

CIPC Contact Number: 086 100 2472
CIPC Website: www.cipc.co.za
Postal Address: PO Box 429, Pretoria, 0001

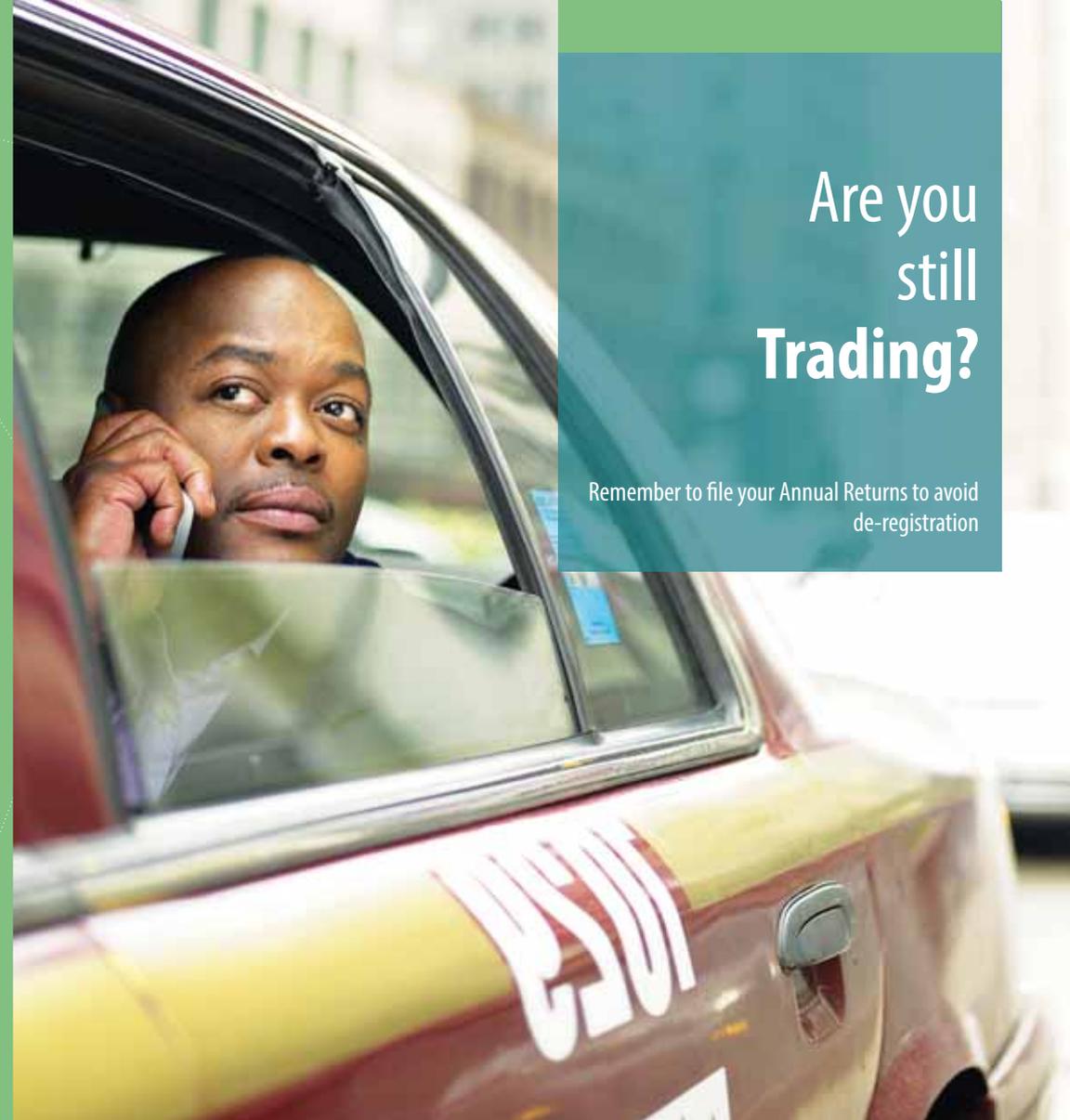
QUERY RESOLUTION:

Service delivery standards can be viewed at www.cipc.co.za. A three tier escalation process must be followed in an attempt to address the enquiry, where after customers can lodge a formal complaint with the CIPC ombud at ombud@cipc.co.za.

WARNING:

CIPC does not have any agents. Please be aware of fraudsters offering loans or other business advice and always verify credentials.

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Are you
still
Trading?

Remember to file your Annual Returns to avoid
de-registration

How to file an Annual Return On-Line



Companies and Intellectual
Property Commission

a member of **the dti** group

All companies (including external companies) and close corporations are required by law to file their annual returns with CIPC within 30 business days from the anniversary date of incorporation. By not filing an annual return, you are informing CIPC that the company or close corporation is not doing business or is not intending on doing business in the near future. When a company or close corporation fails to file its annual returns for two consecutive years, CIPC initiates a deregistration process, which has the effect that the juristic personality is withdrawn and the company or close corporation ceases to exist.

1 Register as a customer

Go to www.cipc.co.za



Click on "Login to E-Services"

Click on "Register as a customer"

Create a Customer Code by completing the form and typing in 6 letters or digits and a password by typing in 8 letters or digits or combination of both.

Continue to follow the prompts. The fields will be verified. If there is any problem or missing information, an error message will display in red, indicating what is required. Correct the fields as indicated and click on "Register" again.

If the registration was successful, the following message will display: "Register as a customer. You have successfully registered an account. Please deposit money into your virtual account"

Skip this step, if you already have a customer code.

Forgot your customer code or password:

Please scan and email a signed letter (preferably on a company letterhead), as well as a certified copy of your ID to: resetpassword@cipc.co.za

2 Fee Calculator

Select **AR Fee Calculator** on the annual return website annualreturns.cipc.co.za

Confirm whether the provided registration number, as it appears on your certificate, corresponds with the enterprise details being displayed.

If not, reconfirm registration number by typing it in at the **Enterprise Number** field and click **Validate**.

If correct, click **Continue**.

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**.

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



3 Deposit Funds

Pay the amount calculated on the AR Fee Calculator.

CIPC Banking Details:

Bank Institution	ABSA
Account Type	Transmission Account
Account Name	CIPC
Account Number	4055681017
Branch name	Van der Walt Street (Branch Code: 632005)
Reference	Use your 6-Digit customer code. Add the date of the transaction after your customer code in the following sequence dd/mm/yyyy and add 01 (must make up a 16 digit code) E.g: MAKGOS1308201301

It will take approximately 48 hours to reflect in the CIPC account. ABSA to ABSA deposits will take 30 minutes.



4 File Annual Return and Generate Certificate

Go to www.cipc.co.za



Click on "Login to E-Services"

Select "**Login**" and follow the indicated prompts.

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

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**.

The annual return is pre-populated except for the empty fields under the **Enterprise Details** heading.

Select **[+] Expand** to open details of each section of the annual return and confirm if information is correct. If the information displayed has changed, tick the appropriate tick box at the relevant heading.

Then, click on **File Annual Return(s)**.

Public and Audited Companies must file audited financial statements via financialstatements@cipc.co.za.

Please include the CIPC reference number provided when filing the Annual Return in the email to CIPC.

Click on **Generate Certificate** for the annual return filing confirmation to be generated and keep this copy

For further assistance, kindly contact annualreturns@cipc.co.za.