

CIPCs XBRL Based Electronic Filing Instruction Manual for Company Super Users

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Document Revision

AUTHOR	VERSION	REALEASE DATE	COMMENT
Manish Supade	V0.1	15 February 2018	First release of user manual for XBRL Pilot users
Hennie Viljeon	V0.2	15 February 2018	Added revision table and "introduction" table.
Hennie Viljeon	V0.3	19 February 2018	Cosmetic changes
Onke Mzondo	V0.4	22 July 2024	Change to the navigation path to upload AFSs

Introduction

Welcome to the official user manual for the CIPC XBRL Platform. This manual serves as a comprehensive reference to the platform's functionalities, providing detailed guidance on its use. Following an extensive pilot phase and successful live roll-out, this document represents the finalized version reflecting stable system functionality. During the pilot phase, periodic revisions accommodated changes to system functionality, aimed at testing, refining, and addressing technical issues. As a result, this manual evolved as a dynamic resource, ensuring it remains current and relevant. We invite you to utilize this document to navigate the CIPC XBRL Platform confidently and effectively in your financial reporting processes.

Access the CIPC iXBRL Platform

The Company Super Users (CPUs) can access the CIPC iXBRL portal only through Eservices portal. Below are the steps involved to access the CIPC iXBRL portal using Eservices portal:

a. Go to <u>https://eservices.cipc.co.za/</u> and login using valid credentials.





b. Click on "TRANSACT" menu available at right top

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c. Click on "FINANCIAL STATEMENTS" option available on the 'TRANSACT' page

d. Click on **"ANNUAL FINANCIAL STATEMENTS iXBRL"** option available on **'FINANCIAL STATEMENTS'**



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WATCH VIDEOS SOCIAL MEDIA follow us on social media to interact with us and to get the latest updates		
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CIPC eServices v3.3 © Copyright	2018 CIPC Terms and Conditions Disclaimer	🗵 🗗 🖸 🛅 in

e. Type in valid "Enterprise Number" and click on "VALIDATE" button

The dtic Campus (Block F – Entfutfukweni), 77 Meintjies Street, Sunnyside, Pretoria, P O Box 429, Pretoria, 0001 Call Centre: 086 100 2472 I Website: www.cipc.co.za CIPC Companies and intellectual Property Commission



Companies	and Intellectual Property Commission - eServices	HOME TRANSACT CART (0)
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search for enterprises on our register using enterprise name, enterprise number or director ID/passport number		
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f. Click on "CONTINUE" button to navigate to CIPC iXBRL portal

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Once clicked on "**CONTINUE**" button, CSU will be navigated to "**Upload iXBRL Filing**" page on iXBRL portal.



Upload iXBRL filing

The CSU can upload the iXBRL filing on the portal through the "Upload iXBRL Filing" page. In order to upload iXBRL filing, the CSU can click on "Filing Management – Upload iXBRL Filing" menu option.

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Following details needs to be filled in by CSU:

- 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 CSU is refiling for the same financial period.
- Select whether the iXBRL filing to be uploaded is "Approved and Audited" or "Approved and Independent Reviewed"

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

Following the status of the filing

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

The CSU can 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 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 the 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 does not comply with the rules defined by CIPC the status of that filing will be "Validation Failed". CSU can view the list of the errors in that filing by clicking on "View Errors" link under "Action" column.

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	3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	View Er
	4	01/01/2015	31/12/2015	Validation Successful	On Time	1	11/02/2018 20:29:39	View Filed
	5	01/01/2017	31/12/2017	Validation Successful	On Time	30	11/02/2018 20:28:46	View Filed
	6	01/01/2017	31/12/2017	Validation Failed	On Time	29	07/02/2018 13:25:03	View En
	7	01/01/2017	31/12/2017	Validation Failed	On Time	28	07/02/2018 12:47:16	View Er
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	10	01/01/2017	31/12/2017	Validation Failed	On Time	25	04/02/2018 19:20:14	View En

- Based on the validation result, the CSU can do either the following:
- Navigate to 'Filing History' page if validation is successful or;

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• Navigate to 'Validation Error' page in case the validation fails

View Filing History

The CSU 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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	4	01/01/2015	31/12/2015	Validation Successful	On Time	1	11/02/2018 20:29:39	View Filed Filing
	5	01/01/2017	31/12/2017	Validation Successful	On Time	30	11/02/2018 20:28:46	View Filed Filing
	6	01/01/2017	31/12/2017	Validation Failed	On Time	29	07/02/2018 13:25:03	View Errors

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



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On the 'Filing History' page, the CSU can view the 'Filing Status' & 'Submission Status' for any of the filing uploaded for their company. Here, the CSU can also filter records based on various filters.

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	2 01/01/2017		31/12/2017	On Time	2	Filed	24/01/2018	View			

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 the filing will be 'On Time'.
- If the 'Difference between Financial Year End of AFS filing and Director's Approval date for that filing is more than 6 months' then status of the filing will be 'Delayed'
- For FAS filings, submission status will always be 'On Time'.

The CSU can view the data in the uploaded instance document by clicking the 'View' link available under 'Action' column on 'Filing History' page.



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On doing so, the CSU will be able to view all the details of the company, and the filing.

Home Effing Management Company Data/s Effig Contact Information 2 Download Taxonomy Company Name Abc Uploaded By kunj naik Company Ode K/SD010001 Imai kunj naik 1@gmali.com Planet Comments DOWnload Taxonomy Iming Type Annual Imai kunj naik 1@gmali.com Attachments DOBRI, File Email Kunj naik 1@gmali.com This is the Interactive Data view of the Inline XBRI. Document Comments Comments This is the Interactive Data view of the Inline XBRI. Document This is the Interactive Data view of the Inline XBRI. Document This is the Interactive Data view of the Inline XBRI. Document Image: The Indoming terms have been chargeof(redisc), in anvieg at operating points 2003 21 639 Acusting in eacharge points 23 003 21 639 Acusting is the Interactive Data view of the Inline XBRI. Document 114 This is the Interactive Data view of the Inline XBRI. Document 115 Contracting loss/profit 20 003 21 639 Acusting is the interactive Data view of the Inline XBRI. Document 114 Contracting is the interactive Data view of the Inline XBRI. Document 115 Contracting is the interactive Data view of the Inline XBRI. Document 115 Acusthe=- service as auditor 560	a member of the del group	≡ Abc KFS01010001					🧝 kunj na	
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Contrigent purchase price release (refer to note 2)** (4 698) (30 524) Impairment of loans and investments* 66 479 2 496 Reversal of impairment of loans and investments — (157 914)*** Insurance 920 899 Legal fees 197 198 Operating lesse rentals – premises (1 166) (897)				_	(26 049)			
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Insurance 820 899 Legal fees 197 196 Operating lease rentals – premises (1166) (897)		Impairment of loans and investments* Reversal of impairment of loans and investments		66 4/9	2 490			
Legal fees 197 198 Operating lesse rentais – premises (1 166) (897)	Insurance			920	899			
Operating lease rentals – premises (1 166) (897)		Legal fees		197	198			
Rental naid 16.662 13.507		Operating lease rentals – p Rental paid	remises	(1 166)	(897)		-	
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		Selected Values Off Docum	nent					

The CSU can also view the submitted data in XBRL format.



Companies and Intellectual Property Commission	E Abc KFS01010001							
£8 Home	# Home							
Filing Management <	Company Details		Entity Contact Information					
	Company Name Abo	D	Uploaded By	kunj naik				
	Company Code KF	S01010001	Email	kunj.naik1@gmail.com				
	Filing Type Ann	nual	Phone Number	42342342342				
	Attachments IXE	BRL File	Comments	Comments				
	IXBRL Back Select Statement Statement of financial position [text block] Statement of financial position [text block]							
	Reported Elements	31/5/2017	31/5/2016	31/5/2015				
	Property, plant and equipment	111,599.000	100,434.000	106,684.000				
	Goodwill	604,590.000	603,440.000					
	Intangible assets other than goodwill	511,164.000	598,333.000	648,284.000				
	Investments in subsidiaries, joint ventures associates	and 315,833.000	910,567.000					
	Trade and other non-current receivables	42,512.000	29,166.000					
	Deferred tax assets	26,697.000	21,212.000					
	Total non-current assets	NaN.000	NaN.000					
	Current inventories	NaN.000	NaN.000					
	Trade and other current receivables	NaN.000	NaN.000					
	Current tax assets, current	12,135.000	4,087.000					
	Cash and cash equivalents	NaN.000	589,027.000	788,411.000				
	Total current assets	NaN.000	NaN.000					

Downloading the taxonomy template

In order to download the relevant taxonomy template, the CSU can click on 'Download – Download Taxonomy' menu option.

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🔀 Home	# Home / Download Taxonomy						
Filing Management C Download Taxonomy							
	Sr. No.	Taxonomy File	Taxonomy Version	Valid From Date	Uploaded Date		
		Search	Search	Search	Search		
	1	cipc_2018-02-02_FAS.zip	1.2	02-02-2018	06-02-2018		
	2	cipc_2018-02- 02_FULL_IFRS.zip	1.2	02-02-2018	06-02-2018		
	3	cipc_2018-02-02_SMES.zip	1.2	02-02-2018	06-02-2018		

Here the CSU can download the taxonomy file by clicking on the link given in 'Taxonomy file' column.

