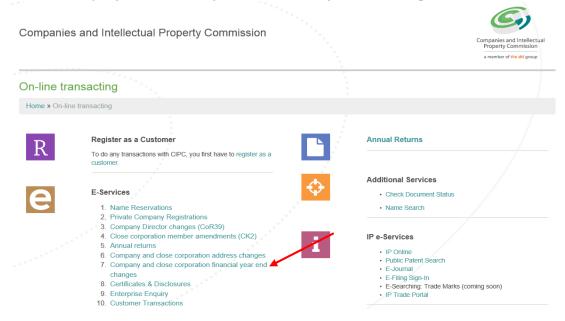# Step by Step Guide: Financial Year End Change

In order to use this step by step guide, you should have registered a customer code and have adequate credit in your 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, and click on On-line transacting.

2. Click on **Company and close corporation financial year end changes**.

3. Click on **Customer Login**.

4. Complete the required fields and click on **Login**.
   a. Customer Code
   b. Customer Password (case sensitive)
   c. Security code (case sensitive)
   d. Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

Select **Forgot Password** if you require your customer password to be resend to you.

M. Swemmer
V1.2

Companies and Intellectual
Property Commission
a member of the dti group

Login to CIPC eServices

Customer Code

        *

Customer Password (*case sensitive*)

        *

3LjS2a

Enter security code displayed above. (*case sensitive*)

        *

Tick to accept the CIPC Terms & Conditions

Login   Forgot Password?

Before you login make sure you have a **valid email address** as you will not be able to procceed with filing your annual returns if you don't have one. You can register for a free email address at GMail.

5. The landing page of E-services will be displayed. Click on **Co & CC Address Financial Year end Change.**

Companies and Intellectual
Property Commission
a member of the dti group

Self-help Home

Edit Customer Details

Logout

Balance: R 0.00

REGISTER COMPANY	AMEND DIRECTORS	AMEND MEMBERS	ANNUAL RETURNS
REGISTER A NEW COMPANY	AMEND COMPANY DIRECTOR DETAILS	AMEND CLOSE CORPORATION MEMBERS	FILE ANNUAL RETURNS
RESERVE NAMES	@	MAY 2009 24	
NAME RESERVATIONS	COMPANY & CC ADDRESS CHANGE	CO & CC FINANCIAL YEAR END CHANGE	CERTIFICATES & DISCLOSURES
ENT ENQUIRY ?	CUST_CODE	DOCUMENT STATUS	AUDITORS
ENTERPRISE ENQUIRY	CUSTOMER TRANSACTIONS	TRANSACTION STATUS	AUDITORS & ACCOUNTING OFFICERS

M. Swemmer
V1.2

6. Enter the Enterprise Number and click on **Validate**.

Companies and Intellectual
Property Commission
a member of the dti group

Logged in as: BRMC01 | Balance: **R 9999660.00**

- Self-help Home
- Edit Customer Details
- Logout
- Balance: R 9999660.00

Enterprise Enquiry

Enterprise Number

[   ]* [   ]* [   ]*

Validate

7. Confirm that the detail of the correct entity is displaying and click on **Continue**.

Companies and Intellectual
Property Commission
a member of the dti group

Logged in as: BRMC01 | Balance: **R 9999660.00**

- Self-help Home
- Edit Customer Details
- Logout
- Balance: R 9999660.00

Enterprise Enquiry

Enterprise Number

[2012]* [210312]* [07]*

Validate

Enterprise Details

Enterprise Number	2012 / 210312 / 07
Enterprise Name	RUNNING MATTERS
Enterprise Type	Private Company
Enterprise Status	In Business
Financial Year End	DECEMBER
Registration Date	2012/11/27

Registered Directors / Members

ID / Passport Number	Name(s)	Surname	Type	Status
841111 XXXX 08 X	TANDO	LUYABA	Director	Active

Continue

4

M. Swemmer
V1.2

8. The current financial year end will be displayed. Propose a new month and year for the financial year end and click on **Continue**.

9. The next screen will confirm that the financial year end change has been filed. The financial year end change is updated immediately on the system.

10. To display/confirm the changes, you can generate a new disclosure certificate by clicking on "Home" and then on "**Certificates & Disclosures".**

M. Swemmer
V1.2