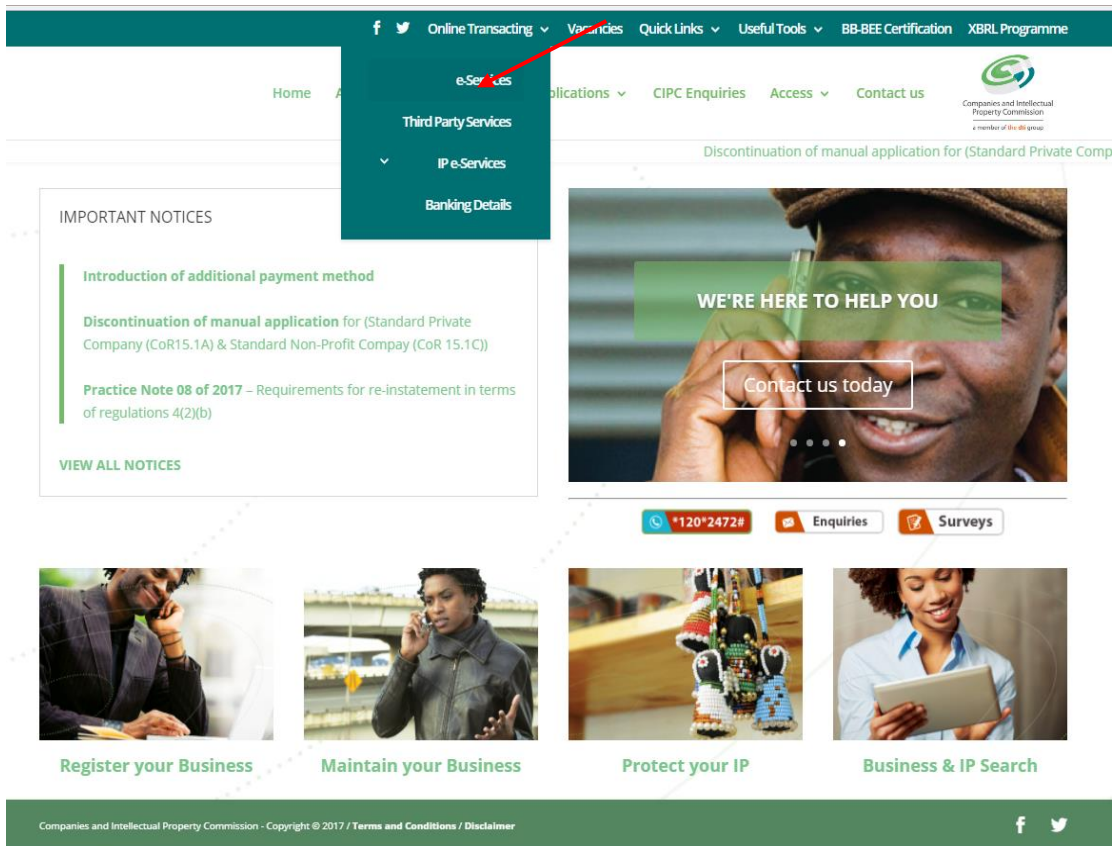
In order to use this step by step guide, you should have registered a customer code.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

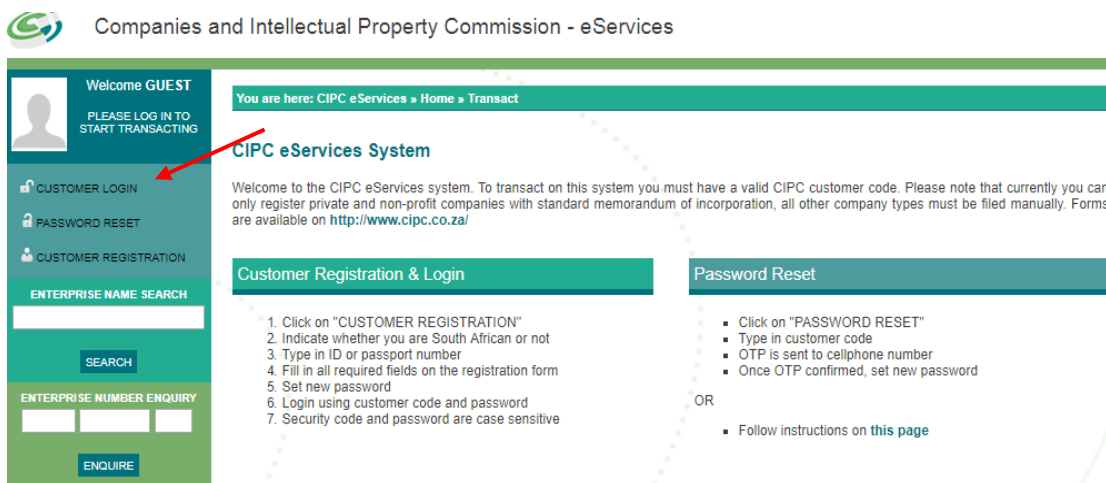
1. Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za), and click on [Online Transacting](#) and then [eServices](#). Or alternatively visit [annualreturns.cipc.co.za](http://annualreturns.cipc.co.za).



The screenshot shows the CIPC website homepage. At the top, there is a dark green navigation bar with social media icons for Facebook and Twitter, followed by menu items: Online Transacting (highlighted with a red arrow), Vacancies, Quick Links, Useful Tools, BB-BEE Certification, and XBRL Programme. Below this is a lighter green navigation bar with Home, About, Legislation, Publications, CIPC Enquiries, Access, and Contact us. The main content area features a 'View All Customer Notices' link and a featured notice titled 'Introduction of additional payment method'. To the right is a large banner with a man's face and the text 'WE'RE HERE TO HELP YOU' and 'Contact us today'. Below the banner are buttons for '\*120\*2472#', Enquiries, and Surveys. At the bottom, there are four service tiles: 'Register your Business', 'Maintain your Business', 'Protect your IP', and 'Business & IP Search'. The footer contains the CIPC logo, copyright information, and social media icons.



2. Click on **Customer Login**.



3. Complete the required fields and click on **Login**.

- Customer Code
- Customer Password (case sensitive)
- Security code (case sensitive)
- Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

**Note:** Before completing the login procedure it is advisable that customers read the terms and conditions since accepting such creates a binding agreement between the customer and CIPC regarding the administration of transactions and payment of services.

Select [Forgot Password](#) if you require your customer password to be resend to you.

4. The landing page of E-services will be displayed and click on **Transact**.

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome CCOAR  
HAYLIE DELPORT testing

You are here: CIPC eServices » Home

### ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2017000475	TEST DECEASED 01082017	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000473	K2017000473 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000474	K2017000474 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000477	K2017000477 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000328	HAYLIE ENTERPRISE	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000327	K2017000327 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000312	HAYLIE CUPCAKE BAKERY	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000311	K2017000311 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000300	K2017000300 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	YES	
M1099017946	PEBBLE BED MODULAR REACTOR	IN BUSINESS	STATE OWNED COMPANY	NO	

### CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	15/05/2016	15/05/2016 10:00:00
NEW COMPANY REGISTRATION [MANUAL]	15/05/2016	15/05/2016 10:00:00
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
NAME CHANGES [MANUAL]	24/05/2016	14/07/2016 12:28:42

### LATEST eSERVICES UPDATES

**RETURNING SIGNED APPLICATION FORMS**  
14/07/2016 09:27:55  
PLEASE NOTE THAT SIGNED eSERVICES APPLICATION FORMS NOT RETURNED BACK TO CIPC WITHIN 10 CALENDAR DAYS FROM WEBSITE CAPTURE DATE WILL BE REJECTED.

**THIRD PARTY SYSTEM PILOT**  
14/07/2016 09:22:06  
CIPC IS CURRENTLY RUNNING A PILOT FOR A THIRD PARTY SYSTEM. TO PARTICIPATE PLEASE APPLY BY SENDING AN EMAIL TO THIRDPARTIES@CIPC.CO.ZA. PREFERENCE WILL BE GIVEN TO HIGH VOLUME CUSTOMERS.

**ANNUAL RETURN DEREGISTRATION**  
14/07/2016 09:27:55  
ON THE 29TH OF JULY 2016 CIPC WILL BE DEREGISTERING COMPANIES AND CLOSE CORPORATIONS THAT ARE NOT ANNUAL RETURN COMPLIANT.

### CONTACT DETAILS

Cellphone Number: 0827786881  
Email Address: HDELPORT@CIPC.CO.ZA

UPDATE

### PERSONAL DETAILS [SA CITIZEN'S ONLY]

Surname: DELPORT  
Name(s): HAYLIE  
ID Number: 7101270256083  
Disqualification Status: NOT DISQUALIFIED

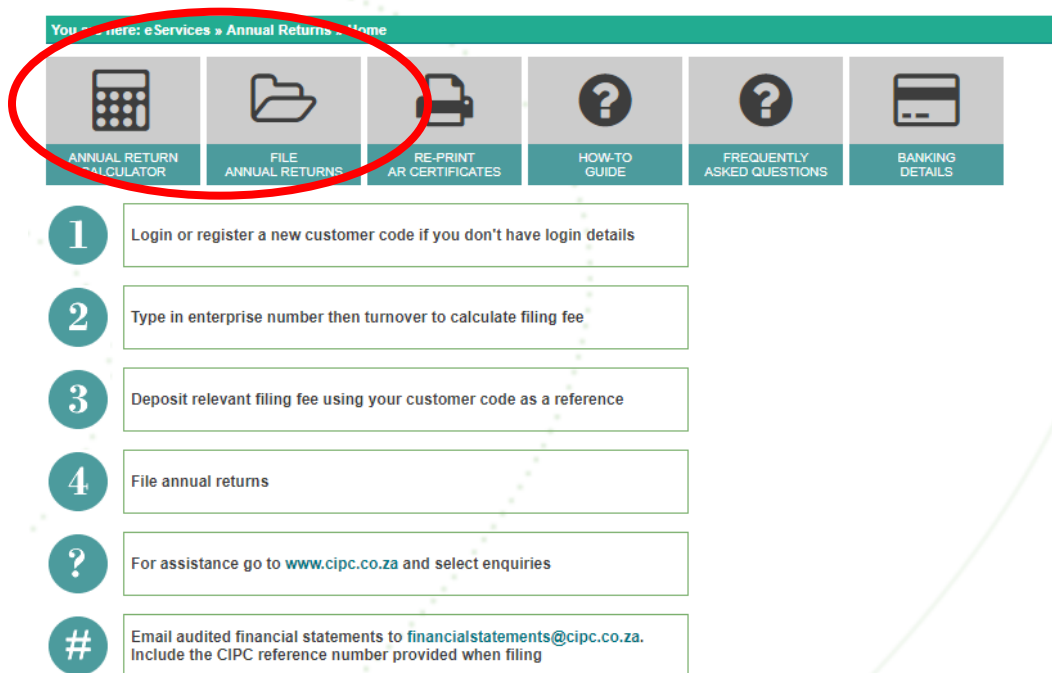
\*\*\* DISQUALIFIED ID NUMBERS CANNOT BE APPOINTED AS DIRECTORS IN ANY COMPANY

5. Click on **File Annual Returns**



6. To calculate outstanding annual returns and years and/or file annual returns click on either **Annual Return Calculator** or **File Annual Returns**.

Note: the process for calculating the outstanding annual returns and years and filing of annual returns are identical. If you do not want to proceed with filing of the outstanding annual returns, kindly refer to step 10.



Once the annual return has been filed, kindly print or save the annual return filing confirmation and certificate as proof of filing.

7. Type in the registration number (year/sequence/type) at the **Enterprise Number** field and click **Validate**.

**You are here: eServices » Annual Returns » Enterprise Details**


**Important changes for annual return filings:**


Due to security concerns relating to the disclosure of personal information CIPC has affected the below changes on annual returns:

- Only the first 6 digits of a director's or member's identity number will be displayed on the Enterprise Enquiry screen;
- The annual return filing certificate will not display the identity number, addresses, or contact details of a director or member;
- Customers will not be able to update the content of the annual return except for contact details. Customers are advised to tick in the tick box next to each section heading to indicate when a change has occurred. If a change occurred, the appropriate amendment form(s) **MUST BE FILED** with the CIPC via any of the authorised filing methods for change(s).

**Enterprise Enquiry**

Enterprise Number

**VALIDATE** 



Note: A validation message will display if the status of the entity does not apply the filing of annual returns. For further assistance in such cases, log a ticket via the CIPC website [www.cipc.co.za](http://www.cipc.co.za) / enquiries.

8. Confirm whether the provided registration number corresponds with the enterprise detail being displayed. If not, reconfirm registration number by typing it in at the **Enterprise Number** field and click **Validate**. If correct, click **Continue**.

**You are here: eServices » Annual Returns » Enterprise Details**

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**Enterprise Enquiry**

Enterprise Number

201 \* 008399 \* 07 \*

**VALIDATE** 

**Enterprise Details**

Enterprise Number 2001 / 008399 / 07

Enterprise Name PHOFUNG PROJECT CONSULTANTS



Enterprise Type Private Company

Enterprise Status In Business

Registration Date 2001-04-12

**Director/Member Details**

ID / Passport Number	Name(s)	Surname	Type	Status
550319 XXXX 08 X	DANIEL POCKLINGTON	ERASMUS	Director	Active
571013 XXXX 08 X	MANAU JAN	LIKHOJANE	Director	Active

**CONTINUE**  

9. The **Paid and Outstanding Annual Returns** will be displayed. Type in the turnover amount at the **Turnover** field at the **Outstanding Annual Returns** heading and click **Calculate Outstanding Amount**.

You are here: eServices » Annual Returns » File Annual Returns

Paid Annual Returns - 2001 / 008399 / 07

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
2006	PCB001	-600,00	44200610	10/10/2007
2007	PCB001	-3300,00	715132926	09/05/2012
2008	PCB001	-3300,00	715132926	09/05/2012
2009	PCB001	-3300,00	715132926	09/05/2012
2010	PCB001	-3300,00	715132926	09/05/2012
2011	PCB001	-3300,00	715132926	09/05/2012
2012	PCB001	-3300,00	715132926	09/05/2012
2013	PCB001	-2500,00	720712150	04/06/2014
2014	PCB001	-2500,00	720712151	04/06/2014
2015	PCB001	-2000,00	926348600	13/05/2015

Outstanding Annual Returns - 2001 / 008399 / 07

AR Year	AR Month	AR Non-Compliance Date	Turnover
2016	4	01/06/2016	<input type="text" value="0"/>

*Turnover amount(s) must be a whole number, no decimals.*

**CALCULATE OUTSTANDING AMOUNT**

10. The annual return fee will be calculated and displayed. The **Continue** button is inactive on the **Annual Return Calculator**. You can print this page to view the amount owed for the annual return filings.

You are here: eServices » Annual Returns » File Annual Returns

Paid Annual Returns - 2001 / 008399 / 07

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
2006	PCB001	-600,00	44200610	10/10/2007
2007	PCB001	-3300,00	715132926	09/05/2012
2008	PCB001	-3300,00	715132926	09/05/2012
2009	PCB001	-3300,00	715132926	09/05/2012
2010	PCB001	-3300,00	715132926	09/05/2012
2011	PCB001	-3300,00	715132926	09/05/2012
2012	PCB001	-3300,00	715132926	09/05/2012
2013	PCB001	-2500,00	720712150	04/06/2014
2014	PCB001	-2500,00	720712151	04/06/2014
2015	PCB001	-2000,00	926348600	13/05/2015

Outstanding Annual Returns - 2001 / 008399 / 07

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
M2001008399	2016	10000000	2000,00	500,00

Total Due : R 2500,00

**CONTINUE** **PRINT** **BACK** **CANCEL**

10.1 To print the outstanding fee click on **Print**

10.2 To abort (not to continue with filing of the outstanding annual returns) click on **Cancel**

10.3 To proceed with filing the outstanding annual returns click on **Continue**



11. To file annual returns complete indicated fields and select **Add To Cart**

**You are here: eServices » Annual Returns » Update Enterprise Details**

### Enterprise Details

Enterprise number: M2001008399

Enterprise name: PHOFUNG PROJECT CONSULTANTS

Has the enterprise name changed?

Email address:  \*

Telephone number:   \*

Cellphone Number:

Website Address:

Business description:  \*

Principal place of business:

Click the expand button [+] to view and verify the information. Click the tickbox if any information displayed is incorrect or changed.

Financial Year End [+] Expand



Registered Office [+] Expand

Location of Records [+] Expand

Directors / Members Details [+] Expand

Company Secretary Details [+] Expand

Auditors and Audit Committees [+] Expand

**ADD TO CART**  

Note: To confirm the information of the entity with CIPC click on **Expand**. If the reflected information is not the correct, kindly proceed to file the outstanding annual returns and then submit the relevant forms to update to the required information.


12. Select **Card** at Payment Option

You are here: eServices » Cart


Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	
533232899	M2001008399	2018	10,000,000.00	2,000.00	500.00	Remove

Sub Total : R 2500.00

**ADD ANNUAL RETURN**  Total : R 2500.00

Payment Option:  **Card**  Customer Balance  EFT and Cash

**PAY NOW** 

Note: Annual returns for multiple entities may be filed with only a single payment being made. If filing for multiple entities click on **Add Annual Return** and repeat the calculation and filing process. Once ready to exit and may payment, click on **Pay Now**.

13. Complete Debit or Credit card details by completing **Card Details** screen

TRANSACTION DETAILS

Annual Returns

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
M2001008399	2018	10000000	2,000.00	500.00

Sub Total : R 2500.00


Total : R 2500.00


**CARD DETAILS**

Tick to use previous card details





Card Number

Expiry Date (mmyyyy)

**PAY NOW** 

[Payment Terms & Conditions](#) 

CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank.

Note:

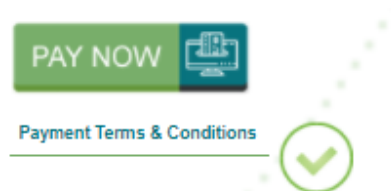
- If customer want to make use of previously used card details click on the radial button next to **Tick to use previous card details**. This option may only be selected if the customer has made previous card payment using the Pay-As-You-Go payment option.

14. Accept CIPC Terms and Conditions

Note: Click on **Payment Terms & Conditions**, read the terms and conditions and then either Accept or Decline the acceptance thereof. Mandatory for customers to read and then either accept or decline the payment terms and conditions.




15. Finalise payment by clicking on Pay Now and providing ODP sent to your phone by your bank



CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank.

## 3D SECURE PAYER AUTHENTICATION

**MasterCard.**  
**SecureCode.**

 **Standard Bank**

Your transactions are protected by 3D Secure

Please enter a cell phone number or email address you registered with Standard Bank:

Cell phone number  Email address


A one-time password (OTP) will be sent to this cell phone number.

All entered information is confidential and is not shared with the merchant

Haven't received your OTP?  
Call our secure helpline: 086 120 1311 or +27 11 299 4541

### 3D SECURE PAYER AUTHENTICATION

**MasterCard.**  
**SecureCode.**

 Standard Bank

**Order summary**

**Merchant**  
CIPC

**Amount**  
R1.00ZAR

**Date**  
31 Jul 2017

**Cardnumber**  
\*\*\*\*\*1904

A one-time password (OTP) was sent to \*\*\* \*\*\*\*\* 881 at 14:40:42.

Haven't received your OTP? [Resend OTP](#)  
Alternately, call our secure helpline: 088 120 1311 or +27 11 299 4541  
All entered information is confidential and is not shared with the merchant

Note: Depending on the bank that you use the above two screen may look slightly different. The screens above are the screens when a Standard Bank card is used.

#### 16. Confirmation of completed filing and payment

You are here: eServices » Payment Details

Payment successful. Thank You!

**Reference Number: T933121372**

Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Total Amount
533121195	B2007149043	2011	0.00	100.00	150.00	250.00
		2012	0.00	100.00	150.00	250.00
		2013	0.00	100.00	150.00	250.00
		2014	0.00	100.00	150.00	250.00
		2015	0.00	100.00	150.00	250.00
		2016	0.00	100.00	150.00	250.00

Sub Total : R 1500.00

Total : R 1500.00

17. Annual return filing certificate will be e-mailed to the e-mail address indicated on the customer code profile.

Note: To regenerate the annual return filing certificate click on **Home** and then click on **Re-Print AR Certificates**. It should be noted that annual return filing confirmations are directly e-mailed to the e-mail address as provided for under the customer code detail.

rd Intellectual Property Commission - eServices

**HOME** **TRANSACTION** **CART (0)**

You are here: eServices » Payment Details

Payment successful. Thank You!

**Reference Number: T933121372**

Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Total Amount
533121195	B2007149043	2011	0.00	100.00	150.00	250.00
		2012	0.00	100.00	150.00	250.00
		2013	0.00	100.00	150.00	250.00
		2014	0.00	100.00	150.00	250.00
		2015	0.00	100.00	150.00	250.00
		2016	0.00	100.00	150.00	250.00

Sub Total : R 1500.00

Total : R 1500.00

You are here: eServices » Annual Returns » Home

**ANNUAL RETURN CALCULATOR** **FILE ANNUAL RETURNS** **RE-PRINT AR CERTIFICATES** **HOW-TO GUIDE** **FREQUENTLY ASKED QUESTIONS** **BANKING DETAILS**

- 1 Login or register a new customer code if you don't have login details
- 2 Type in enterprise number then turnover to calculate filing fee
- 3 Deposit relevant filing fee using your customer code as a reference
- 4 File annual returns
- ? For assistance go to [www.cipc.co.za](http://www.cipc.co.za) and select enquiries
- # Email audited financial statements to [financialstatements@cipc.co.za](mailto:financialstatements@cipc.co.za). Include the CIPC reference number provided when filing

Once the annual return has been filed, kindly print or save the annual return filing confirmation and certificate as proof of filing.