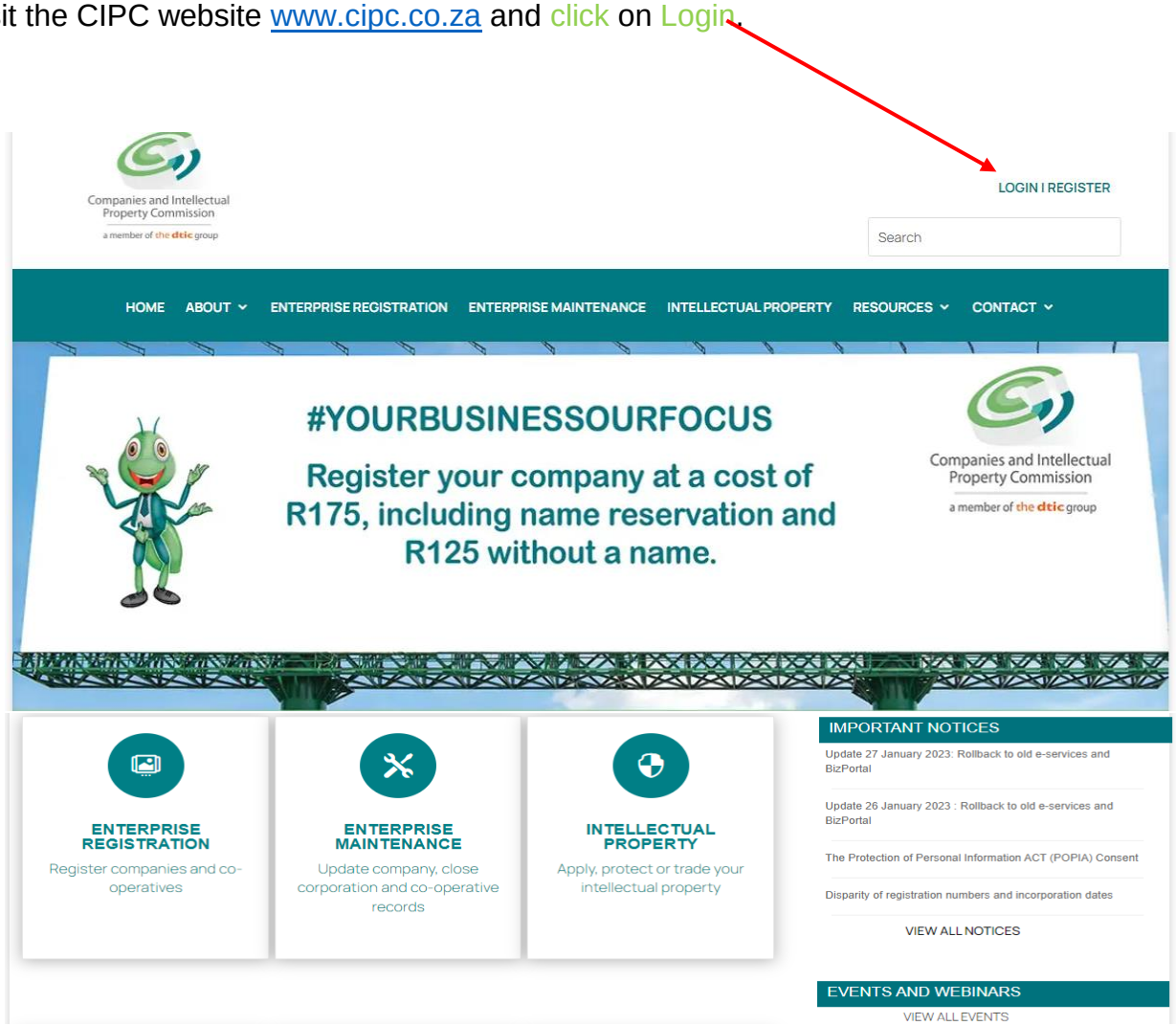
Companies and Intellectual Property Commission

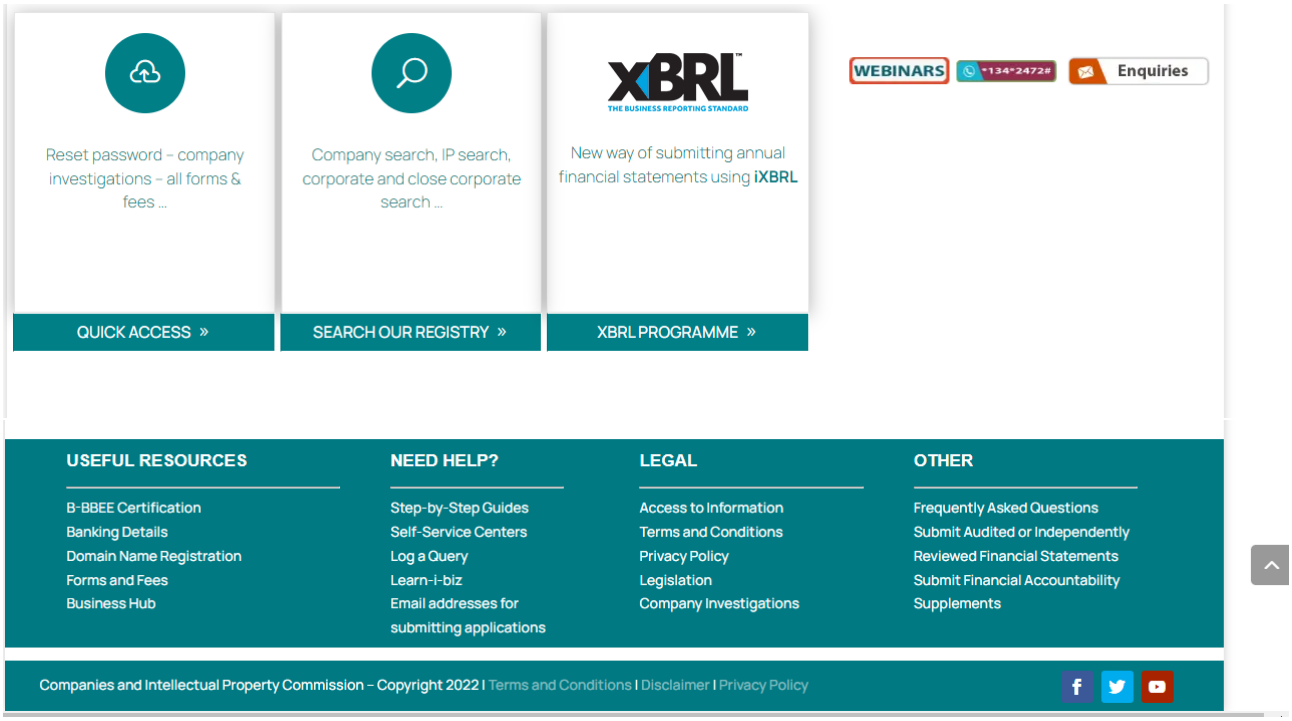
a member of the dtic group

STEP BY STEP GUIDE: IXBRL BASED ELECTRONIC FILING PLATFORM FOR ANNUAL FINANCIAL STATEMENTS (AFS) FOR CO-OPERATIVES

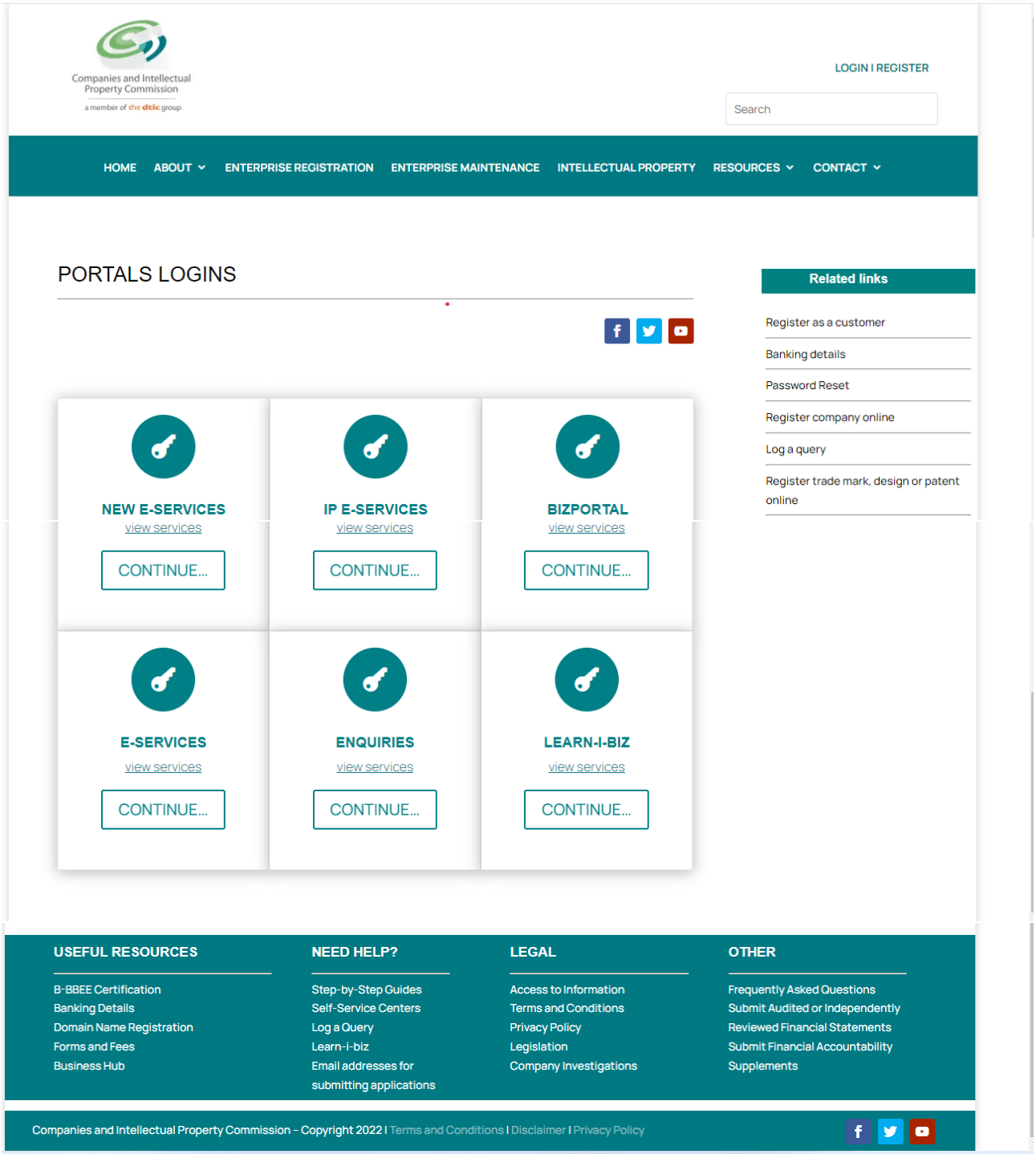
INSTRUCTION MANUAL FOR ENTITY USERS

1. Registered customers can access the CIPC iXBRL portal only through E-service portal. Visit the CIPC website www.cipc.co.za and click on Login.

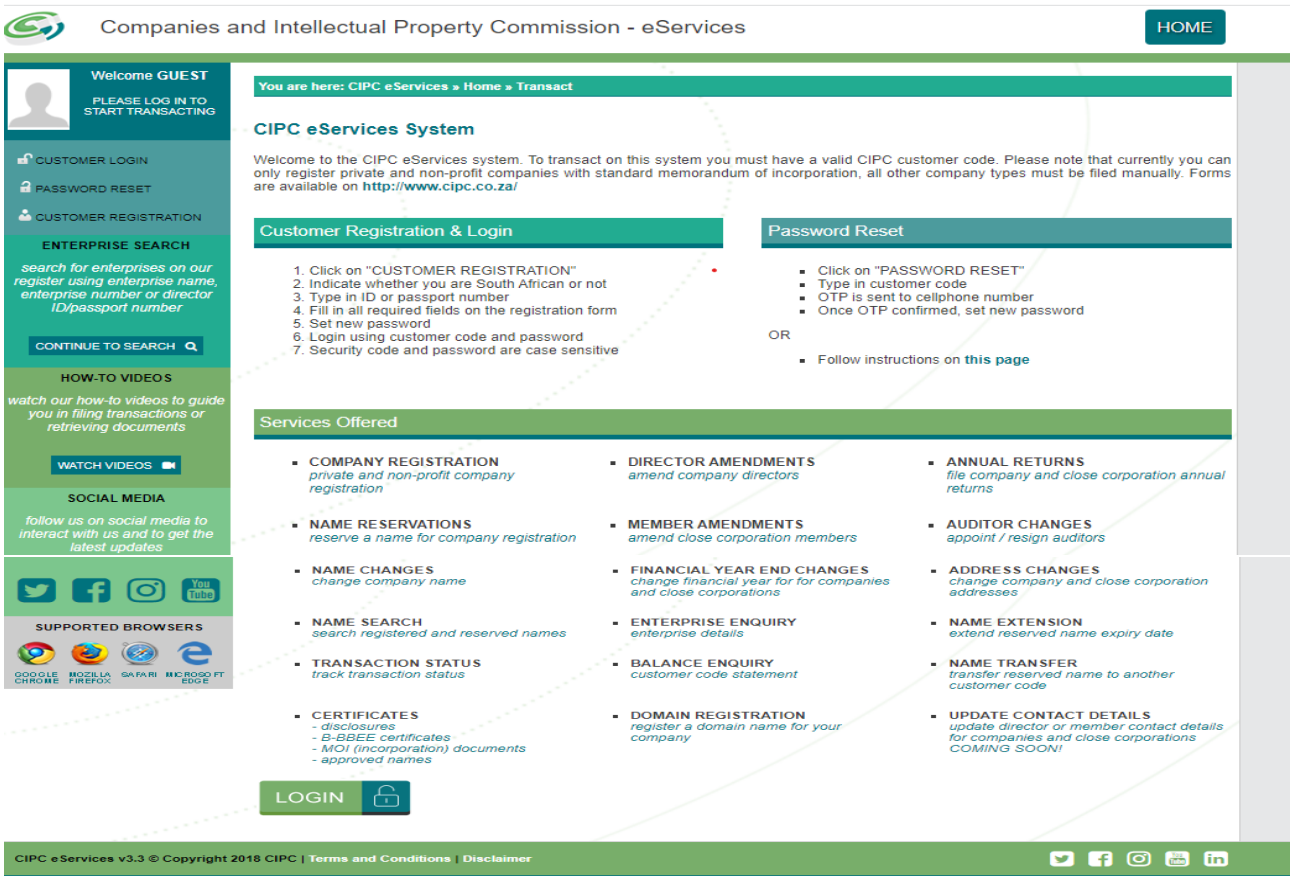


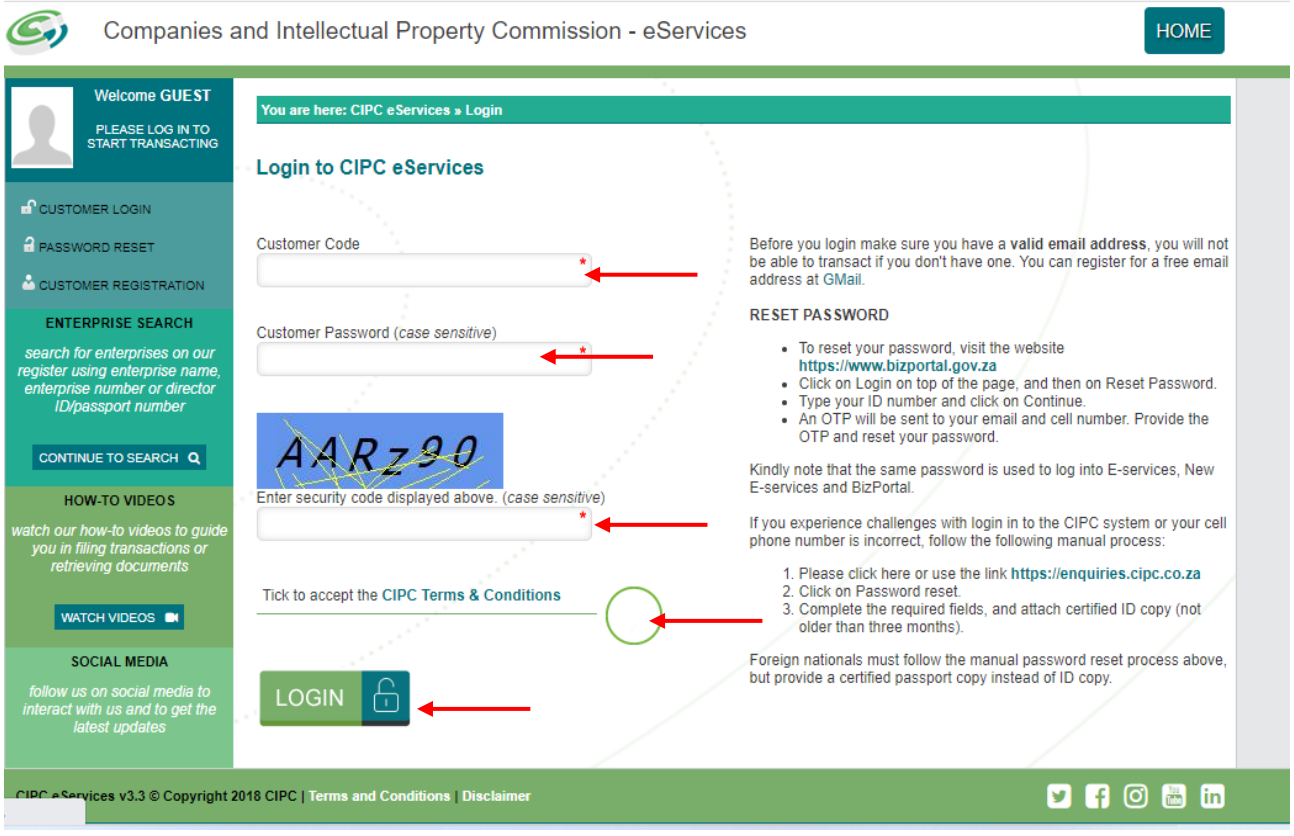


2. Click on E-SERVICES.

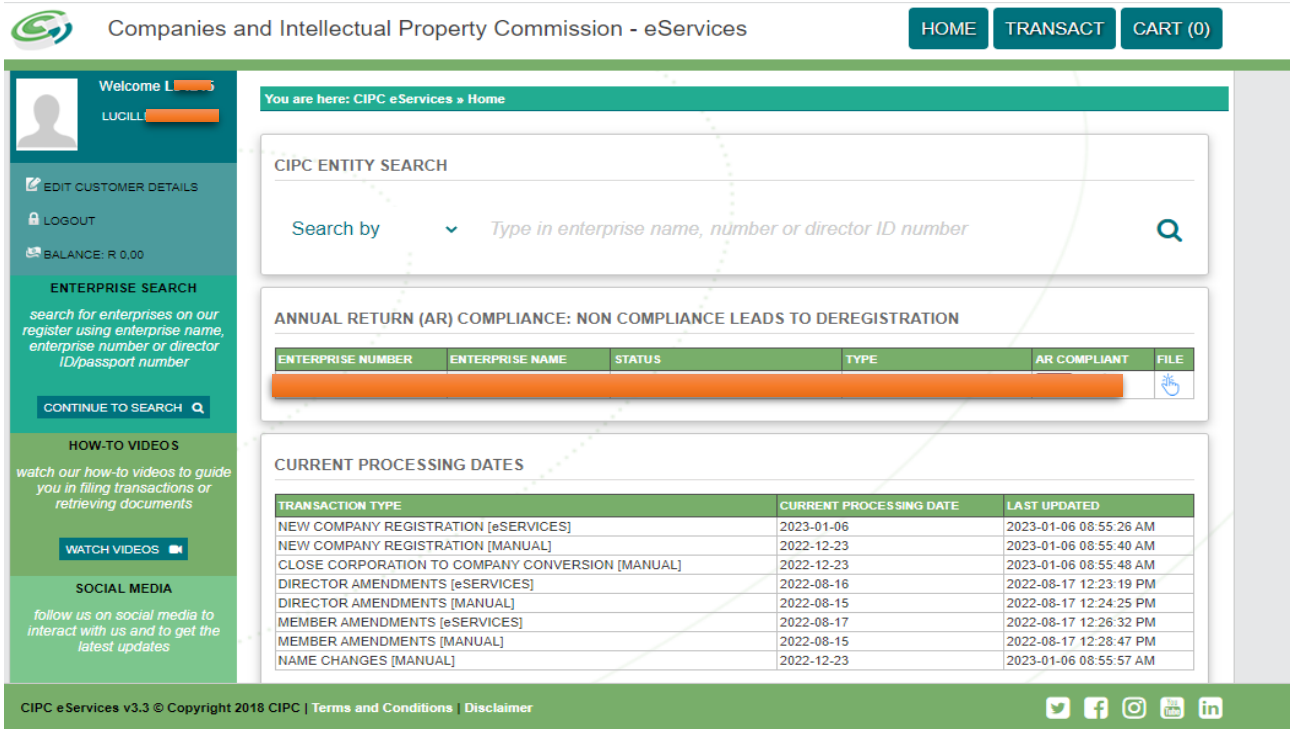


3. Click on Customer Login. Thereafter add the customer code, password, security code as displayed, click in the circle for Terms and Conditions and thereafter on Login.

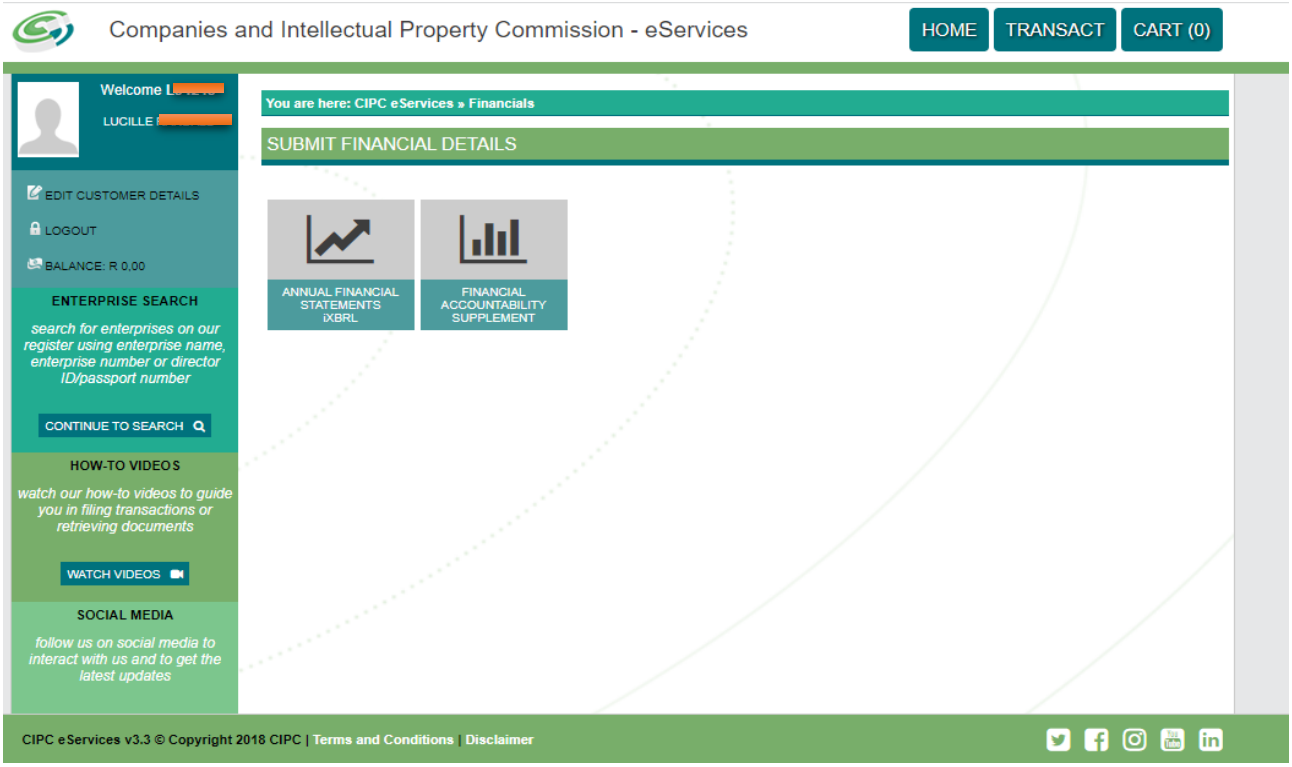




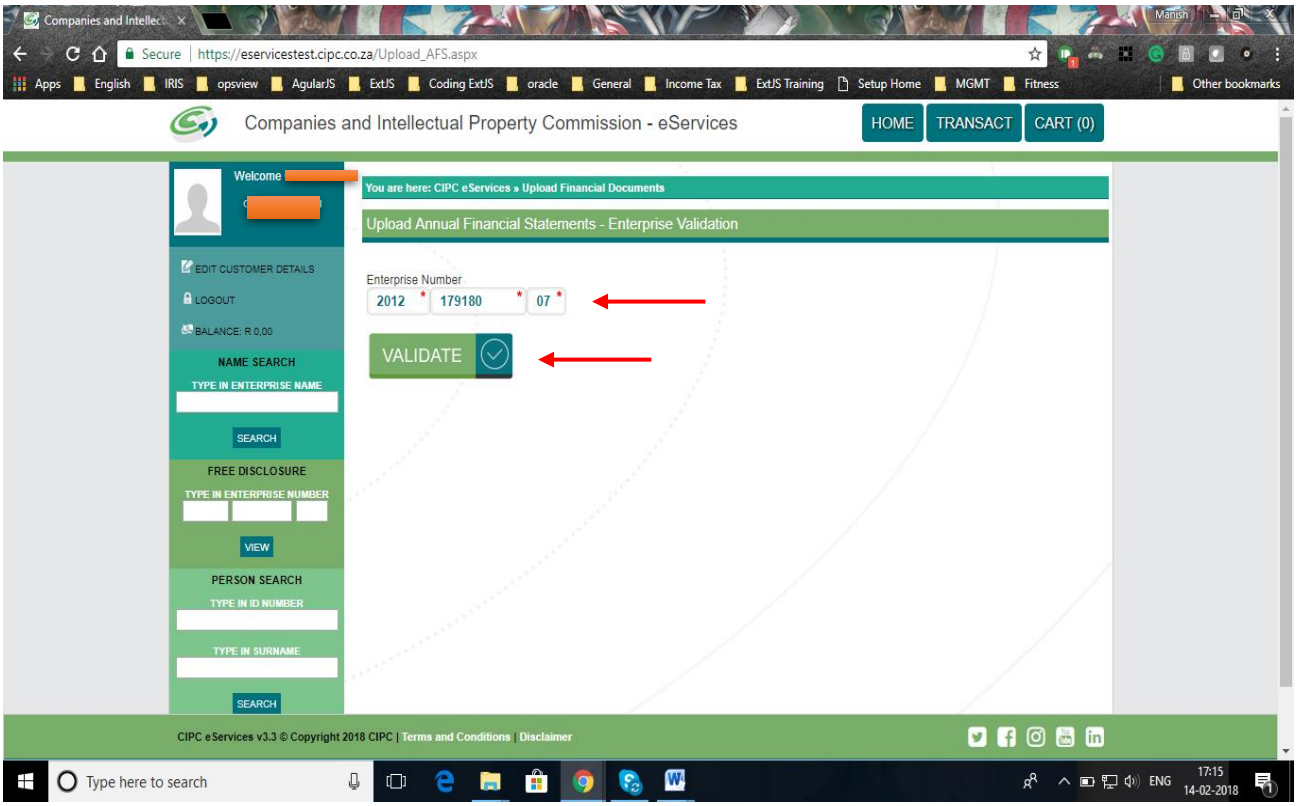
4. Click on Transact and thereafter on Financial Statements.



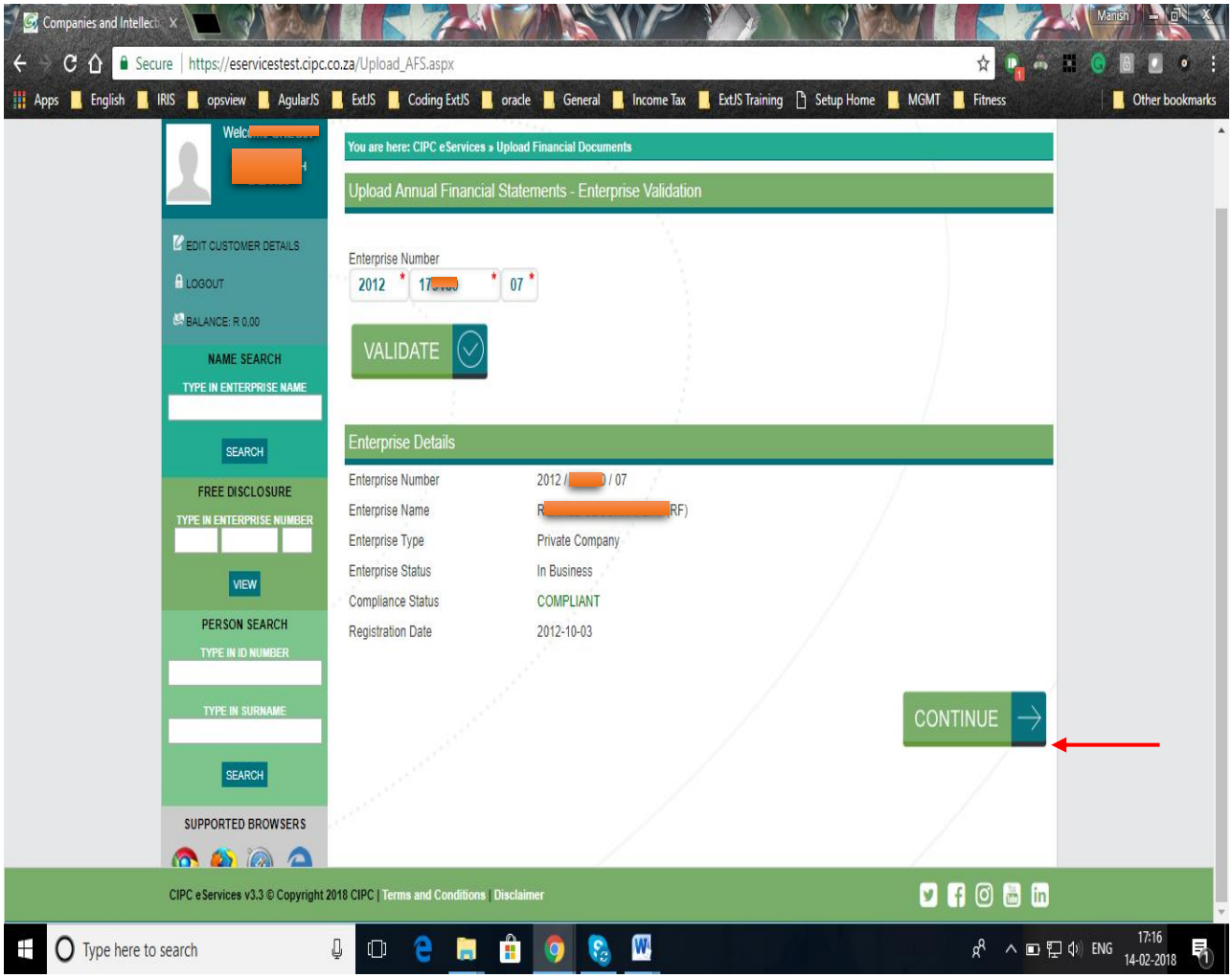
5. Click on Annual Financial Statements iXBRL.



6. Add the registration number: For example 2012 000000 24 and click on Validate.



7. A screen will display all the Co-operative details. Click on Continue.


Companies and Intellect
Secure | https://eservicestest.cipc.co.za/Upload_AFS.aspx
Apps English IRIS opsview AgularJS ExtJS Coding ExtJS oracle General Income Tax ExtJS Training Setup Home MGMT Fitness Other bookmarks
EDIT CUSTOMER DETAILS
LOGOUT
BALANCE: R 0.00
NAME SEARCH
TYPE IN ENTERPRISE NAME
SEARCH
FREE DISCLOSURE
TYPE IN ENTERPRISE NUMBER
VIEW
PERSON SEARCH
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You are here: CIPC eServices » Upload Financial Documents
Upload Annual Financial Statements - Enterprise Validation
Enterprise Number
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VALIDATE
Enterprise Details
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Enterprise Name
Enterprise Type Private Company
Enterprise Status In Business
Compliance Status COMPLIANT
Registration Date 2012-10-03
CONTINUE
CIPC eServices v3.3 © Copyright 2018 CIPC | Terms and Conditions | Disclaimer
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ENG
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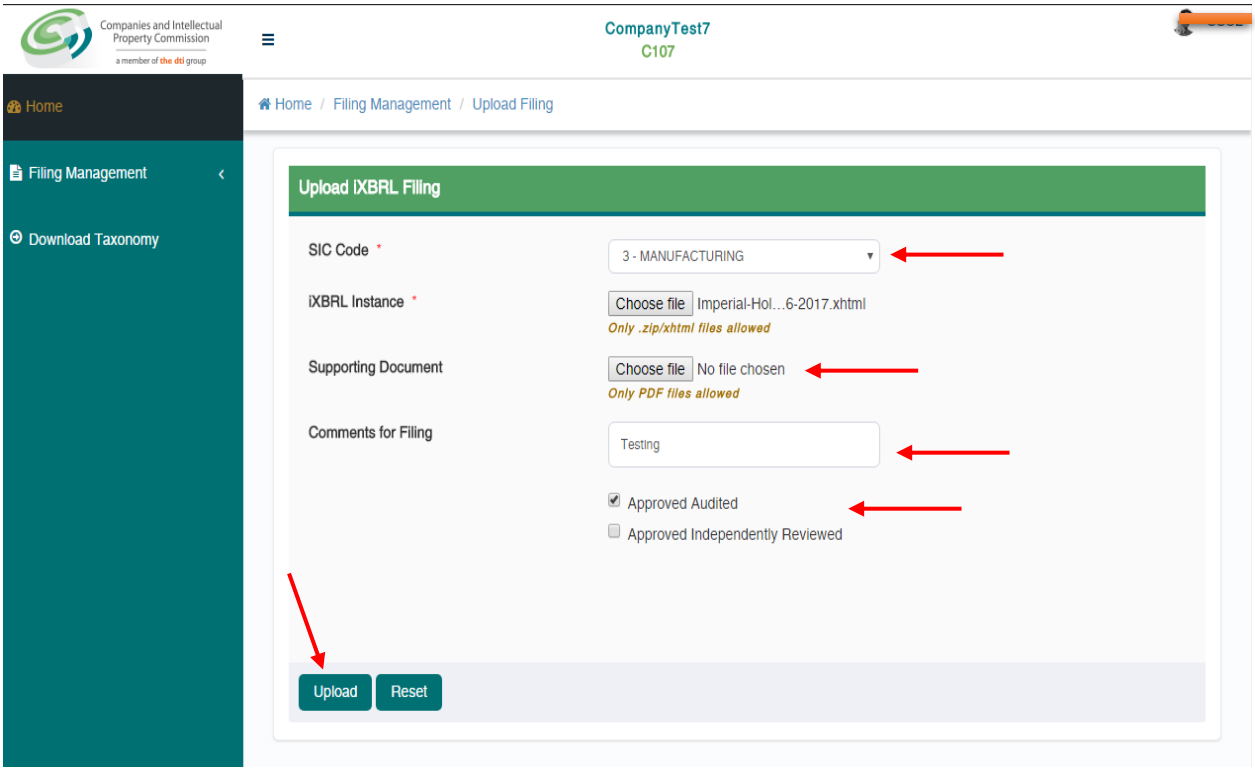
14-02-2018

8. The CUSTOMER can upload the iXBRL filing on the portal through the ‘Upload iXBRL Filing’ page. In order to upload iXBRL filing, click on ‘Filing Management - Upload iXBRL Filing’ menu option.

   Complete the required fields and click on upload.

   - Select relevant SIC Code from the list available.
   - Attach iXBRL Instance document to be uploaded.
   - Attach supporting document (If any)
   - Add comments to the filing (If any). Comments are mandatory in case the CU is re-filing for the same financial period.
   - Select whether the iXBRL filing to be uploaded is “Approved and Audited” or “Approved and Independently Reviewed”

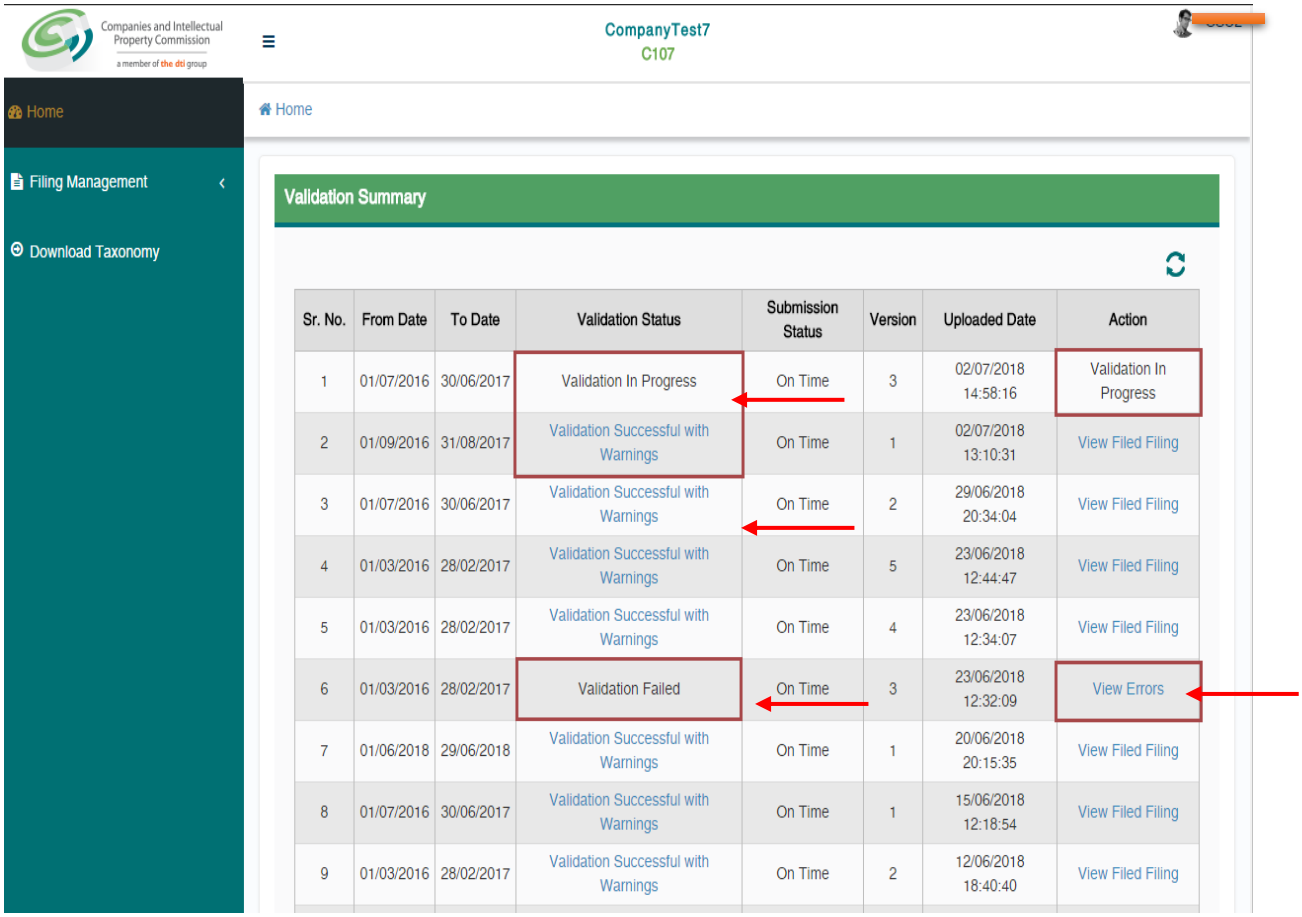
   Once CUSTOMER uploads the filing successfully, it will be validated for any errors and will be redirected to “Validation Summary” page where CUSTOMER can check the validation status of the uploaded filing.



9. Once the iXBRL instance file is successfully uploaded on the server, you will be navigated to the 'Validation Summary' page, for further validations.

   You may check the validation status for that filing on this page. Following are the details of the validation status displayed:

   - *Validation In Progress* - If the filing has been uploaded but is still been validated for errors;
   - *Validation Successful* – If the uploaded filing is validated successfully without any errors;
   - *Validation Successful with Warning Error* - If the uploaded filing is validated successfully but with Warning errors in it. When clicked on the validation status link user will be navigated to Error page displaying list of all the Warning errors available in the uploaded filing;
   - *Validation Failed* - If the uploaded filing is validated but doesn't comply with the rules defined by CIPC then the status of that filing will be "Validation Failed". CUSTOMER can view the list of errors in that filing by clicking on "View Errors" link under "Action" column.



Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/07/2016	30/06/2017	Validation In Progress	On Time	3	02/07/2018 14:58:16	Validation In Progress
2	01/09/2016	31/08/2017	Validation Successful with Warnings	On Time	1	02/07/2018 13:10:31	View Filed Filing
3	01/07/2016	30/06/2017	Validation Successful with Warnings	On Time	2	29/06/2018 20:34:04	View Filed Filing
4	01/03/2016	28/02/2017	Validation Successful with Warnings	On Time	5	23/06/2018 12:44:47	View Filed Filing
5	01/03/2016	28/02/2017	Validation Successful with Warnings	On Time	4	23/06/2018 12:34:07	View Filed Filing
6	01/03/2016	28/02/2017	Validation Failed	On Time	3	23/06/2018 12:32:09	View Errors
7	01/06/2018	29/06/2018	Validation Successful with Warnings	On Time	1	20/06/2018 20:15:35	View Filed Filing
8	01/07/2016	30/06/2017	Validation Successful with Warnings	On Time	1	15/06/2018 12:18:54	View Filed Filing
9	01/03/2016	28/02/2017	Validation Successful with Warnings	On Time	2	12/06/2018 18:40:40	View Filed Filing

10. Based on the validation result, the CUSTOMER can do either of the following:

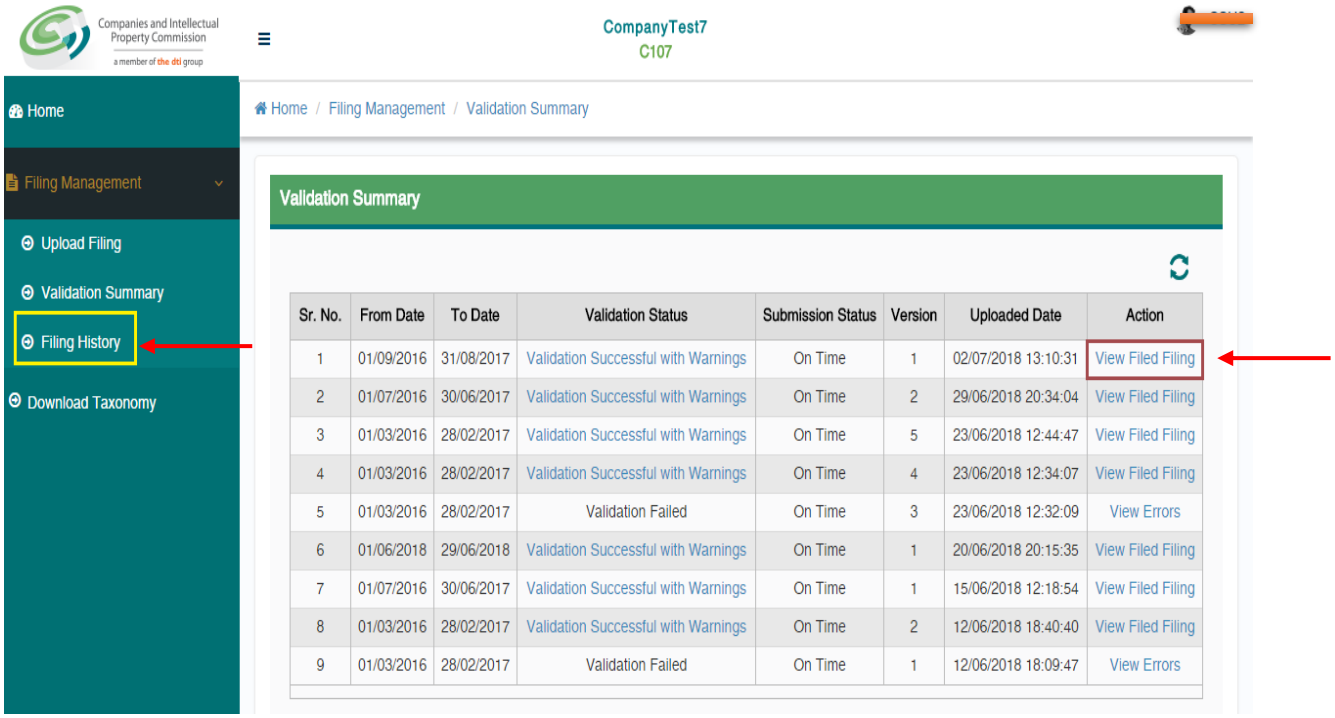
(a) Navigate to ‘Filing History’ page if validation is successful or;

(b) Navigate to ‘Validation Error’ page in case the validation fails

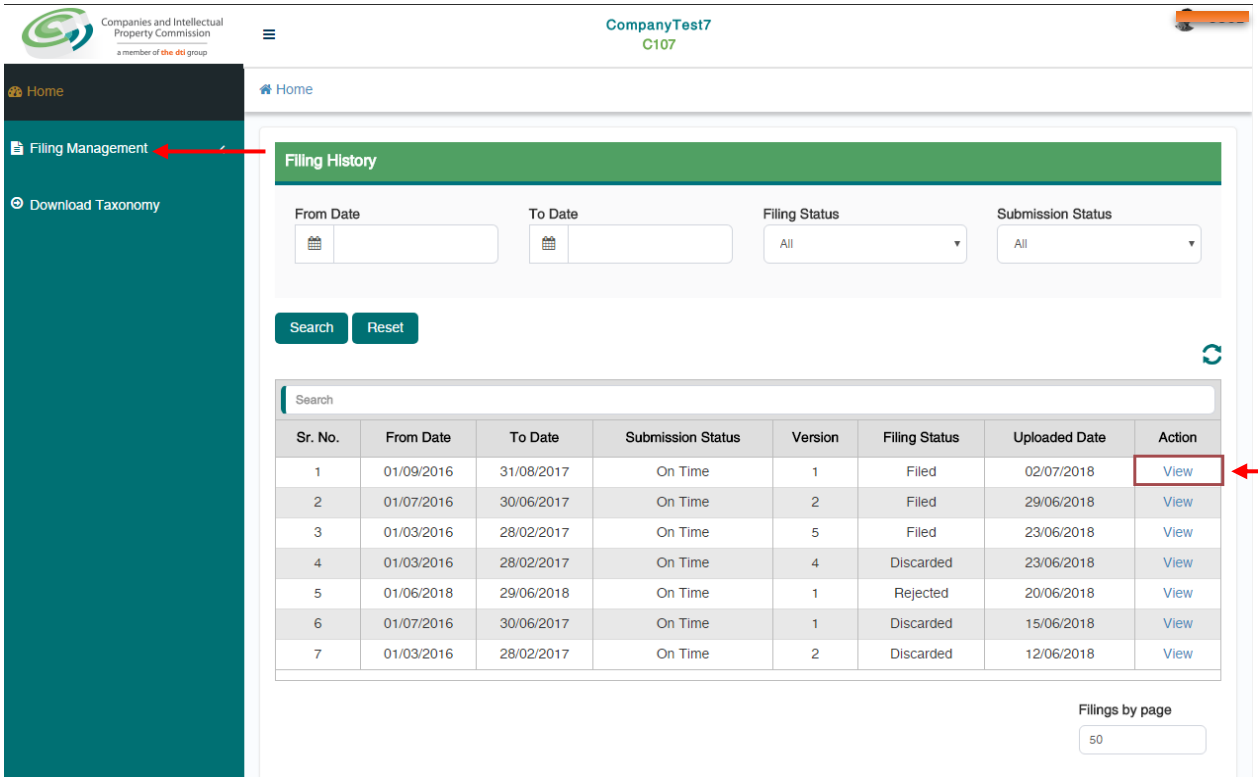
View Filing History

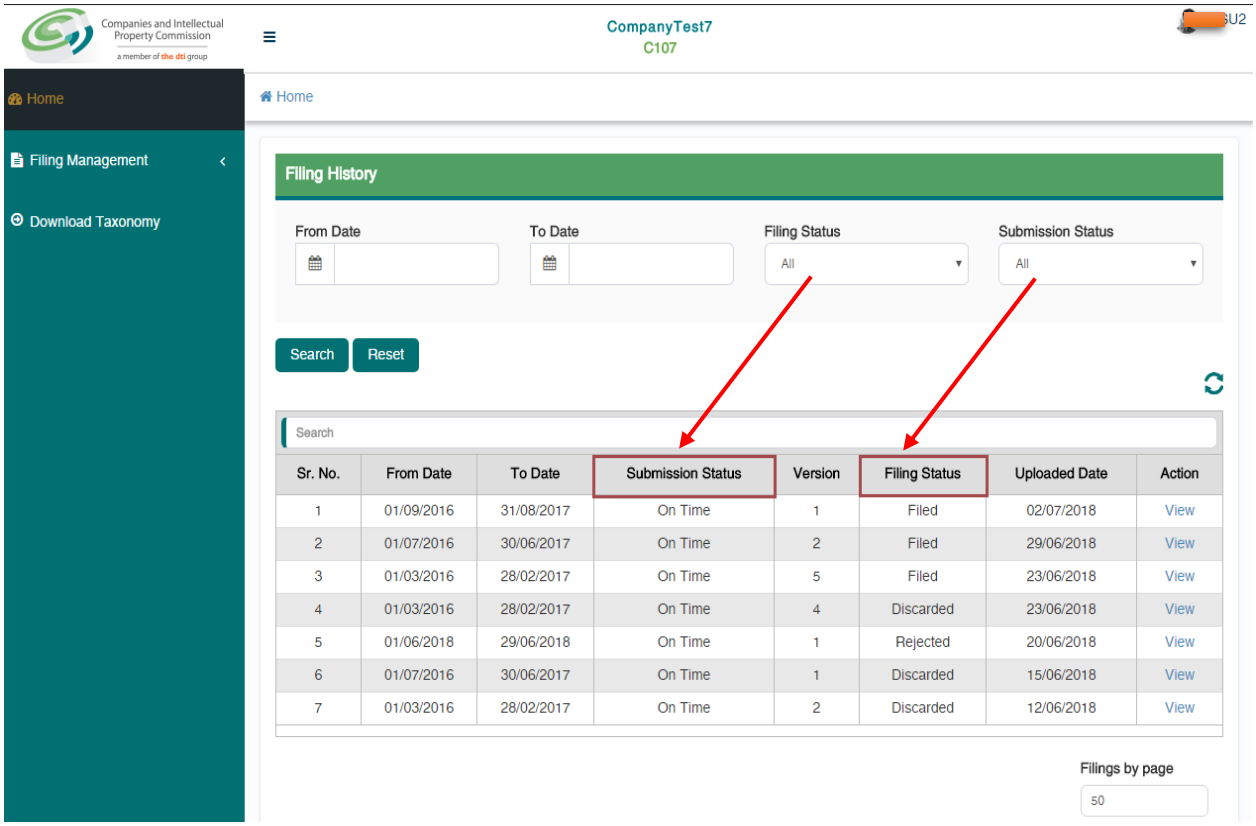
The CUSTOMER can navigate to Filed Filing page to view the status of that filing by following one of the following steps:

- Click on the ‘View Filed Filing’ link on the Validation Summary page for that filing
- Use the ‘Filing Management –Filing History’ menu option



On following any of the two options listed above, the CUSTOMER will be able to view the 'Filing History' page.



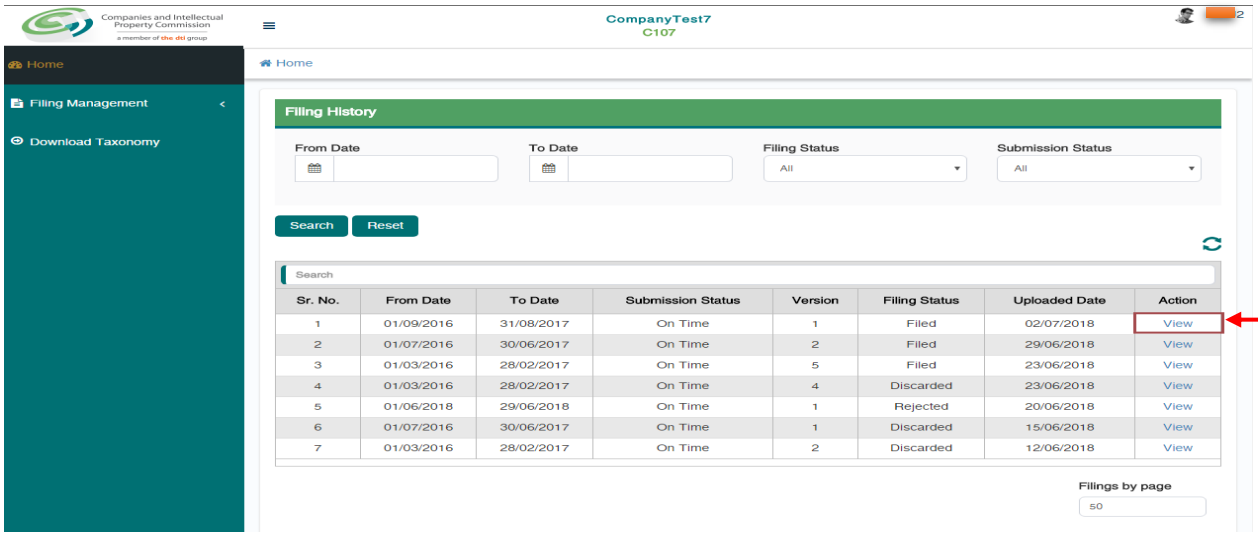


On the ‘Filing

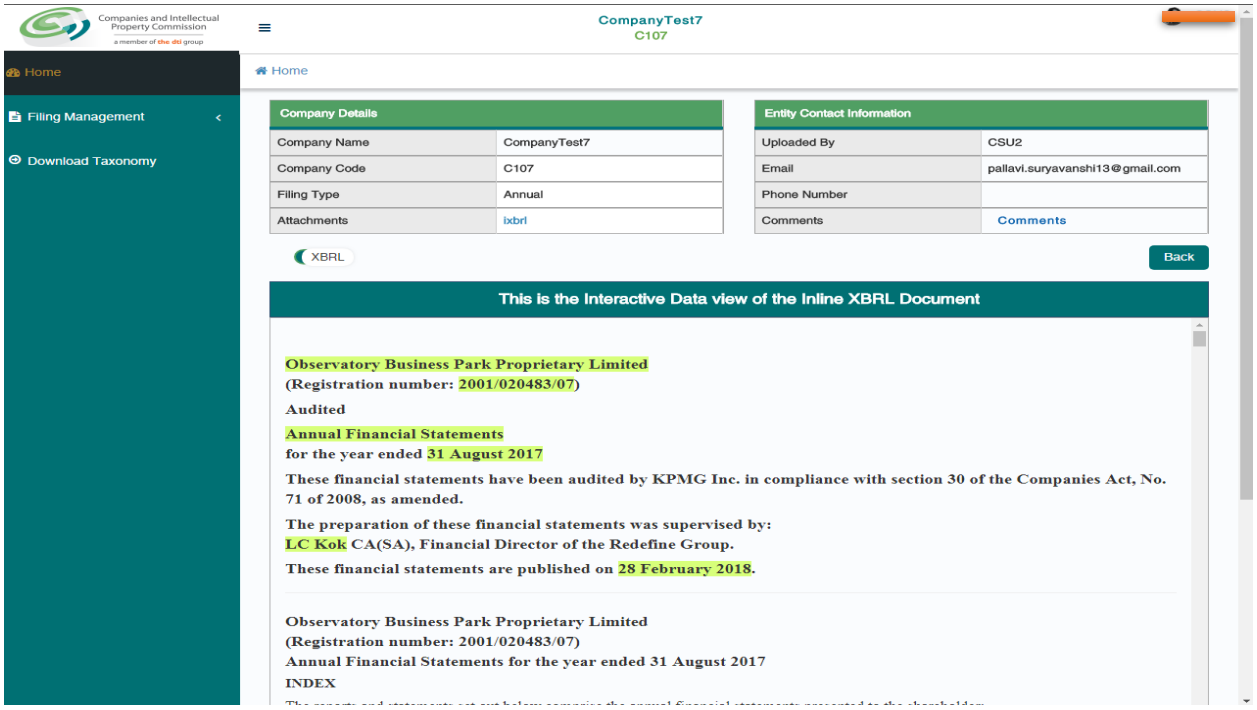
The CUSTOMER can view the ‘Filing Status’ & ‘Submission Status’ for any of the filing uploaded for their co-operative. Here, the CUSTOMER can also filter records based on various filters.

Below is the logic for displaying Submission Status:

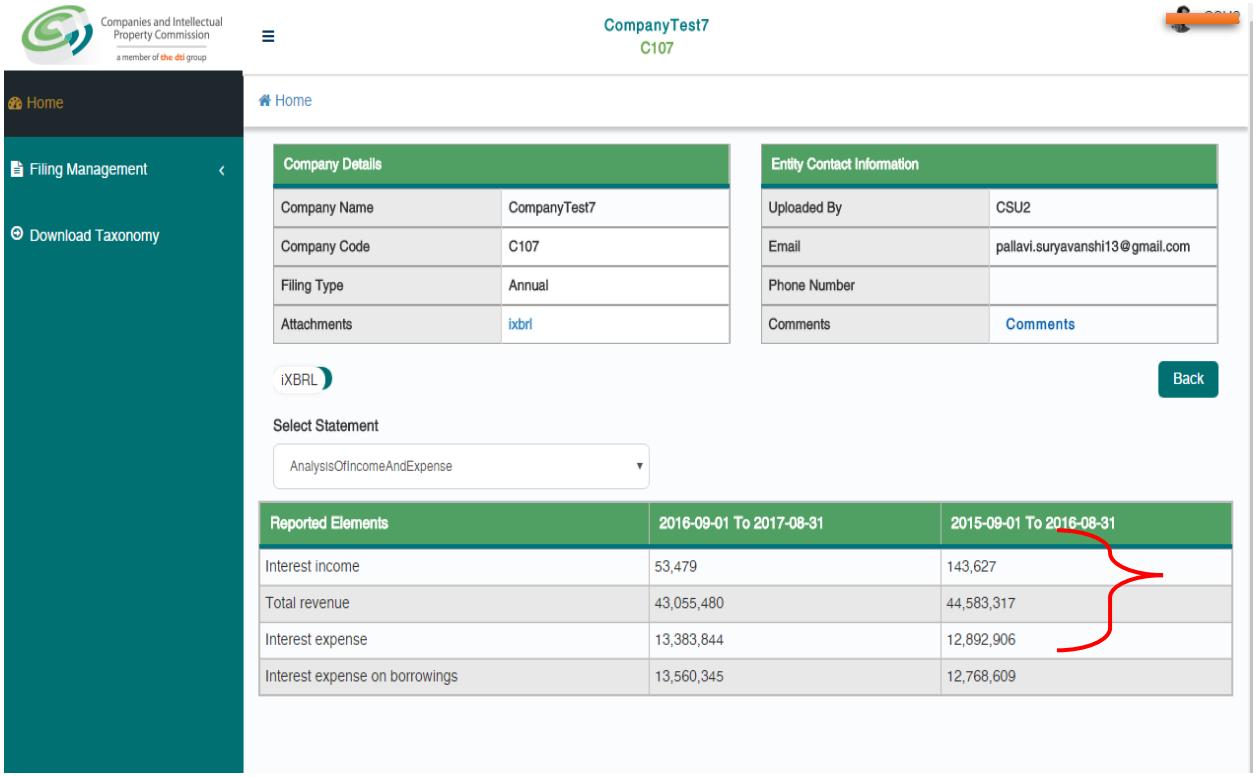
- If ‘Difference between Financial Year End of AFS filing and Director’s Approval date for that filing is less than 6 months’ then status of filing will be ‘On Time’
- If ‘Difference between Financial Year End of AFS filing and Director’s Approval date for that filing is more than 6 months’ then status of filing will be ‘Delayed’



The CUSTOMER can view the data in the uploaded instance document by clicking on 'View' link available under 'Action' column on 'Filing History' page. On doing so, the CUSTOMER will be able to view all the details of the company, and the filing.

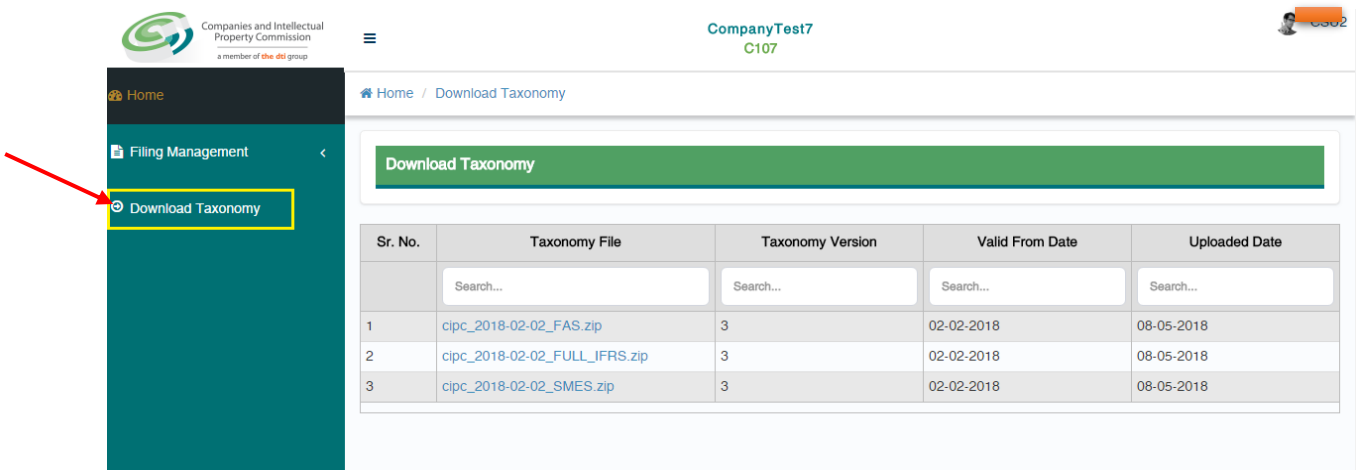


11. The CUSTOMER can also view the submitted data in XBRL format.

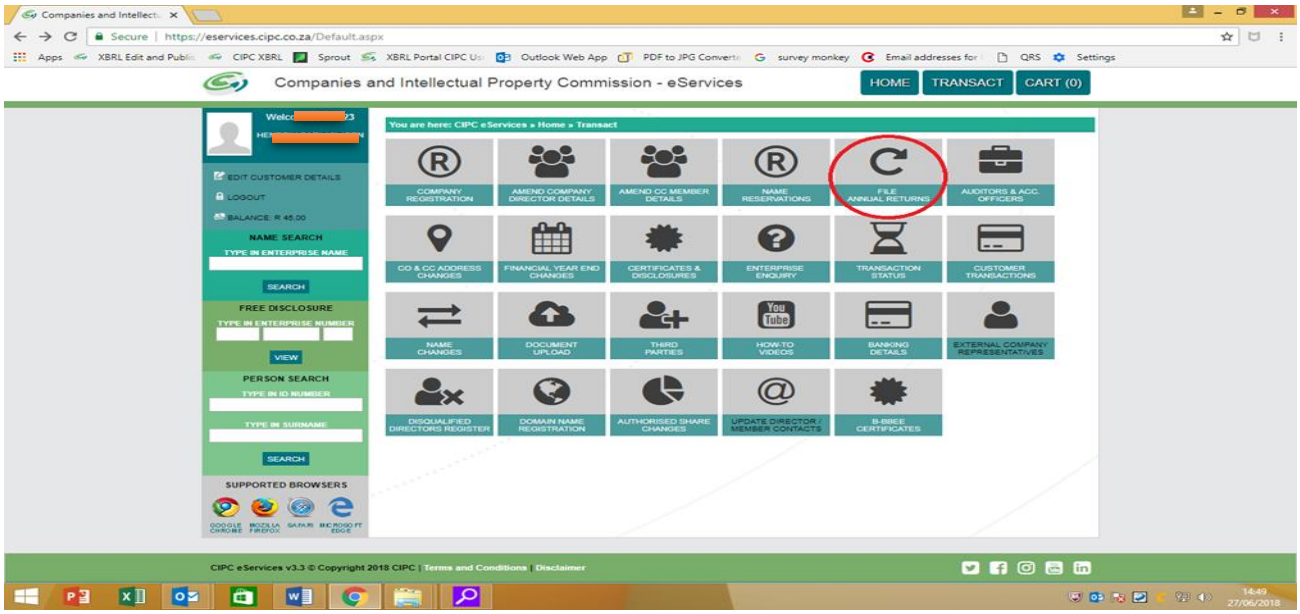


12. Downloading the taxonomy template

In order to download the relevant taxonomy templates, the CUSTOMER can click on 'Download – Download Taxonomtaxonomy' menu option. Here, the CUSTOMER can download the taxonomy file by clicking on link given in 'Taxonomy file' column.



13. Uploading AFSs from the AR Process

Since AFS must always be uploaded together with Annual Returns (ARs), users can also be re-directed to the XBRL portal after completing uploading of ARs. The AR process will verify in the beginning whether a FAS or AFS has been uploaded already. If not, the customer will be allowed to re-direct to either the AFS or FAS buttons. Of no AFS or FAS has been submitted, the customer will not be allowed to complete the AR process.

To upload AFSs from the AR process, please refer to the button below under the e-services portal