



Companies and Intellectual
Property Commission
a member of the dtic group

Step-by-step Guide

CO AND CC FINANCIAL YEAR END

On

CIPC e-Services & CIPC BizPortal

August 2022

Ver 1.1



1. Go to 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 Login Home > Customer Login

Customer Registration

Do you have a South African ID number?

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.

- 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 Registration

Do you have a South African ID number?

Type in your passport number

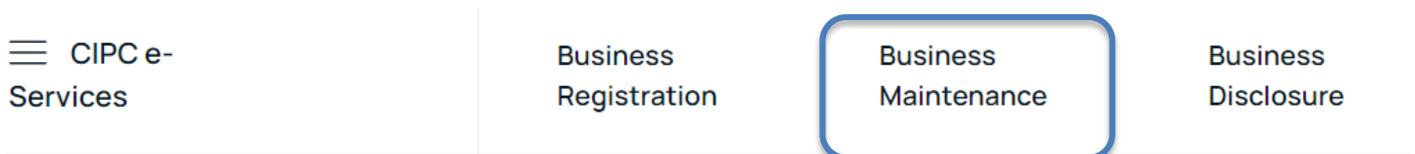
Type in your password 👁️

LOGIN
PASSWORD RESET

CUSTOMER LOGIN

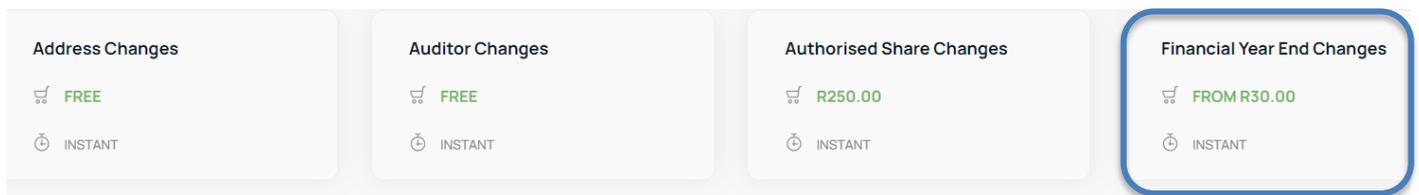
Type in your South African ID number and your password. If you are a foreign national, tick the icon next to the question then type in your verified passport/foreign ID number instead of a South African ID number.

- Click on **Business Maintenance**



Customer Dashboard

- Select and click on **Financial Year End Changes**.



- Read and understand the information below, then Select **New Application**.

Financial Year End Change

All companies and close corporations are required to keep financial records. Such records must be closed off at the end of a period, called a financial year. Companies (R100) and close corporations (R30) may change its financial year end.

Companies may file such change at any time provided that:

- + It may only change it once during a financial year;
- + The new financial year end must be later than the date of filing the change; and
- + The change may not result in a financial year more than 15 months after the end of the preceding financial year (e.g. If the last financial year end was Feb 2021, then the new financial year end cannot be changed to later than May 2022).

Close corporations may file such change at any time provided that:

- + It may only change it once during a financial year;
- + The change may not result in a financial year more than 18 months after the end of the preceding financial;
- + It may shorten financial year end and there is no minimum applicable.

PLEASE NOTE:

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.

By continuing to use any of our services, it means that you understand and agree to the Companies Act sections above.

New Application

 R30 or R100

 INSTANT

Confirmation Certificates

 FREE

 INSTANT

Step-by-step Guide [PDF]

 PDF FILE

 7 PAGES

Two Options

7. (OPTION 1) Select and click on the Company, from the list provided, to update/add address change only if you are a Director, Member or Company Secretary.

OPTION 1: Enterprise List

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT	FILE
B1985000759	REVOLF COURT	CLOSE CORPORATION	IN BUSINESS		
B1986013062	O AND S PROPERTIES	CLOSE CORPORATION	IN BUSINESS		
B1994025205	ERNST SINGH AGENCIES	CLOSE CORPORATION	IN BUSINESS		
B1994028671	DUBAD	CLOSE CORPORATION	IN BUSINESS		
B1995035840	LADYSMITH WAREHOUSING	CLOSE CORPORATION	IN BUSINESS		
B2009016493	ZANDNTOM SECURITY OPERATIONS	CLOSE CORPORATION	IN BUSINESS		
B2011009742	SSL MOTORS	CLOSE CORPORATION	IN BUSINESS		
K2011101002	PORTITYPE	PRIVATE COMPANY	IN BUSINESS		
K2011101005	KHANGELA LODGE	PRIVATE COMPANY	IN BUSINESS		
K2011101008	KYALAMI SERVICE STATION	PRIVATE COMPANY	IN BUSINESS		

1 2 3 4 5 6 7

GUIDANCE

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 address change.

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

Notes:

Make sure that you have paid annual returns for the specific company that you need to update.

- ANNUAL RETURN COMPLIANT - ANNUAL RETURN NON-COMPLIANT

7.1 (OPTION 2) Type in an enterprise number if you are not a Director/Member or Company Secretary but you are authorised to file an address change

OPTION 2: Enterprise Number

Type in Enterprise Number

8. Type in the new proposed financial year-end month, effective year and click **SUBMIT CHANGE**.

<p>Current Details</p> <p>Current Financial Year</p> <p>August</p>	<p>ENTERPRISE DETAILS</p> <p>Enterprise Number: K2011101008</p> <p>Name: KYALAMI SERVICE STATION</p>
<p>New Details</p> <p>Proposed Financial Year End Month</p> <p>October</p> <p>Effective year</p> <p>2022</p> <p>SUBMIT CHANGE</p>	

9. Click on **PAY** (if it's a Company). There is no payment if it is a Close Corporations.

Application Confirmation

GUIDA

You have successfully submitted a financial year end change application for enterprise named **KYALAMI SERVICE STATION**, which is registered with enterprise number **K2011101008**.

PROPOSED FINANCIAL YEAR END: **60000056645**

Financial year end changes cost R100 for companies, and R30 for close corporations. Your application has been added to the cart. Click the pay button below to finalise your application.

Based on your current company name, you will be presented with a relevant button below to continue.

PAY

10. Click on **CHECKOUT**.

Shopping Cart

Home > Cart

Service Items	Price	Remove
CO Change Financial Year End Created: 2022-08-31 10:17:39 Reference: 60000056631	1,00	

Amount Due

Total Price: 1,00

BACK **CHECKOUT**

GUIDANCE

Remove
Please review items in your cart and select Remove to exclude items not to be processed for payment

Checkout
Proceed to payment with current selected items by selecting Checkout

Note
All payments to be made the same day after submitting your application. Remainder items to be automatically removed by midnight. Once a service application is rejected, it needs to be re-started from scratch

VISA



11. Click on **AGREE**.

Payment Terms & Conditions



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DONT AGREE

AGREE

12. Type card payment information and click on **PAY**.

Card Payment Information

Card Holder Name

Type in full name

Card Number

0000 0000 0000 0000



Card Expiry

MM

YYYY

Card CVC/CVV

CANCEL

PAY

Amount Due

Total Price: 2,00

GUIDANCE

Remove

Please review items in your cart and select Remove to exclude items not to be processed for payment

Checkout

Proceed to payment with current selected

13. Proof of payment will reflect on the screen.



INFORMATION MESSAGE

Reference: D60000056632
Status: Successful
Outcome: Processing of payment completed

GUIDANCE

Support
For any queries relating to this payment transaction, please log a support query using the link at the top of the page for Query Resolution.

Remember to supply a screen shot of the issue/error experienced and quote the reference number on screen

14. Confirmation certificate will be automatically dispatched to the email address linked with customer code.

END

