

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

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



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QUICK ACCESS »	SEARCH OUR REGISTRY » NEED HELP?	XBRLPROGRAMME »	OTHER
QUICK ACCESS » USEFUL RESOURCES B-BBEE Certification Banking Details Domain Name Registration Forms and Fees	SEARCH OUR REGISTRY »  NEED HELP?  Step-by-Step Guides Self-Service Centers Log a Ouery Learn-i-biz	XBRL PROGRAMME »  LEGAL  Access to Information Terms and Conditions Privacy Policy Legislation	OTHER Frequently Asked Questions Submit Audited or Independently Reviewed Financial Statements Submit Financial Accountability

2. Click on E-SERVICES.

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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.

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5. Click on Annual Financial Statements iXBRL.



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

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



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.

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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:

- <u>Validation In Progress</u> If the filing has been uploaded but is still been validated for errors;
- <u>Validation Successful</u> If the uploaded filing is validated successfully without any errors;
- <u>Validation Successful with Warning Error</u> 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;
- <u>Validation Failed</u> 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.

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	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

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

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#### 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'

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6 01/07/2016 30/06/2017 On Time 1 Discarded 15/06/2018 View		Search         Rese           Search         I           1         01           2         01           3         01           4         01           5         01	rom Date 1/09/2016 1/07/2016 1/03/2016 1/03/2016 1/03/2018	To Date 31/08/2017 30/06/2017 28/02/2017 28/02/2017 29/06/2018	Submission Status On Time On Time On Time On Time On Time	Version 1 2 5 4 1	Filing Status Filed Filed Filed Discarded Rejected	Uploaded Date 02/07/2018 29/06/2018 23/06/2018 23/06/2018 20/06/2018	Action View View View View View	
7 01/03/2016 28/02/2017 On Time 2 Discarded 12/06/2018 View		Search         Rese           Search            Sr. No.         Fr           1         01           2         01           3         01           4         01           5         01           6         01	rom Date 1/09/2016 1/07/2016 1/03/2016 1/03/2016 1/06/2018 1/06/2018	To Date 31/08/2017 30/06/2017 28/02/2017 28/02/2017 29/06/2018 30/06/2017	Submission Status On Time On Time On Time On Time On Time On Time	Version 1 2 5 4 1 1 1 1	Filing Status Filed Filed Filed Discarded Rejected Discarded	Uploaded Date 02/07/2018 29/06/2018 23/06/2018 23/06/2018 20/06/2018 15/06/2018	Action View View View View View View	

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.

Companies and Intellectual Property Commission a member of the dtl group	=	•	Comp	anyTest7 C107		Û.
A Home	*	Home				
Filing Management <		Company Details			Entity Contact Information	
_		Company Name	CompanyTest7		Uploaded By	CSU2
Ownload Taxonomy		Company Code	C107		Email	pallavi.suryavanshi13@gmail.com
		Filing Type	Annual		Phone Number	
		Attachments	ixbrl		Comments	Comments
		( XBRL				Back
			This is the Interac	tive Data view	of the Inline XBRL Do	ocument
		Observatory Busine (Registration numbe Audited Annual Financial St for the year ended 3 These financial state 71 of 2008, as amend The preparation of t	ss Park Proprietary Limite cr: 2001/020483/07) atements 1 August 2017 cments have been audited b led. chese financial statements w	d y KPMG Inc. 7as supervised	in compliance with sect by:	tion 30 of the Companies Act, No.
		LC Kok CA(SA), Fi	nancial Director of the Red	efine Group.		
		These financial state Observatory Busine (Registration numbe	ements are published on 28 ss Park Proprietary Limite er: 2001/020483/07)	February 2013 d	<u>8</u> .	
		Annual Financial St	atements for the year ended	1 31 August 20		

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

Companies and Intellectual Property Commission a member of the dti group	=	Comp	anyTest7 C107			
A Home	# Home					
E Filing Management <	Company Details				Entity Contact Information	
	Company Name	CompanyTest7			Uploaded By	CSU2
	Company Code	C107		1	Email	pallavi.suryavanshi13@gmail.com
	Filing Type	Annual		1	Phone Number	
	Attachments	ixbrl		(	Comments	Comments
	IXBRL) Select Statement					Back
	AnalysisOfIncomeAndExpense	٣				
	Reported Elements		2016-09-01 T	o 20	017-08-31 2	015-09-01 To 2016-08-31
	Interest income		53,479		14	43,627
	Total revenue		43,055,480		44	4,583,317
	Interest expense		13,383,844		12	2,892,906
	Interest expense on borrowings		13,560,345		12	2,768,609

#### 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.

Home	A Home /	Download Taxonomy			
Filing Management	< Downl	load Taxonomy			
Download Taxonomy	Sr. No.	Taxonomy File	Taxonomy Version	Valid From Date	Uploaded Da
					- Count
		Search	Search	Search	Search
	1	Search cipc_2018-02-02_FAS.zip	Search	02-02-2018	08-05-2018
	1 2	Search cipc_2018-02-02_FAS.zip cipc_2018-02-02_FULL_IFRS.zip	3 3	02-02-2018 02-02-2018	08-05-2018 08-05-2018

#### 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

