



Companies and Intellectual  
Property Commission  
a member of **the dtic** group

# Step by Step Guide

## Calculating Annual Returns and Filing Annual Returns

On

## CIPC e-Services & CIPC BizPortal

07 December 2022  
Version 1.0  
Created by Joel Mphahlele

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Call Centre: 086 100 2472  
Website: [www.cipc.co.za](http://www.cipc.co.za)

1. Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za)  
Click on **LOGIN**



Search by ▼ Type in search option value here

Query Resolution:  
<https://enquiries.cipc.co.za>



2. Type in a South African ID number, password and click on **LOGIN**.

Customer Registration

Do you have a South African ID number?

Type in your South African ID number

Type in your password

**LOGIN** PASSWORD RESET

CUSTOMER LOGIN

Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.

3. If you are a foreign national, you need to first click on Business registration, Foreigner Assurance and upload certified **foreign ID or passport**. Once **verified**, you will be able to sign in. Tick the icon next to question (Do you have a South African ID number?),  
  
Type in verified passport/foreign ID number, password and click on **LOGIN**.



Customer Login

**Customer Registration**

Do you have a South African ID number?

Type in your passport number

Type in your password

**LOGIN** **PASSWORD RESET**

**CUSTOMER LOGIN**

Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.

4. Click on **Business Maintenance**.



Search by  Type in search option value here



- CIPC e-  
Services
- Business  
Registration
- Business  
Maintenance
- Business  
Disclosure
- Follow Us:

5. Click on **Annual Return Filing** or alternatively click on **File Annual Returns on Dashboard on main page**.

- CIPC e-  
Services
- Business  
Registration
- Business  
Maintenance
- Business  
Disclosure
- Follow Us:

**Business Maintenance** Home > Business Maintenance

**Annual Return Filing**

FROM R100.00

INSTANT

**Director Amendments**

FREE

3 DAYS MAX

**Member Amendments**

FREE

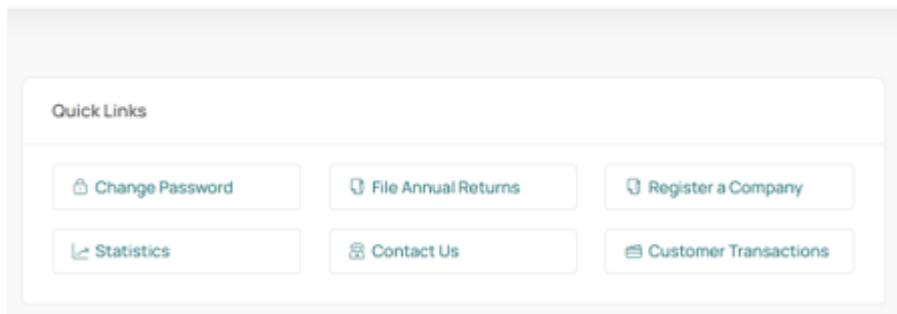
3 DAYS MAX

**Name Changes**

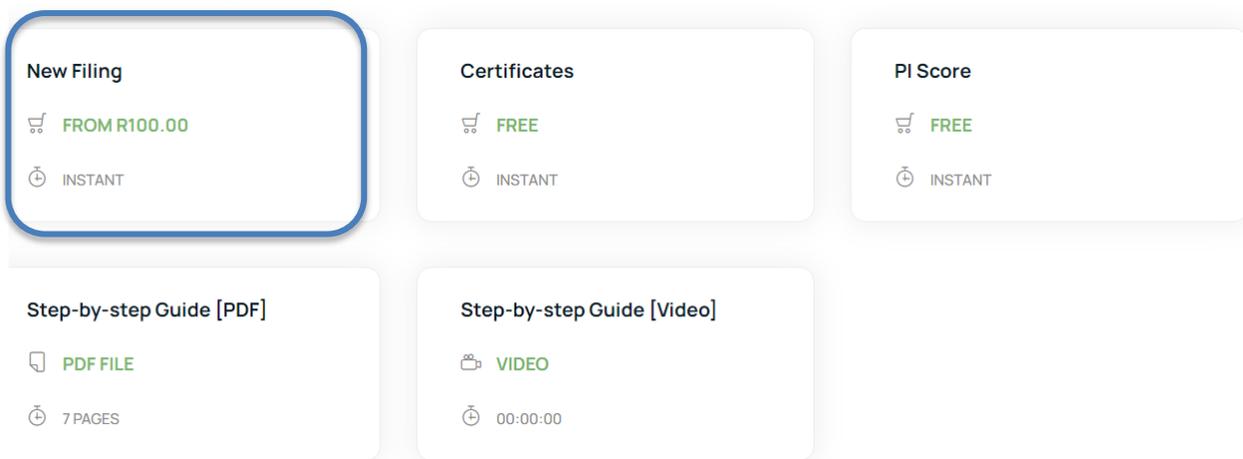
FREE OR R250

INSTANT

## Customer Dashboard



### 5. Click on **New filing.**



6. Select and click on the Company from the list provided to file Annual Returns only if you are a Director, Member or Company Secretary. Alternatively follow Option 2 by typing in the registration number for the enterprise you want to file for.

#### **Option 1**

***All companies and close corporations for which your ID number reflects as active director (companies) or member (close corporations) or company secretary, will be displayed on the list.***

#### **Option 2**

***Use this option if you are not the active director/member or company secretary of the enterprise, but are duly authorised to file the annual return.***

***Selecting an entity from the list, or typing in an enterprise number, confirms that you are duly authorised to file annual returns for the entity.***



## Annual Returns

### OPTION 1: Enterprise List

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT	FILE
K2020500333	BJ ZEE PRODUCTIONS	PRIVATE COMPANY	IN BUSINESS	<input checked="" type="checkbox"/>	
K2021000020	NOKOTIZA TRADERS	PRIVATE COMPANY	IN BUSINESS	<input type="checkbox"/>	
K2021000053	BAROLONG RAPULANA	PRIVATE COMPANY	IN BUSINESS	<input type="checkbox"/>	
K2022700048	K2022700048 (SOUTH AFRICA)	PRIVATE COMPANY	IN BUSINESS	<input checked="" type="checkbox"/>	

- ANNUAL RETURN COMPLIANT     - ANNUAL RETURN NON-COMPLIANT

### OPTION 2: Enterprise Number

Type in Enterprise Number

You are about to file annual returns for an enterprise named **DELTACORP TRADING**, which is registered with enterprise number **K2017505415**. Use the continue button below to confirm that this is the enterprise you would like to file annual returns for.

**CONTINUE**

GUIDA

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compi

Optio  
direct  
enter  
return

Selec  
enter  
autho

## 6. Click on **Continue** to confirm that this is the enterprise you want to file for

### OPTION 1: Enterprise List

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT	FILE
K2020500333	BJ ZEE PRODUCTIONS	PRIVATE COMPANY	IN BUSINESS	<input checked="" type="checkbox"/>	
K2021000020	NOKOTIZA TRADERS	PRIVATE COMPANY	IN BUSINESS	<input type="checkbox"/>	
K2021000053	BAROLONG RAPULANA	PRIVATE COMPANY	IN BUSINESS	<input type="checkbox"/>	
K2022700048	K2022700048 (SOUTH AFRICA)	PRIVATE COMPANY	IN BUSINESS	<input checked="" type="checkbox"/>	

- ANNUAL RETURN COMPLIANT     - ANNUAL RETURN NON-COMPLIANT

### OPTION 2: Enterprise Number

Type in Enterprise Number

You are about to file annual returns for an enterprise named **DELTACORP TRADING**, which is registered with enterprise number **K2017505415**. Use the continue button below to confirm that this is the enterprise you would like to file annual returns for.

**CONTINUE**

GUIDA

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return

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7. It is mandatory to calculate the enterprise **PI Score** before filing an Annual Return. A **PI Score** calculation is only valid the day it was calculated. Click on **continue** button

#### Annual Returns

Public Interest (PI) Score

It is mandatory to calculate the enterprise PI Score before filing an Annual Return. A PI Score calculation is only valid the day it was calculated. It expires at midnight. A new PI Score must be calculated on the day that an Annual Return is being filed.

You are seeing this page because a PI Score has not been calculated for this enterprise today. Click the "calculate" button below to calculate a PI Score.

8. Complete the required fields and click **Calculate**:
  - a. Number of employees
  - b. Third party liability of company
  - c. Turnover
  - d. Number of shareholders (if filing for a profit company) or number of NPC members (if filing for a not for profit company)  
(If filing for an NPC without members, then number of members will be 0 (zero).



**PI Score Calculation**

Number of employees

Third Party liability of company

Turnover

Number of shareholders

Number of NPC members

**CALCULATE**

### 9. Complete Financial Statements component

#### FINANCIAL STATEMENTS

- Does this entity have a Memorandum of Incorporation that prescribes auditing of financial statements?  Yes  No
- Does this entity hold any assets in a fiduciary capacity for persons not related to the company, and the aggregate value of such assets held at any time during the financial year exceeds R5 million?  Yes  No
- Does this entity compile its Annual Financial Statements internally, for example, by its financial director or one of the owners), and has a Public Interest Score (PIS) of 100 or more?  Yes  No
- Does this entity have its Annual Financial Statements compiled by an independent party and has a Public Interest Score (PIS) of 350 or more?  Yes  No
- Was the company incorporated directly or indirectly by the state, an organ of state, a state-owned company, an international entity, a foreign state entity or a foreign company?  Yes  No
- Was the company was incorporated primarily to perform a statutory or regulatory function in terms of any legislation, or to carry out a public function at the direct or indirect initiation or direction of an organ of the state, a state-owned company, an international entity, or a foreign state  Yes  No

#### ENTERPRISE DETAILS

Enterprise Number: **2004/008763/07**  
 Enterprise Name: **MIDNIGHT STORM INVESTMENTS 73 (Pty) Ltd**  
 Enterprise Type: **PRIVATE COMPANY**  
 PI Score: **6**

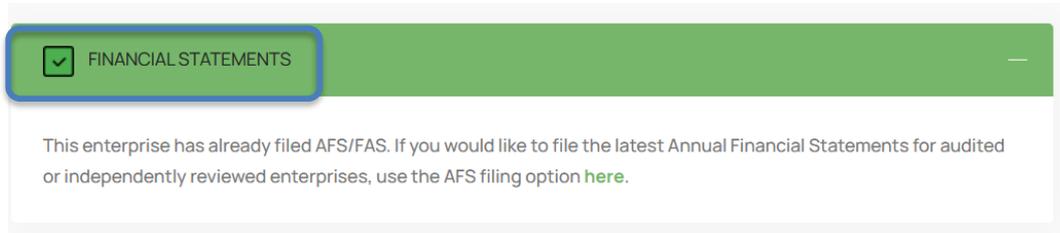
#### GUIDANCE

Click on the + sign next to each field to populate or confirm displayed details. Once finalised, the red X will change to a green tick. You will only be able to continue once all the red crosses have turned green.

Complete the question by selecting either yes or no at the end of each question.

Based on the selections made the system will automatically determine whether FAS or AFS must be filed and force compliance accordingly.

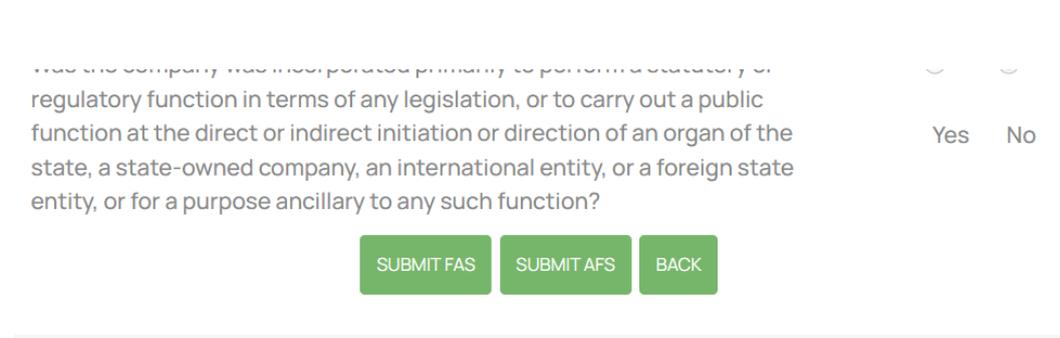
After completing the FAS or AFS, the red icon will turn green.



**10. Click on [Submit FAS](#) OR [SUBMIT AFS](#) and complete**

If option is not available, it will be greyed or inactive.

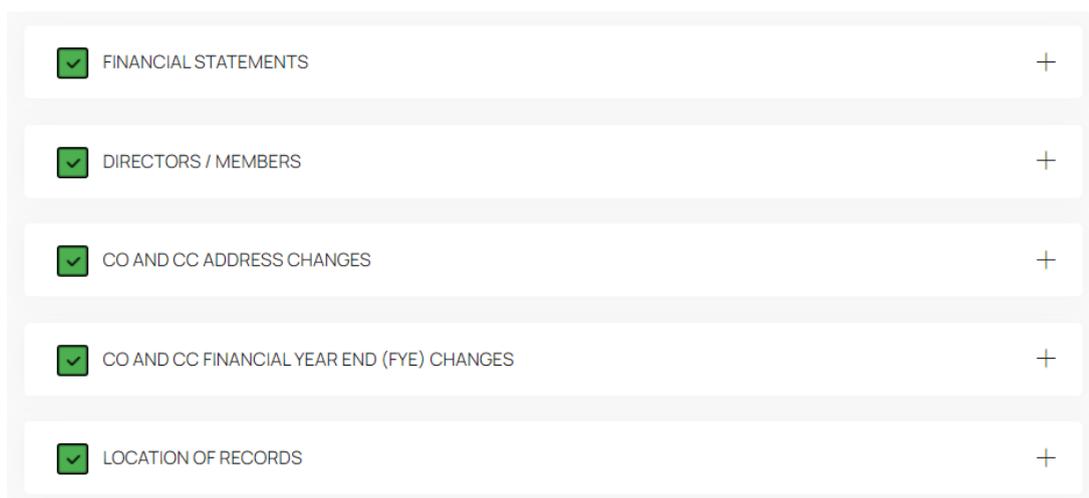
For assistance please refer to the step by step guide for FAS or AFS.



**11. Click on + at each component to open up the information and select either the Change or No Change option. If Change option is selected, you will be automatically rerouted to the relevant page to affect such change.**

Do this for each segment where after the red icon will turn green.

For assistance on how to affect such a change please refer to the relevant step by step guide.





## 12. Complete Statistical Information and click Continue.

**×** STATISTICAL INFORMATION

Please answer the statistical questions below for the enterprise you are filing annual returns for. This information will not display on your certificate, but will be used for statistical reporting by the CIPC.

Is the company a holding company?  
Select response

Is this business currently operational?  
Select response

Which industry is this entity in?  
Select industry

Where is this enterprise mainly operating from?  
Select response

How many employees does the enterprise have?  
1 \*

How many shareholders does the enterprise have?  
2 \*

Employee and shareholder information fields are greyed out and prepopulated from the PI Score information already submitted.

## 13. Calculate and pay Annual Returns by completing turnover for outstanding years and click Calculate

All outstanding Annual Return years will reflect. The current year turnover is prepopulated from the PI Score information already submitted.

Filed Annual Returns		
Outstanding Annual Returns		
YEAR	DUE DATE	TURNOVER
2013	20-SEP-2013	<input type="text" value="0"/>
2014	20-SEP-2014	<input type="text" value="0"/>
2015	20-SEP-2015	<input type="text" value="0"/>
2016	20-SEP-2016	<input type="text" value="0"/>
2017	20-SEP-2017	<input type="text" value="0"/>
2018	20-SEP-2018	<input type="text" value="0"/>
2019	20-SEP-2019	<input type="text" value="0"/>
2020	20-SEP-2020	<input type="text" value="0"/>
2021	20-SEP-2021	<input type="text" value="0"/>
2022	20-SEP-2022	<input type="text" value="100000"/>

**12. Confirm payment due and click on File Annual Returns**

Filed Annual Returns			
Outstanding Annual Returns			
YEAR	TURNOVER	AR AMOUNT	PENALTY FEE
2013	0	100	50
2014	0	100	50
2015	0	100	50
2016	0	100	50
2017	0	100	50
2018	0	100	50
2019	0	100	50
2020	0	100	50
2021	0	100	50
2022	100000	100	50

**TOTAL DUE: R1500**



13. Review payment information and click **Checkout** if ready to pay or **Back** to submit more applications before proceedings with payment of all selected services.

Service Items	Price	Remove
Annual Return Created: 2022-12-11T09:46:19Z Reference: AR6000015470	1,00	

Amount Due

Total Price: 1,00

**BACK** **CHECKOUT**

14. Payments terms and condition will appear and click on **Agree** or **Don't Agree**.

**Read the Payment Terms and Conditions before accepting it since it contains important legal information relating the administration of services and payment thereof.**

#### Payment Terms & Conditions

- 1. Definitions
- 2. Service conditions and delivery
- 3. Hyperlinks, framing, spiders and crawlers
- 4. Intellectual Property and restrictions on use
- 5. Access and availability of service and links
- 6. Submissions / bulletin boards
- 7. Rules of conduct for the visitor and customer
- 8. Damages, warranty, indemnity
- 9. General
- 10. Agreement to and termination of agreement
- 11. Electronic Communication Legal Notice
- 12. Conditions of use and access
- 13. CIPC account or advance pre-payment method
- 14. Payment model for advance pre-payment method
- 15. Payment instruments advance pre-payment method
- 16. Refunds for advance pre-payment method
- 17. Online Purchase or PAY-AS-YOU-GO payment method

**DONT AGREE** **AGREE**

15. Complete **Payment Card Information** and click on **Payment**.

Please be patient after clicking Payment since CIPC systems will have to make contact with your bank to confirm the detail before payment can be finalised.

Please ensure that the card you use, has been activated for electronic transactions.

**Card Payment Information**

Holder Name  
Type in full name

Number  
0000 0000 0000 0000 VISA MASTERCARD

Expiry Month  
MM

Expiry Year  
YYYY

CVC/CVV  
000

CANCEL PAYMENT

**Payment**  
Outcome

OUTCOME MESSAGE

**Reference:** Q60000015315 **Status:** Completed

**Outcome:** Your payment transaction was processed successfully!

**16. Annual return filing certificate will be dispatched to the e-mail address linked to the customer code profile.**