NOTICE TO CUSTOMERS

EXTENSION OF DEADLINE FOR SUBMISSION OF ANNUAL RETURNS

Kindly note that pursuant to a media release issued on 25 January 2011 regarding extension of office hours for submission of annual returns, the deadline for submission of annual returns has been reviewed and the last date for submission is 21 February 2011.

Each company and close corporation has a statutory duty to lodge and pay annual returns with CIPRO every year, failure of which will result in the company or close corporation incurring a penalty for late lodgement and finally deregistered. CIPRO uses annual returns to confirm whether a company or close corporation is still doing business and to update its records of the latest information.

Due to the large volumes of calls and enquiries that CIPRO is experiencing, it has been decided to pro-actively extend the deadline for submissions to allow more time for customers to lodge company and close corporation annual returns. The extended office hours of the CIPRO Cape Town (1st floor, NBS building, Waldorf Arcade, 80 St. George's Mall) and Pretoria offices until 18:00 on weekdays will also continue until 21 February 2011 only for submission of annual returns.

Customers should not wait until the last moment to lodge annual returns as this may be unpleasant, due to high volumes. Customers are requested to put their contact to facilitate improved communication. Customers are advised to confirm the status of their companies and close corporations, and bring all outstanding annual returns up to date in order to avoid unnecessary deregistration.

To assist in confirming a company’s or close corporation’s status, CIPRO has published the lists of non compliant companies and close corporations on its website under: News and Events/Information Library/CIPRO Publications:


This list may be saved locally to a customer’s PC and searched through by using the “CTRL F” function. Any queries regarding annual returns or restorations can be addressed to annualreturns@cipro.gov.za or the call centre at 0861 843 384.

Yours sincerely,

[Signature]
Acting Chief Executive Officer

28 January 2011