

# UPDATED COMPLIANCE CHECKLIST



Companies and Intellectual  
Property Commission

a member of **the dti** group



# ABOUT NOTICE 9 OF 2020

- The CIPC has enhanced the Compliance Checklist, which can be accessed by logging on to the CIPC's E-Services platform, clicking on TRANSACT and then on the Compliance Checklist icon.
- From the 5<sup>th</sup> of March 2020:
  - It is mandatory for the following types of companies, i.e. Incorporated – Inc. (21); Proprietary Limited – (Pty) Ltd (07); Limited – Ltd (06); State Owned Company – SOC (30); Non Profit Company – NPC (08) to confirm if the company's **annual financial statements are audited or independently reviewed.**
  - If you have confirmed “**no**” that your company's annual financial statements are not audited or independently reviewed you will not be required to complete the Compliance Checklist. An email will be sent to all active directors and to the person who submitted this information confirming this.
  - If you have confirmed “**yes**” that your company's annual financial statements are audited or independently reviewed you must complete the Compliance Checklist.
  - Upon submitting the Compliance Checklist, an email will be sent to all active directors and to the person who submitted the Compliance Checklist confirming the information sent on behalf of the Company.

- Reference to Compliance Year in the Compliance Checklist is aligned to the anniversary date of a company's incorporation.
- The Compliance Checklist is a **standalone service** and the information required must therefore be submitted by a company to the CIPC within 30 business days after the anniversary of the company's date of incorporation.
- The Compliance Checklist now contains a comment box for each question, should companies wish to explain their specific answers given to the CIPC.
- For any questions or specific points of clarification on the Compliance Checklist please send an **email** to [COR135.1complaints@cipc.co.za](mailto:COR135.1complaints@cipc.co.za)

# SCREEN SHOTS OF WHAT THE IMPROVED COMPLIANCE CHECKLIST LOOKS LIKE



Welcome [REDACTED]

EDIT CUSTOMER DETAILS

LOGOUT

BALANCE: R 96375.00

#### ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

#### HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

You are here: CIPC eServices » Compliance » Checklist

#### TERMS AND CONDITIONS.

- (1) Section 215(2) (e) of the Companies Act – A person commits an offence who knowingly provides false information to the CIPC.
- (2) Section 216 (b) – Any person convicted of an offence in terms of the Companies Act is liable to a fine or to imprisonment for a period not exceeding 12 months, or to both a fine and imprisonment.
- (3) Compliance with these specific sections does not constitute permission not to comply with the entire Companies Act/ Schedules and Regulations.

#### ENFORCEMENT COMPLIANCE CHECKLIST

Enterprise Number

 \*  \*  \*

VALIDATE

Welcome

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**WATCH VIDEOS**

**SOCIAL MEDIA**

follow us on social media to interact with us and to get the latest updates

**SUPPORTED BROWSERS**

GOOGLE CHROME MOZILLA FIREFOX SAFARI MICROSOFT EDGE

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**ENFORCEMENT COMPLIANCE CHECKLIST**

Enterprise Number

**VALIDATE**

**Enterprise Details**

Enterprise Number	2019 / / 07
Enterprise Name	
Enterprise Type	Private Company
Enterprise Status	In Business
Registration Date	2019-01-04

Is your company's annual financial statements audited or independently reviewed \*  Yes  No

Select your Compliance Year

**CONTINUE**



Welcome [redacted]

[EDIT CUSTOMER DETAILS](#)

[LOGOUT](#)

BALANCE: R 99375.00

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SUPPORTED BROWSERS



You are here: CIPC eServices » Checklist » Enforcement Compliance Checklist

Enforcement Compliance Checklist

[Click here to download PDF of relevant section, regulation and schedule](#)

Compliance Year	<input type="text" value="2019"/>
Registration number of entity	<input type="text" value="2019 / / 07"/>
Name of entity	<input type="text"/>
Did the company comply with section 4 during the compliance year? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A <i>Clarify your answer if necessary</i> <input type="text"/>
Did the company comply with section 15 during the compliance year? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Did the company comply with section 26 during the compliance year? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Did the company comply with section 27 during the compliance year? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Did the company comply with section 28 during the compliance year? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Did the company comply with section 29 during the compliance year? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Did the company comply with section 30 during the compliance year? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Did the company comply with section 32 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 33 during the previous compliance year? \*

Yes  No  N/A

Did the company comply with section 44 during the previous compliance year? \*

Yes  No  N/A

Did the company comply with section 45 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 50 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 61 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 66 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 69 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 70 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 71 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 86 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 90 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 92 during the compliance year? \*

Yes  No  N/A

Did the company comply with section 94 during the compliance year? \*

Yes  No  N/A

Did the company comply with regulation 21 during the compliance year? \*

Yes  No  N/A

Did the company comply with regulation 43 during the compliance year? \*

Yes  No  N/A

Did the company comply with schedule 1 during the compliance year? \*

Yes  No  N/A

SUBMIT





## HOW TO RECTIFY INCORRECT INFORMATION SUBMITTED

If incorrect information is submitted send an **email** to [COR135.1complaints@cipc.co.za](mailto:COR135.1complaints@cipc.co.za) to explain why incorrect information was submitted and why it should be rectified and CIPC will make a determination.



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# THANK YOU

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