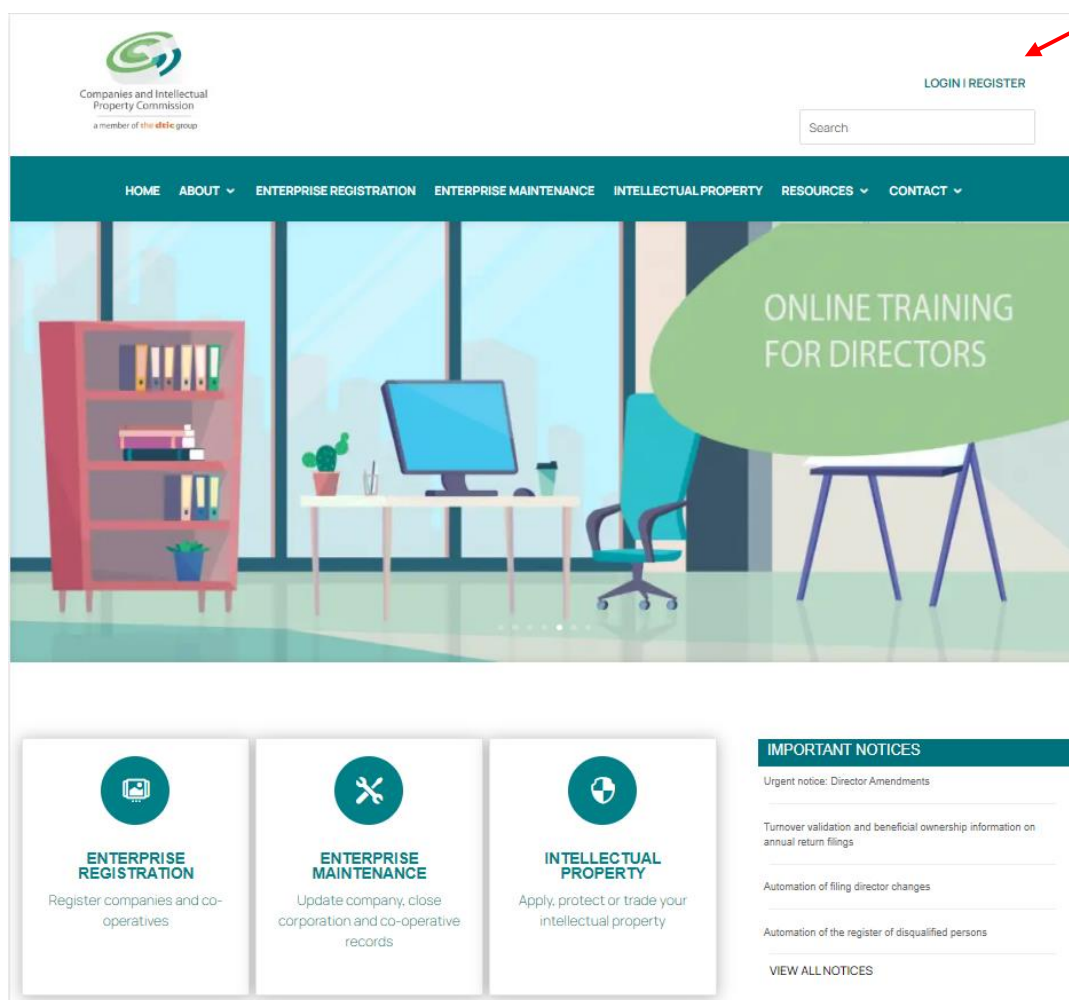


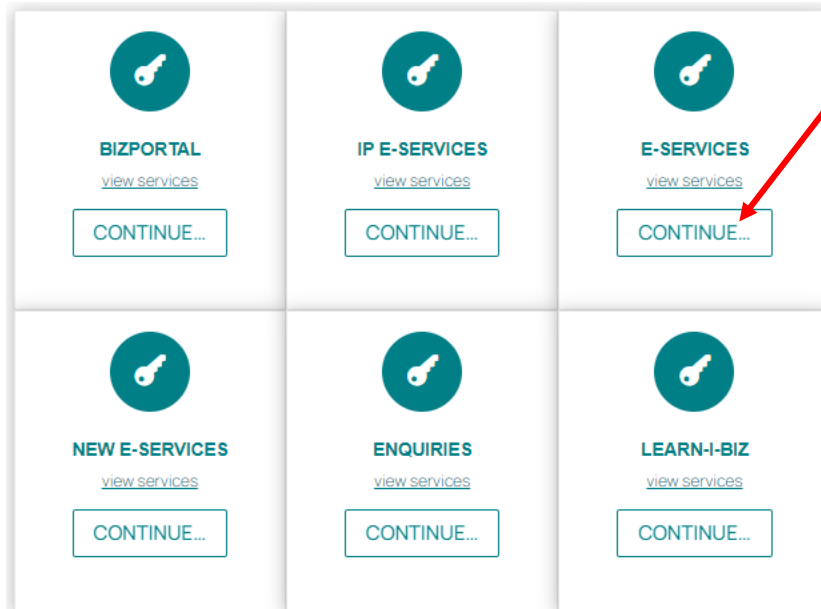
Step by Step Guide: Calculating Annual Returns and Filing Annual Returns

In order to use this step by step guide, you should have registered a customer code.

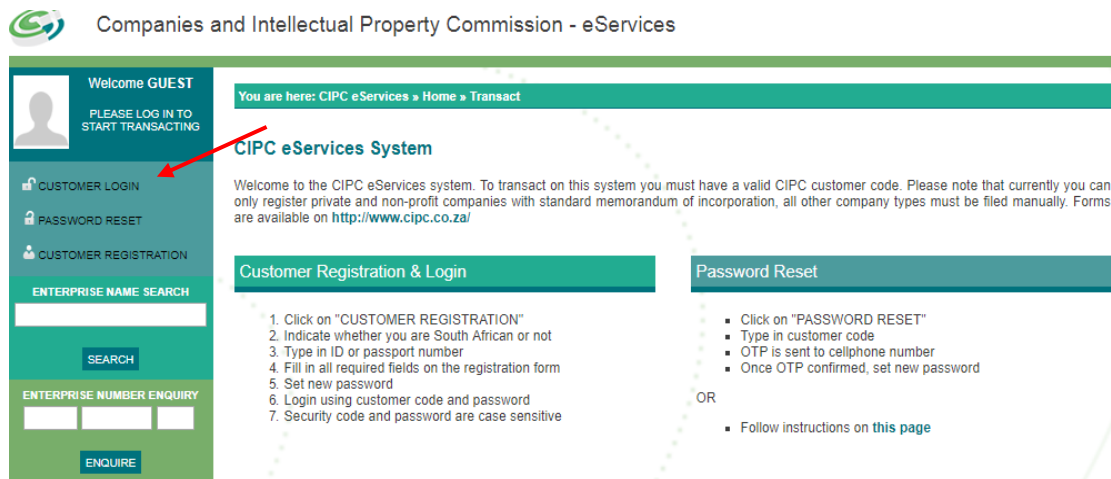
- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

1. Visit the CIPC website www.cipc.co.za, and click [Login / Register](#) and then [e-Services](#). Or alternatively visit annualreturns.cipc.co.za.



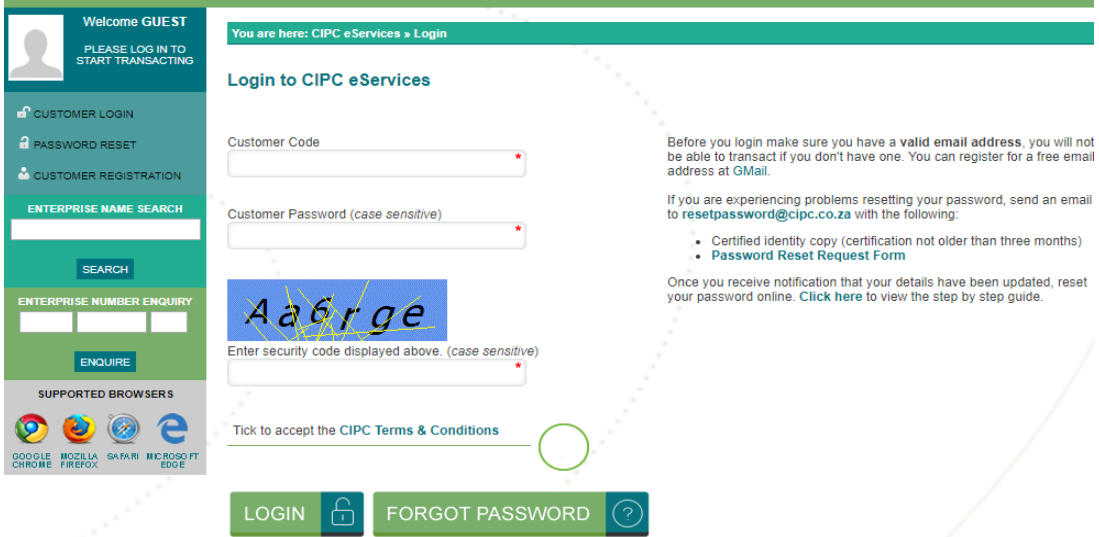


2. Click on **Customer Login**.



3. Complete the required fields and click on **Login**.

- a. Customer Code
- b. Customer Password (case sensitive)
- c. Security code (case sensitive)
- d. Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions



Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices > Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)



Enter security code displayed above. (case sensitive)

Tick to accept the CIPC Terms & Conditions

Before you login make sure you have a **valid email address**, you will not be able to transact if you don't have one. You can register for a free email address at Gmail.

If you are experiencing problems resetting your password, send an email to resetpassword@cipc.co.za with the following:

- Certified identity copy (certification not older than three months)
- Password Reset Request Form

Once you receive notification that your details have been updated, reset your password online. [Click here](#) to view the step by step guide.

Note:

- **Before completing the login procedure, it is advisable that customers read the terms and conditions since accepting such creates a binding agreement between the customer and CIPC regarding the administration of transactions and payment of services.**

Select **Forgot Password** if you require your customer password to be resend to you.

4. The landing page of e-Services will be displayed and click on **Transact**.

Companies and Intellectual Property Commission - eServices

HOME TRANSACTION CART (0)

Welcome [Redacted] g

You are here: CIPC eServices » Home

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2017000475	TEST DECEASED 01082017	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000473	K2017000473 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000474	K2017000474 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000477	K2017000477 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000328	[Redacted]	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000327	K2017000327 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000312	[Redacted]	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000311	K2017000311 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2017000300	K2017000300 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	YES	
M1999017948	PEBBLE BED MODULAR REACTOR	IN BUSINESS	STATE OWNED COMPANY	NO	

CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	15/05/2016	15/05/2016 10:00:00
NEW COMPANY REGISTRATION [MANUAL]	15/05/2016	15/05/2016 10:00:00
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
DIRECTOR AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [eSERVICES]	15/05/2016	15/05/2016 10:00:00
MEMBER AMENDMENTS [MANUAL]	15/05/2016	15/05/2016 10:00:00
NAME CHANGES [MANUAL]	24/06/2016	14/07/2016 12:28:42

LATEST eSERVICES UPDATES

RETURNING SIGNED APPLICATION FORMS
14/07/2016 09:27:55
PLEASE NOTE THAT SIGNED eSERVICES APPLICATION FORMS NOT RETURNED BACK TO CIPC WITHIN 10 CALENDAR DAYS FROM WEBSITE CAPTURE DATE WILL BE REJECTED.

THIRD PARTY SYSTEM PILOT
14/07/2016 09:22:06
CIPC IS CURRENTLY RUNNING A PILOT FOR A THIRD PARTY SYSTEM. TO PARTICIPATE PLEASE APPLY BY SENDING AN EMAIL TO [Redacted]. PREFERENCE WILL BE GIVEN TO HIGH VOLUME CUSTOMERS.

ANNUAL RETURN DEREGISTRATION
14/07/2016 08:27:55
ON THE 29TH OF JULY 2016 CIPC WILL BE DEREGISTERING COMPANIES AND CLOSE CORPORATIONS THAT ARE NOT ANNUAL RETURN COMPLIANT.

CONTACT DETAILS

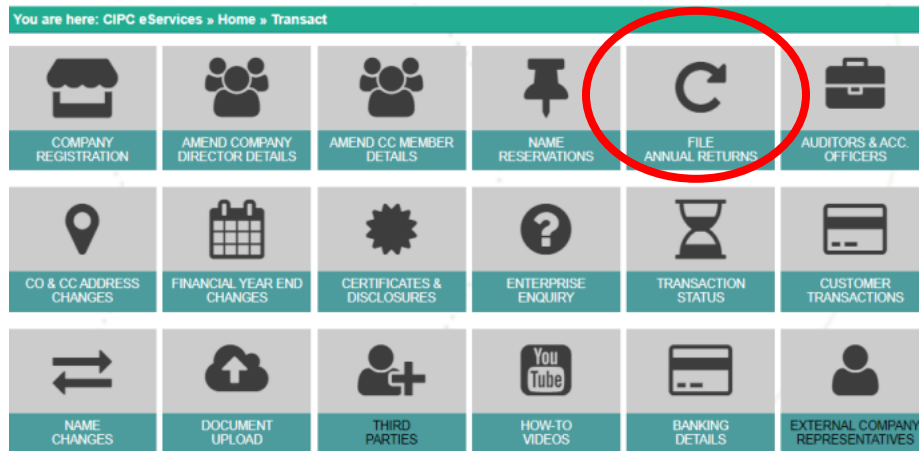
Cellphone Number: [Redacted]
Email Address: [Redacted] [UPDATE](#)

PERSONAL DETAILS [SA CITIZENS ONLY]

Surname: [Redacted]
Name(s): [Redacted]
ID Number: [Redacted]
Disqualification Status: NOT DISQUALIFIED

*** DISQUALIFIED ID NUMBERS CANNOT BE APPOINTED AS DIRECTORS IN ANY COMPANY

5. Click on **File Annual Returns**









6. To calculate outstanding annual returns and years and/or file annual returns click on either **Annual Return Calculator** or **File Annual Returns**.

Note:

- The process for calculating the outstanding annual returns and years and filing of annual returns are identical. If you do not want to proceed with filing of the outstanding annual returns, kindly refer to step 9.

You are here: eServices » Annual Returns » Home

					
ANNUAL RETURN CALCULATOR	FILE ANNUAL RETURNS	RE-PRINT AR CERTIFICATES	HOW-TO GUIDE	FREQUENTLY ASKED QUESTIONS	BANKING DETAILS

- 1 Login or register a new customer code if you don't have login details
- 2 Type in enterprise number then turnover to calculate filing fee
- 3 Deposit relevant filing fee using your customer code as a reference
- 4 File annual returns
- ? For assistance go to www.cipc.co.za and select enquiries
- # Email audited financial statements to financialstatements@cipc.co.za. Include the CIPC reference number provided when filing

Once the annual return has been filed, kindly print or save the annual return filing confirmation and certificate as proof of filing.

7. Type in the registration number (year/sequence/type) at the **Enterprise Number** field and click **Validate**.

You are here: eServices » Annual Returns » Enterprise Details


Important changes for annual return filings:

Due to security concerns relating to the disclosure of personal information CIPC has affected the below changes on annual returns:

- Only the first 6 digits of a director's or member's identity number will be displayed on the Enterprise Enquiry screen;
- The annual return filing certificate will not display the identity number, addresses, or contact details of a director or member;
- Customers will not be able to update the content of the annual return except for contact details. Customers are advised to tick in the tick box next to each section heading to indicate when a change has occurred. If a change occurred, the appropriate amendment form(s) MUST BE FILED with the CIPC via any of the authorised filing methods for change(s).

Enterprise Enquiry

Enterprise Number

VALIDATE 

Note:

- A validation message will display if the status of the entity does not apply the filing of annual returns. For further assistance in such cases, log a ticket via the CIPC website [www.cipc.co.za / enquiries](http://www.cipc.co.za/enquiries).

8. Confirm whether the provided registration number corresponds with the enterprise detail being displayed. If not, reconfirm registration number by typing it in at the **Enterprise Number** field and click **Validate**. If correct, click **Continue**.

You are here: eServices » Annual Returns » Enterprise Details

Important changes for annual return filings:

Due to security concerns relating to the disclosure of personal information CIPC has affected the below changes on annual returns:

- Only the first 6 digits of a director's or member's identity number will be displayed on the Enterprise Enquiry screen;
- The annual return filing certificate will not display the identity number, addresses, or contact details of a director or member;
- Customers will not be able to update the content of the annual return except for contact details. Customers are advised to tick in the tick box next to each section heading to indicate when a change has occurred. If a change occurred, the appropriate amendment form(s) MUST BE FILED with the CIPC via any of the authorised filing methods for change(s).

Enterprise Enquiry

Enterprise Number

2001 * 008399 * 07 *

VALIDATE



Enterprise Details

Enterprise Number 2001 / 008399 / 07
Enterprise Name PHOFUNG PROJECT CONSULTANTS
Enterprise Type Private Company
Enterprise Status In Business
Registration Date 2001-04-12

Director/Member Details

ID / Passport Number	Name(s)	Surname	Type	Status
[REDACTED]	[REDACTED]	[REDACTED]	Director	Active
[REDACTED]	[REDACTED]	[REDACTED]	Director	Active

CONTINUE



9. Calculate outstanding Annual Return Fee. The **Paid and Outstanding Annual Returns** will be displayed. Type in the turnover amount at the **Turnover** field at the **Outstanding Annual Returns** heading and click **Calculate Outstanding Amount**. Then click on **Continue**.

You are here: eServices » Annual Returns » File Annual Returns


Paid Annual Returns - 2013 / 169370 / 07

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
2014	SWIFT	-150.00	9370769881	2022-08-10
2015	SWIFT	-150.00	9370769883	2022-08-10
2016	SWIFT	-150.00	9370769884	2022-08-10
2017	SWIFT	-150.00	9370769885	2022-08-10
2018	SWIFT	-150.00	9370769886	2022-08-10
2019	SWIFT	-150.00	9370769887	2022-08-10
2020	SWIFT	-150.00	9370769888	2022-08-10
2021	SWIFT	-150.00	9370769889	2022-08-10

Outstanding Annual Returns - 2013 / 169370 / 07

AR Year	AR Month	AR Non-Compliance Date	Turnover
2022	9	2022-11-10	<input type="text" value="0"/>
2023	9	2023-11-10	<input type="text" value="0"/>

Turnover amount(s) must be a whole number, no decimals.

CALCULATE OUTSTANDING AMOUNT 

Filing of beneficial ownership declarations is compulsory for all companies and close corporations. Failure to adhere to the requirements may result in administrative sanctions and enforcement. If you wish to proceed with beneficial ownership filing, click NEXT. If you want to file at a later stage click IGNORE NEXT>>.

Notes:

- The **Continue** button is inactive on the **Annual Return Calculator**. You can print this page to view the amount owed for the annual return filings.
- If the company, external company, or close corporation submitted AFS, the turnover value will be validated with the revenue value submitted – when capturing turnover over on Annual Returns, ignore all values after the decimal point. If, message display that values do not match and turnover value on Annual Returns are correct, kindly review your AFS filing to ensure that correct revenue amount was submitted.

You are here: eServices » Annual Returns » File Annual Returns



Paid Annual Returns - 2019 / 019098 / 07

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
2020	THATEB	-150,00	9243710796	2020-04-18
2021	MAGO81	-150,00	9360405176	2022-02-15
2022	MAGO81	-100,00	9360405177	2022-02-15

Outstanding Annual Returns - 2019 / 019098 / 07

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
K2019019098	2023	0	100,00	50,00

Total Due : R 150,00

CONTINUE → PRINT  BACK ← CANCEL 

Note:

- If you want to first submit **Beneficial Ownership Declaration**, then click on **NEXT** instead of **Calculate Outstanding Amount**.
- If you selected **Calculate Outstanding Amount**, instead of clicking on **Next**, refer to step 12.

10. Submit **Beneficial Ownership Declaration** by clicking **NEXT** at the message instead of **Calculate Outstanding Amount**. Alternatively, **Beneficial Ownership Declaration** may be filed before or after filing Annual Returns via the stand-alone service on e-Services. You will be rerouted to the **Beneficial Ownership Declaration** service.

Complete the Beneficial Ownership Declaration, and then go back to Annual Return Service to continue filing.

Notes:

- For assistance on Beneficial Ownership Declaration, refer to the below:-
 - User Guide - https://www.cipc.co.za/?page_id=4447 / Beneficial Ownership / User Guide
 - Webinars – <https://www.youtube.com/watch?v=ZqBWg1EdpBw>

Beneficial Ownership

Declaration Information

Declaration

I hereby declare that I am authorised to file the Beneficial Ownership Information on behalf of the entity. I confirm that the information furnished herein is true and accurate according to my knowledge. I am fully aware that enforcement action may be taken in terms of the Companies Act against the entity and individuals who are involved in deliberately providing false information.

By agreeing below, I confirm that the CIPC terms and conditions have been read and understood and that any false statements, reckless conduct and non-compliance with the Companies Act, 2008 may result in criminal action against me and penalties imposed.

I Agree

CONTINUE

You are here: eServices » Annual Returns » File Annual Returns

Paid Annual Returns - 2013 / 169370 / 07

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
2014	SWIFT	-150.00	9370769881	2022-08-10
2015	SWIFT	-150.00	9370769883	2022-08-10
2016	SWIFT	-150.00	9370769884	2022-08-10
2017	SWIFT	-150.00	9370769885	2022-08-10
2018	SWIFT	-150.00	9370769886	2022-08-10
2019	SWIFT	-150.00	9370769887	2022-08-10
2020	SWIFT	-150.00	9370769888	2022-08-10
2021	SWIFT	-150.00	9370769889	2022-08-10

Outstanding Annual Returns - 2013 / 169370 / 07

AR Year	AR Month	AR Non-Compliance Date	Turnover
2022	9	2022-11-10	<input type="text" value="0"/>
2023	9	2023-11-10	<input type="text" value="0"/>

Turnover amount(s) must be a whole number, no decimals.

CALCULATE OUTSTANDING AMOUNT

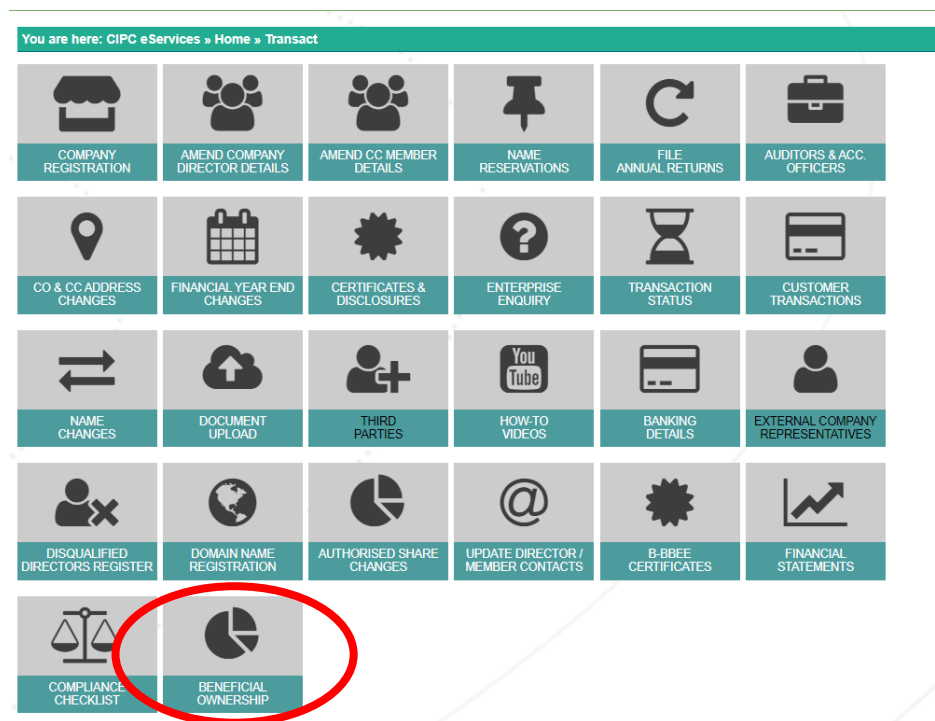


Filing of beneficial ownership declarations is compulsory for all companies and close corporations. Failure to adhere to the requirements may result in administrative sanctions and enforcement. If you wish to proceed with beneficial ownership filing, click NEXT. If you want to file at a later stage click IGNORE NEXT>>.

Notes:

- Filing of Beneficial Ownership Declaration is mandatory for all companies, external companies, and close corporations. Choosing **IGNORE**, does not absolve the company, external company, or close corporation from the legal obligation to submit Beneficial Ownership Declaration, and ignoring to submit may result in administrative sanctions and enforcement.
- If such was not filed during the Annual Return filing, the company, external company, or close corporation **MUST** file **Beneficial Ownership Declaration** via the stand-one function on e-Services.

11. The **Beneficial Ownership Declaration** may be submitted with the Annual Return filing, or alternatively before or after filing Annual Returns, via the stand-alone service on E-Services.



12. After selecting **Continue** at step 9 above, the company or close corporation must either submit its Annual Financial Statements via iXBRL (AFS) or Financial Accountability Supplement (FAS).

Outstanding Annual Returns - 2011 / 148176 / 07				
Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
K2011148176	2017	0	100,00	50,00
K2011148176	2018	0	100,00	50,00
K2011148176	2019	0	100,00	50,00
K2011148176	2020	0	100,00	50,00
K2011148176	2021	0	100,00	50,00
K2011148176	2022	0	100,00	50,00

Total Due : R 900,00

CAPTURE AFS 
CAPTURE FAS 

If the company, or close corporation must submit a **Financial Accountability Supplement**, click **FAS**, follow the prompts and click **Submit**.

You are here: CIPC eServices » Financials » Financial Accountability Supplement(CoR30.2)

Financial Accountability Supplement (CoR30.2) : Capture Details

Financial Accountability Supplement Year:

Registration number of entity:

Name of entity:

The person primarily responsible for recording day to day financial transactions and maintaining the company's financial records: Natural person Juristic person

The person primarily responsible for compiling financial information and preparing reports or statements is the same person primarily responsible for recording day to day financial transactions and maintaining the company's financial records: Yes No

There is a person who provides advice to the company concerning the maintenance of financial records: Yes No

There is a person performing independent review of Annual Financial Statements: Yes No

Notes:

- Once FAS was submitted, an automated e-mail will be sent to the e-mail address associated with the customer code.
- Once submitted, the Annual Return filing page will open.

If the company, or close corporation must submit **Audited Financial Statements**, click **AFS**. Follow the prompts and then return to Annual Returns to complete the filing.

Upload XBRL Filing

SIC Code *

XBRL Instance * No file chosen
Only .zip/xhtml files allowed

Supporting Document No file chosen
Only PDF files allowed

Comments for Filing

Approved Audited
 Approved Independently Reviewed

13. To file annual returns complete indicated fields and select **Add To Cart**

You are here: eServices » Annual Returns » Update Enterprise Details

Enterprise Details

Enterprise number

Enterprise name Has the enterprise name changed?

Email address

Telephone number

Cellphone Number

Website Address

Business description

Principal place of business

Click the expand button [-+] to view and verify the information. Click the tickbox if any information displayed is incorrect or changed.

Financial Year End


Registered Office

Location of Records

Directors / Members Details

Company Secretary Details

Auditors and Audit Committees



Note:

- To confirm the information of the entity with CIPC click on **Expand**. If the reflected information is not the correct, kindly proceed to file the outstanding annual returns and then submit the relevant forms to update to the required information.


14. Select **Card** at Payment Option

You are here: eServices » Cart


Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	
533232899	M2001008399	2018	10,000,000.00	2,000.00	500.00	Remove

Sub Total : R 2500.00

ADD ANNUAL RETURN  Total : R 2500.00

Payment Option: Card Customer Balance EFT and Cash

PAY NOW 

Note:

- Annual returns for multiple entities may be filed with only a single payment being made. If filing for multiple entities click on **Add Annual Return** and repeat the calculation and filing process. Once ready to exit and may payment, click on **Pay Now**.

15. Complete Debit or Credit card details by completing **Card Details** screen


TRANSACTION DETAILS				
Annual Returns				
Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
M2001008399	2016	10000000	2,000.00	500.00
				Sub Total : R 2500.00
				Total : R 2500.00


CARD DETAILS

Tick to use previous card details





Card Number

Expiry Date (mmyyyy)

PAY NOW 

[Payment Terms & Conditions](#) 

CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank.

Note:

- If customer want to make use of previously used card details click on the radial button next to **Tick to use previous card details**. This option may only be selected if the customer has made previous card payment using the Pay-As-You-Go payment option.

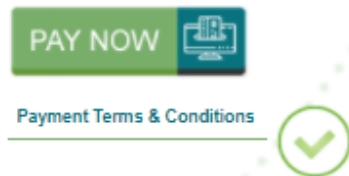
16. Accept CIPC Terms and Conditions

Note:

- Click on **Payment Terms & Conditions**, read the terms and conditions and then either Accept or Decline the acceptance thereof. Mandatory for customers to read and then either accept or decline the payment terms and conditions.




17. Finalise payment by clicking on Pay Now and providing ODP sent to your phone by your bank



CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank.

3D SECURE PAYER AUTHENTICATION

MasterCard.
SecureCode.

 **Standard Bank**

Your transactions are protected by 3D Secure

Please enter a cell phone number or email address you registered with Standard Bank:

Cell phone number Email address

A one-time password (OTP) will be sent to this cell phone number.

All entered information is confidential and is not shared with the merchant

Haven't received your OTP?
Call our secure helpline: 086 120 1311 or +27 11 299 4541

3D SECURE PAYER AUTHENTICATION

The screenshot shows a 3D Secure Payer Authentication screen for Standard Bank. At the top left, the MasterCard SecureCode logo is visible. At the top right, the Standard Bank logo is displayed. The main content area is titled "Order summary" and contains the following information:

- Merchant:** CIPC
- Amount:** R1.00ZAR
- Date:** 31 Jul 2017
- Cardnumber:** *****1904

Below the order summary, a message states: "A one-time password (OTP) was sent to *** ***** 881 at 14:40:42." Below this message is an input field labeled "Enter OTP".

At the bottom of the form, there are two buttons: "Submit" (in blue) and "Cancel" (in grey). Below the buttons, there is a link: "Haven't received your OTP? [Resend OTP](#)". Below the link, there is a note: "Alternately, call our secure helpline: 080 120 1311 or +27 11 299 4541. All entered information is confidential and is not shared with the merchant."

Note:

- Depending on the bank that you use the above two screen may look slightly different. The screens above are the screens when a Standard Bank card is used.

18. Confirmation of completed filing and payment

You are here: eServices » Payment Details

Payment successful. Thank You!

Reference Number: T933121372

Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Total Amount
533121195	B2007149043	2011	0.00	100.00	150.00	250.00
		2012	0.00	100.00	150.00	250.00
		2013	0.00	100.00	150.00	250.00
		2014	0.00	100.00	150.00	250.00
		2015	0.00	100.00	150.00	250.00
		2016	0.00	100.00	150.00	250.00

Sub Total : R 1500.00

Total : R 1500.00

19. Annual return filing certificate will be e-mailed to the e-mail address indicated on the customer code profile.

Note:

- To regenerate the annual return filing certificate click on **Home** and then click on **Re-Print AR Certificates**. It should be noted that annual return filing confirmations are directly e-mailed to the e-mail address as provided for under the customer code detail.

rd Intellectual Property Commission - eServices

HOME
TRANSACT
CART (0)

You are here: eServices » Payment Details

Payment successful. Thank You!

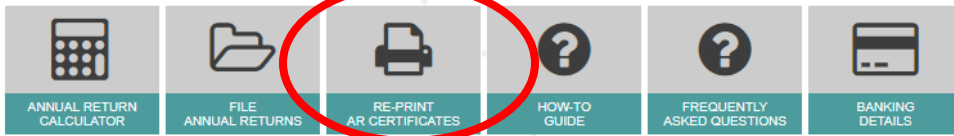
Reference Number: T933121372

Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Total Amount
533121195	B2007149043	2011	0.00	100.00	150.00	250.00
		2012	0.00	100.00	150.00	250.00
		2013	0.00	100.00	150.00	250.00
		2014	0.00	100.00	150.00	250.00
		2015	0.00	100.00	150.00	250.00
		2016	0.00	100.00	150.00	250.00

Sub Total : R 1500.00

Total : R 1500.00



- 1 Login or register a new customer code if you don't have login details
- 2 Type in enterprise number then turnover to calculate filing fee
- 3 Deposit relevant filing fee using your customer code as a reference
- 4 File annual returns
- ? For assistance go to www.cipc.co.za and select enquiries
- # Email audited financial statements to financialstatements@cipc.co.za. Include the CIPC reference number provided when filing

Once the annual return has been filed, kindly print or save the annual return filing confirmation and certificate as proof of filing.