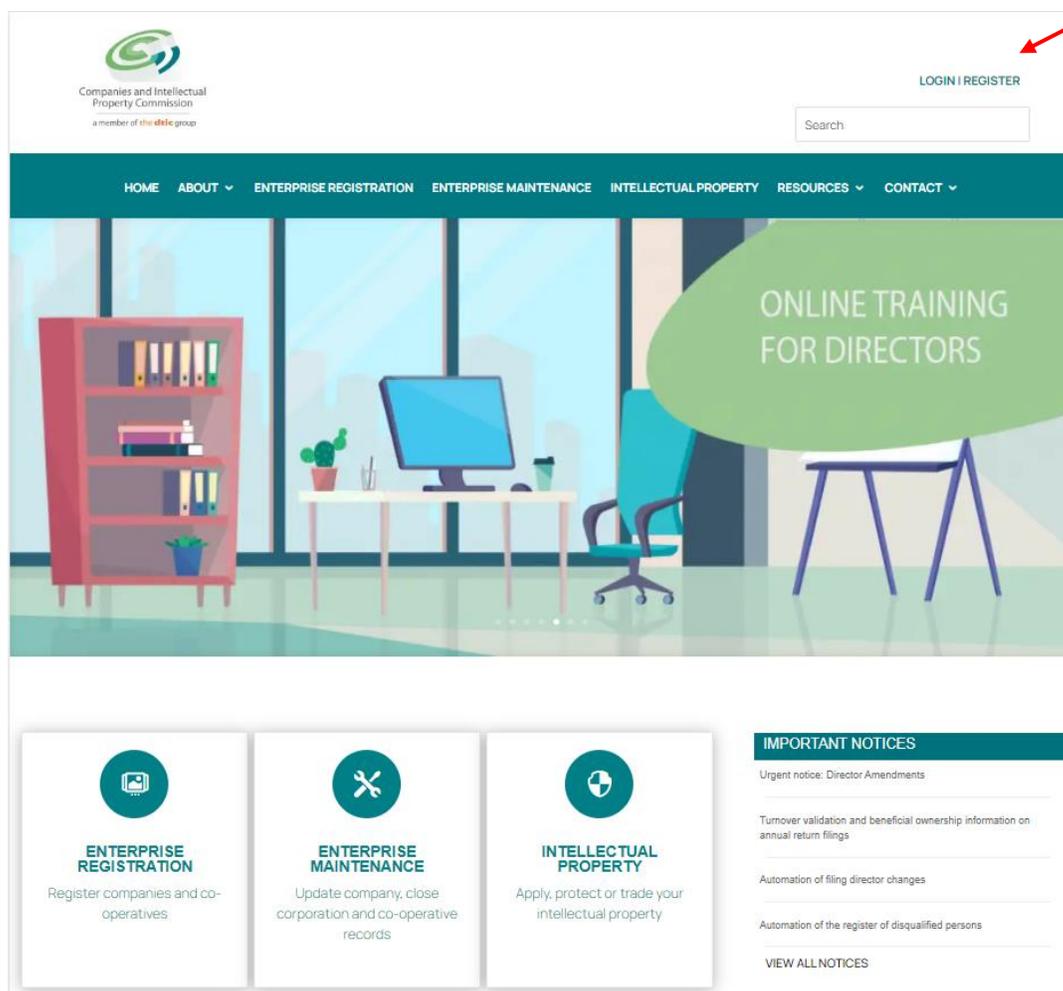


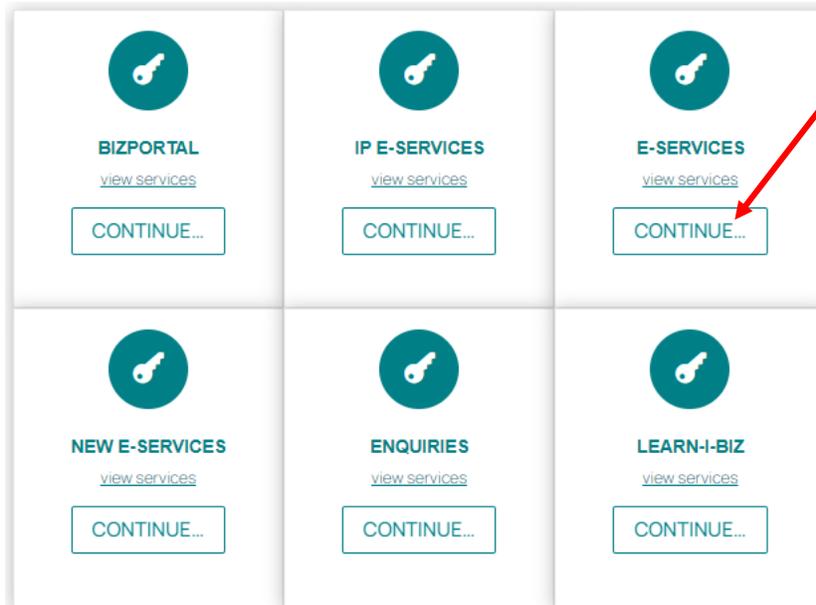
Step by Step Guide: Calculating Annual Returns and Filing Annual Returns

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

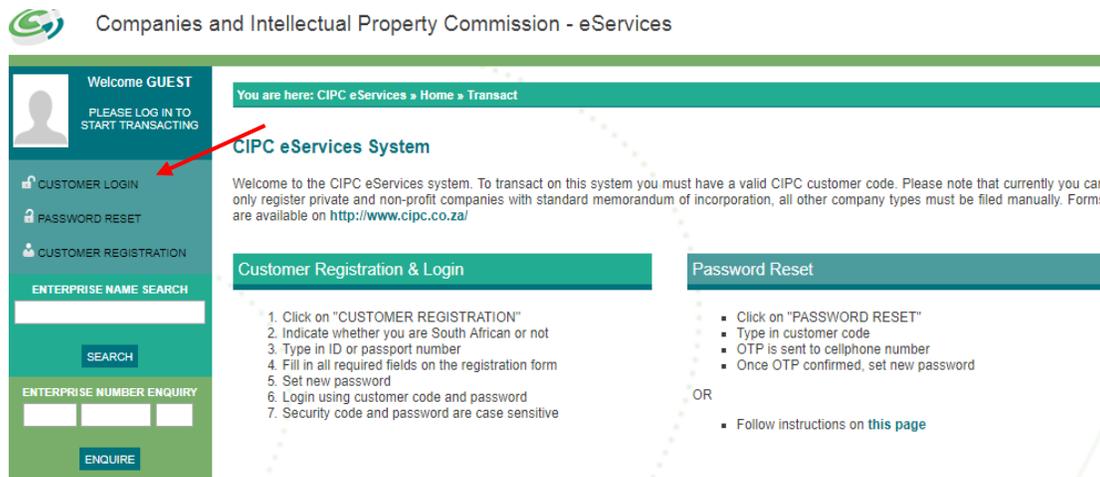
- Consult the step-by-step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

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

Note:

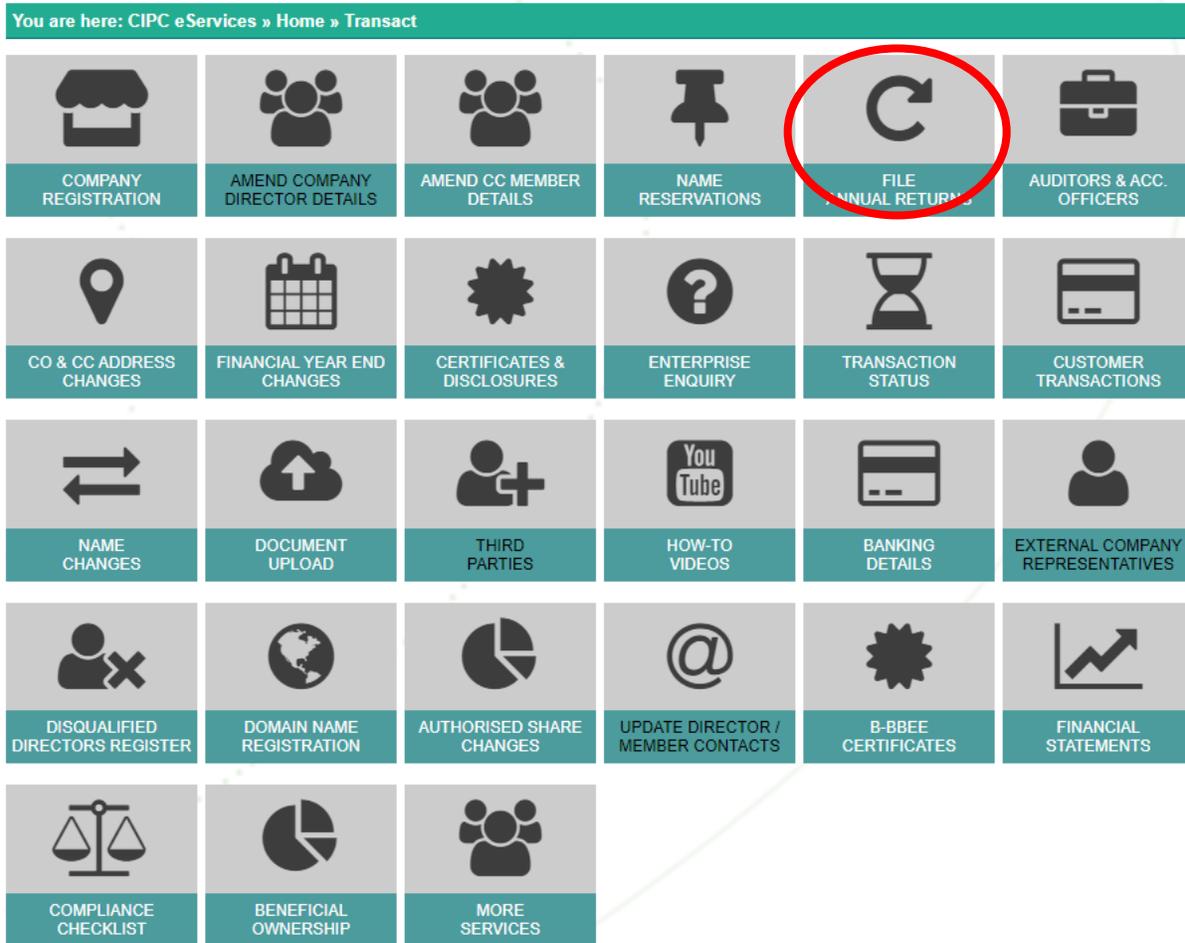
- **Before completing the login procedure, it is advisable that customers read the terms and conditions since accepting such creates a binding agreement between the customer and CIPC regarding the administration of transactions and payment of services.**

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

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

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	

4. Click on **File Annual Returns**



5. 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.



6. 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 be displayed if the status of the entity does not allow the filing of Annual Returns. For further assistance in such cases, log an enquiry via the CIPC website www.cipc.co.za / enquiries.

7. 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**.

Enterprise Enquiry

Enterprise Number
[REDACTED]

VALIDATE 

Enterprise Details

Enterprise Number
Enterprise Name
Enterprise Type
Enterprise Status
Registration Date

[REDACTED]

Director/Member Details

ID / Passport Number	Name(s)	Surname	Type	Status
471008 XXXX 08 X	[REDACTED]	[REDACTED]	Director	Active
710826 XXXX 08 X	[REDACTED]	[REDACTED]	Director	Active

CONTINUE 



8. 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**. The amount due will be displayed.

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

Paid Annual Returns - [Redacted]

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
You have not paid any annual returns				

Outstanding Annual Returns - [Redacted]

AR Year	AR Month	AR Non-Compliance Date	Turnover
2023	9	2023-11-03	0

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

CALCULATE OUTSTANDING AMOUNT 

Outstanding Annual Returns - [Redacted]

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
[Redacted]	2023	0	100,00	50,00

Total Due : R 150,00

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.
- The option to continue with Annual Return filing will only display if the Beneficial Ownership Declaration and Audited Financial Statements or Financial Accountability Supplement is up to date for that particular Annual Return filing year.

CONTINUE → PRINT  BACK ← CANCEL 

- Payment can be made by either Card or by declining balance. If you are opting to pay by card, proceed with the next step.
 - At this point, the system will confirm whether the latest Beneficial Ownership Declaration has been filed. If not, proceed with step 9. If the latest Beneficial Ownership Declaration has been filed, proceed with step 11.
 - **Beneficial Ownership Declaration** must be up to date (latest filing) before you will be able to proceed. A latest filing is that both the annual return and the associated Beneficial Ownership Declaration must have been filed in the same calendar year.
9. Submit **Beneficial Ownership Declaration** by clicking **NEXT** at the message instead of **Calculate Outstanding Amount**. Alternatively, **Beneficial Ownership Declaration** may be filed before 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.

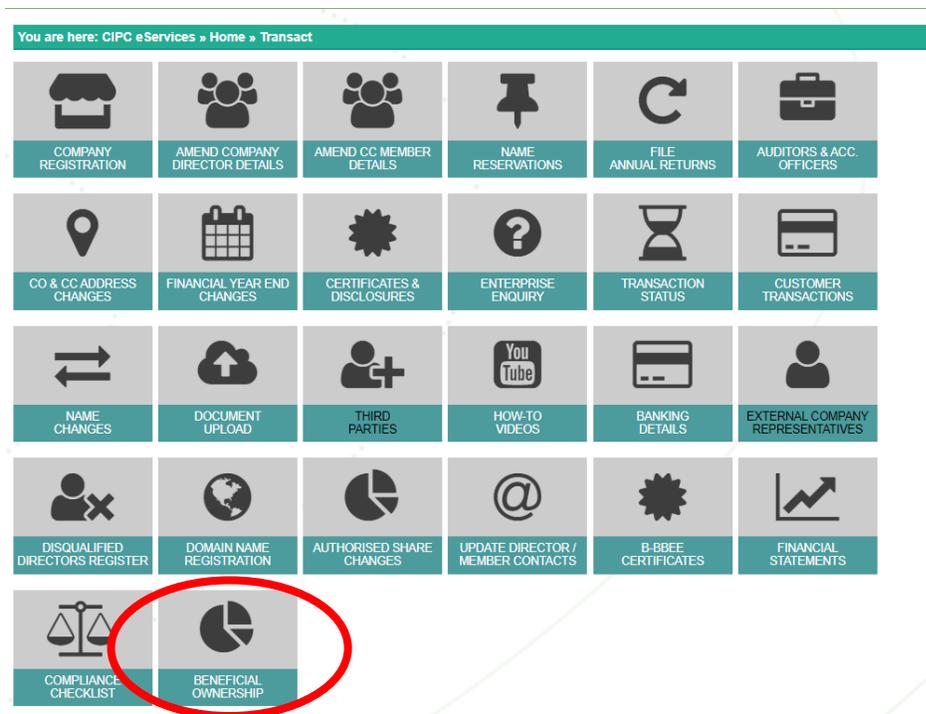
By agreeing below, I confirm that the CIPC terms and conditions have been read and understood and that any false statements, reckless conduct and non-compliance with the Companies Act, 2008 may result in criminal action against me and penalties imposed.

I Agree

CONTINUE

Note:

- Filing of Beneficial Ownership Declaration is mandatory for all companies, external companies, and close corporations.
10. 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.



11. After selecting **Continue** at step 8 above, the company or close corporation must either submit its Annual Financial Statements via iXBLR (AFS) or Financial Accountability Supplement (FAS).



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

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

Person type
 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, and 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

12. 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 [+] Expand

Registered Office [+] Expand

Location of Records [+] Expand

Directors / Members Details [+] Expand

Company Secretary Details [+] Expand

Auditors and Audit Committees [+] Expand

[ADD TO CART](#) 

Note:

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

13. Select **Card** at Payment Option

You are here: eServices » Cart

Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	
533232899		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**.

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

TRANSACTION DETAILS

Annual Returns

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
	2018	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 a customer wants 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.

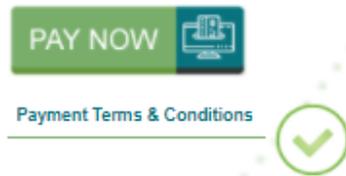
15. Accept **CIPC Terms and Conditions**

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.



16. 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

A screenshot of a 3D Secure Payer Authentication window. At the top left is the "MasterCard SecureCode" logo, and at the top right is the "Standard Bank" logo. The main text reads: "Your transactions are protected by 3D Secure". Below this, it says: "Please enter a cell phone number or email address you registered with Standard Bank:". There are two radio buttons: "Cell phone number" (selected) and "Email address". Below the radio buttons is a text input field containing "0XX XXX XXXX". Underneath the input field, it states: "A one-time password (OTP) will be sent to this cell phone number." At the bottom of the form are two buttons: "Submit" and "Cancel". At the very bottom, there is a disclaimer: "All entered information is confidential and is not shared with the merchant" and a helpline number: "Haven't received your OTP? Call our secure helpline: 085 120 1311 or +27 11 299 4541".

3D SECURE PAYER AUTHENTICATION

MasterCard. SecureCode. Standard Bank

Order summary

Merchant
CIPC

Amount
R1.00ZAR

Date
31 Jul 2017

Cardnumber
*****1904

A one-time password (OTP) was sent to *** ***** 881 at 14:40:42.

Enter OTP

Haven't received your OTP? [Resend OTP](#)
Alternately, call our secure helpline: 086 120 1311 or +27 11 209 4541
All entered information is confidential and is not shared with the merchant

Note:

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

17. 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	[REDACTED]	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

18. The 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](#) [TRANSACTION](#) [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	[REDACTED]	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 BO-Filing
- 4 Upload AFS or Submit FAS
- 5 File and Pay Annual Returns
- 6 NSBC Member Benefits Visit [site](#)
- 7 For assistance go to www.cipc.co.za and select enquiries