

MEDIA RELEASE

21 July 2023

REMINDER TO COMPANIES AND CLOSE CORPORATIONS TO FILE ANNUAL RETURNS

The CIPC urges all companies and close corporations to file their Annual Returns and hereby reminds entities to comply with their legal obligations to file their Annual Return to avoid deregistration. All companies (including external companies) (e.g. non-profit, private and public companies) and close corporations are required by law (Companies Act 71. of 2008) to lodge their Annual Returns with CIPC within a certain period of time every year.

The CIPC has seen a dramatic growth in the volume of companies and close corporation not filing Annual Returns and hereby reminds entities of their duty to file Annual Returns and the legal consequence for non-compliance. Failure to submit Annual Returns will result in the Commission assuming that the company and/or close corporation is not doing business or is not intending on doing business in the foreseeable future, and will therefore result in the company/close corporation being deregistered.

Companies have 30 business days from the date after its anniversary date and close corporations from the beginning of its anniversary month to the end of the month thereafter to file. Therefore, these companies and close corporations are already in non-compliance with their legal obligation to file Annual Returns.

Companies and Close Corporations that are non-compliant with Annual Returns will experience a penalty fee to their standard filing fee and if non-compliance continues will be deregistered. Once deregistered, the company or close corporation ceases to exist (its legal personality is withdrawn) and the directors or members may be held personally liable for the debit of the company or close corporation.

ENDS

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Notes:-

- To confirm the enterprise status go to <https://bizportal.gov.za> / login / select Services / BizProfile / follow prompts.
- To file Annual Returns go to <https://bizportal.gov.za> / login / select Services / Annual Return Filing / follow prompts
 - When making use of BizPortal Service DO NOT deposit funds with CIPC. BizPortal makes use of card payments only.
 - Intermediaries will not be able to use BizPortal since such platform is primary designed for business owners themselves to use. Intermediaries need to use e-Services.
 - E-Services also allows for card payments and it is advised that intermediaries uses the card payment option since it reduces the time period to finalise the filing of Annual Returns since it is not necessary to make an upfront deposit first.
- If you have not received an email reminder to file Annual Returns in the past two years, it means that the CIPC does not have your current or updated contact details. Kindly proceed to file Annual Returns and then update director or member contact details. Go to <https://eservices.cipc.co.za> / login / select Transact / select Amend Company Director Detail (if company) or Amend CC Member Details (if close corporation).
- CIPC offers a free online training course for Directors regarding their statutory obligations in terms of the Companies Act, 2008. If you are interested kindly go to https://www.cipc.co.za/?page_id=10431

Enterprises are advised to comply with immediate effect if their businesses are still in business. If business is dormant or has not been conducting business and there is no intention to conduct business in the near future, kindly do not file Annual Returns. The company or close corporation will automatically be deregister.