NOTICE TO COMPANIES AND CLOSE CORPORATIONS
(Notice 37 of 2016)

DEACTIVATION OF THE **ANNUALRETURNS@CIPC.CO.ZA** MAILBOX

The Companies and Intellectual Property Commission (CIPC), in its efforts to ensure efficient and effective resolution and management of annual return enquiries, will be deactivating the annualreturns@cipc.co.za mailbox as from 1 August 2016.

Customers are advised to log tickets for their enquiries via the CIPC website, [www.cipc.co.za](http://www.cipc.co.za) / enquiries. Sign in with your customer code and password and select Companies/Annual Returns or Close corporations/Annual returns, depending on the type of enterprise. If you do not have a customer code, kindly register one also via the CIPC website, [www.cipc.co.za](http://www.cipc.co.za) / register your business / register as a customer.

For more information on annual returns, how to file and the prescribed fees involved, kindly refer to the following documents:-

- Step by step online guide to file annual returns
  ([annualreturns.cipc.co.za](http://annualreturns.cipc.co.za) / step 4) or
  ([www.cipc.co.za](http://www.cipc.co.za) / Useful Tools / How to – Step by Step Guides / Step by Step Guides / Annual Returns)
- Information Guide on Annual Returns
- Frequently asked questions
  ([www.cipc.co.za](http://www.cipc.co.za) / Publications / FAQ’s / FAQ Categories / Annual Return FAQ)

Yours sincerely,

R Voller
Acting Commissioner: CIPC

[Date] /2016