



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

The dti Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001
Call Centre: 086 100 2472
Website: www.cipc.co.za

1. Visit the CIPC website 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**.



Companies and Intellectual
Property Commission
a member of the dtic group

Search by ▾

Type in search option value here



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

≡ 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

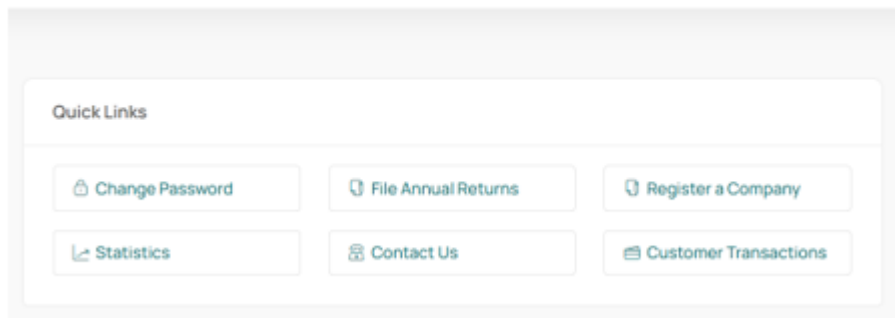
3 DAYS MAX

Name Changes

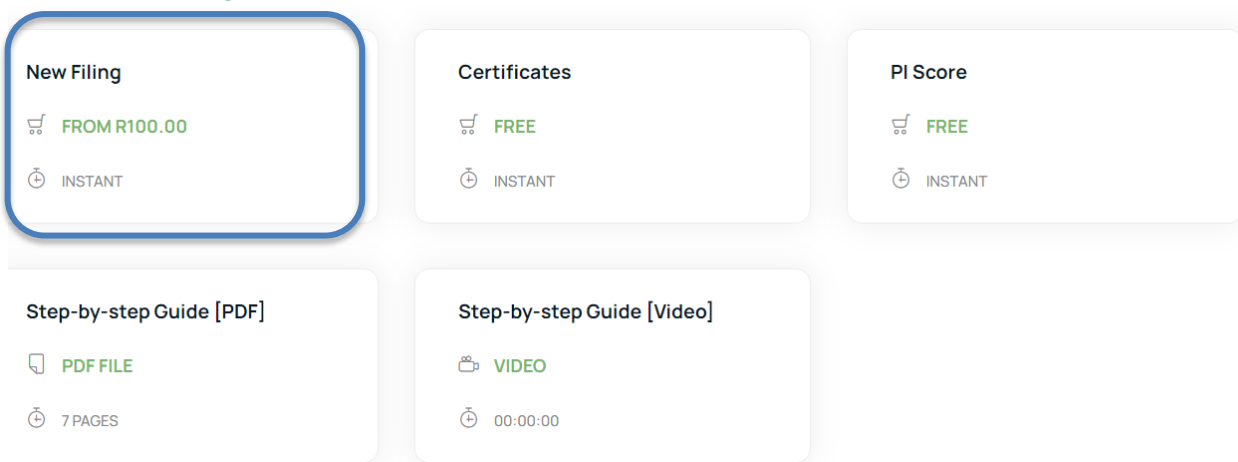
FREE OR R250

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

K2017505415

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

Option
which
(comp
compi

Option
direct
enter
return

Selec
enter
autho

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

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

K2017505415

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

Option
which
(comp
compi

Option
direct
enter
return

Selec
enter
autho

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.

CALCULATE

8. Complete the required fields and click **Calculate**:
- Number of employees
 - Third party liability of company
 - Turnover
 - 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

0

*

CALCULATE

9. Complete Financial Statements component

FINANCIAL STATEMENTS

- | | | |
|--|-----------------------|-----------------------|
| Does this entity have a Memorandum of Incorporation that prescribes auditing of financial statements? | <input type="radio"/> | <input type="radio"/> |
| | 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? | <input type="radio"/> | <input type="radio"/> |
| | 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? | <input type="radio"/> | <input type="radio"/> |
| | 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? | <input type="radio"/> | <input type="radio"/> |
| | 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? | <input type="radio"/> | <input type="radio"/> |
| | 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 | <input type="radio"/> | <input type="radio"/> |
| | Yes | No |

ENTERPRISE DETAILS

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

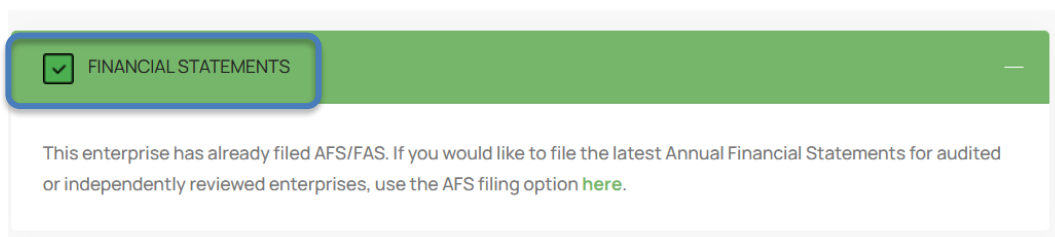
GUIDANCE

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.



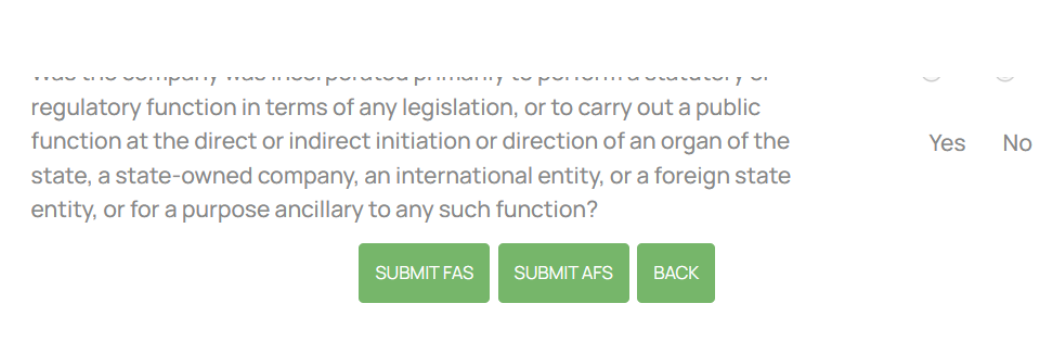
FINANCIAL STATEMENTS

This enterprise has already filed AFS/FAS. If you would like to file the latest Annual Financial Statements for audited or independently reviewed enterprises, use the AFS filing option [here](#).

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.



Has the company, has 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 entity, or for a purpose ancillary to any such function?

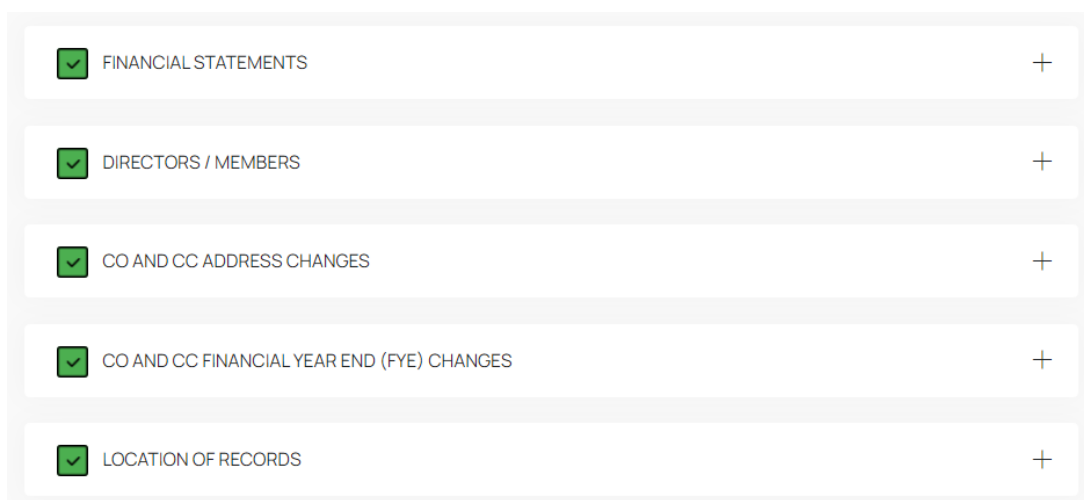
Yes No

SUBMIT FAS SUBMIT AFS BACK

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.



FINANCIAL STATEMENTS	+
DIRECTORS / MEMBERS	+
CO AND CC ADDRESS CHANGES	+
CO AND CC FINANCIAL YEAR END (FYE) CHANGES	+
LOCATION OF RECORDS	+



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: AR60000015470	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

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.