



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 E-services portal. Below are the steps involved to access the CIPC iXBRL portal using E-services portal:

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

Companies and Intellectual Property Commission - eServices HOME

Welcome **GUEST**
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

GjScdk
Enter security code displayed above. (case sensitive)

Tick to accept the **CIPC Terms & Conditions**

LOGIN **FORGOT PASSWORD**

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.

RESET PASSWORD

- To reset your password, visit the website <https://www.bizportal.gov.za>
- Click on Login on top of the page, and then on Reset Password.
- Type your ID number and click on Continue.
- An OTP will be sent to your email and cell number. Provide the OTP and reset your password.

Kindly note that the same password is used to log into E-services, New E-services and BizPortal.

If you experience challenges with login in to the CIPC system or your cell phone number is incorrect, follow the following manual process:

- Please click here or use the link <https://enquiries.cipc.co.za>
- Click on Password reset.
- Complete the required fields, and attach certified ID copy (not older than three months).

Foreign nationals must follow the manual password reset process above, but provide a certified passport copy instead of ID copy.

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b. Click on “TRANSACT” menu available at right top

Companies and Intellectual Property Commission - eServices HOME **TRANSACT** CART (0)

Welcome **XXXXXXXXXX**

You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

Search by Type in enterprise name, number or director ID number

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

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2023800070	K2023800070 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	YES	
K2023800033	K2023800033 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023800039	K2023800039 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023800026	K2023800026 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2023800019	K2023800019 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	

c. Click on “**FINANCIAL STATEMENTS**” option available on the “**TRANSACT**” page

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (0)

Welcome [User Name]

You are here: CIPC eServices » Home » Transact

COMPANY REGISTRATION AMEND COMPANY DIRECTOR DETAILS AMEND CC MEMBER DETAILS NAME RESERVATIONS FILE ANNUAL RETURNS AUDITORS & ACC. OFFICERS

CO & CC ADDRESS CHANGES FINANCIAL YEAR END CHANGES CERTIFICATES & DISCLOSURES ENTERPRISE ENQUIRY TRANSACTION STATUS CUSTOMER TRANSACTIONS

NAME CHANGES DOCUMENT UPLOAD THIRD PARTIES HOW-TO VIDEOS BANKING DETAILS EXTERNAL COMPANY REPRESENTATIVES

DISQUALIFIED DIRECTORS REGISTER DOMAIN NAME REGISTRATION AUTHORISED SHARE CHANGES UPDATE DIRECTOR / MEMBER CONTACTS B-BBEE CERTIFICATES **FINANCIAL STATEMENTS**

COMPLIANCE CHECKLIST BENEFICIAL OWNERSHIP MORE SERVICES

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d. Click on “**ANNUAL FINANCIAL STATEMENTS iXBRL**” option available on ‘**FINANCIAL STATEMENTS**’



Welcome **ABOHXM**
ONKE MZONDO

You are here: CIPC eServices » Financials

SUBMIT FINANCIAL DETAILS

ANNUAL FINANCIAL STATEMENTS XBRL

FINANCIAL ACCOUNTABILITY SUPPLEMENT

EDIT CUSTOMER DETAILS

LOGOUT

BALANCE: R 9998049

ENTERPRISE SEARCH
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS
watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

SOCIAL MEDIA
follow us on social media to interact with us and to get the latest updates

SUPPORTED BROWSERS

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e. Type in valid **“Enterprise Number”** and click on **“VALIDATE”** button

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (0)

Welcome

You are here: CIPC eServices » Financials » Annual Financial Statements (iXBRL)

Upload Annual Financial Statements (iXBRL) - Enterprise Validation

Enterprise Number
2023 800033 07

VALIDATE

EDIT CUSTOMER DETAILS
LOGOUT
BALANCE: R 9998049

ENTERPRISE SEARCH
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number
CONTINUE TO SEARCH

HOW-TO VIDEOS
watch our how-to videos to guide you in filing transactions or retrieving documents
WATCH VIDEOS

SOCIAL MEDIA
follow us on social media to interact with us and to get the latest updates
Twitter Facebook Instagram YouTube

SUPPORTED BROWERS

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f. Click on “CONTINUE” button to navigate to CIPC iXBRL portal

Companies and Intellectual Property Commission - eServices

HOME TRANSACT CART (0)

Welcome

You are here: CIPC eServices » Financials » Annual Financial Statements (iXBRL)

Upload Annual Financial Statements (iXBRL) - Enterprise Validation

Enterprise Number
2023 800033 07

VALIDATE

Enterprise Details

Enterprise Number	2023 / 800033 / 07
Enterprise Name	K2023800033 (SOUTH AFRICA)
Enterprise Type	Private Company
Enterprise Status	In Business
Registration Date	2023/11/21

CONTINUE

EDIT CUSTOMER DETAILS
LOGOUT
BALANCE: R 9998049

ENTERPRISE SEARCH
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number
CONTINUE TO SEARCH

HOW-TO VIDEOS
watch our how-to videos to guide you in filing transactions or retrieving documents
WATCH VIDEOS

SOCIAL MEDIA
follow us on social media to interact with us and to get the latest updates
Twitter Facebook Instagram YouTube

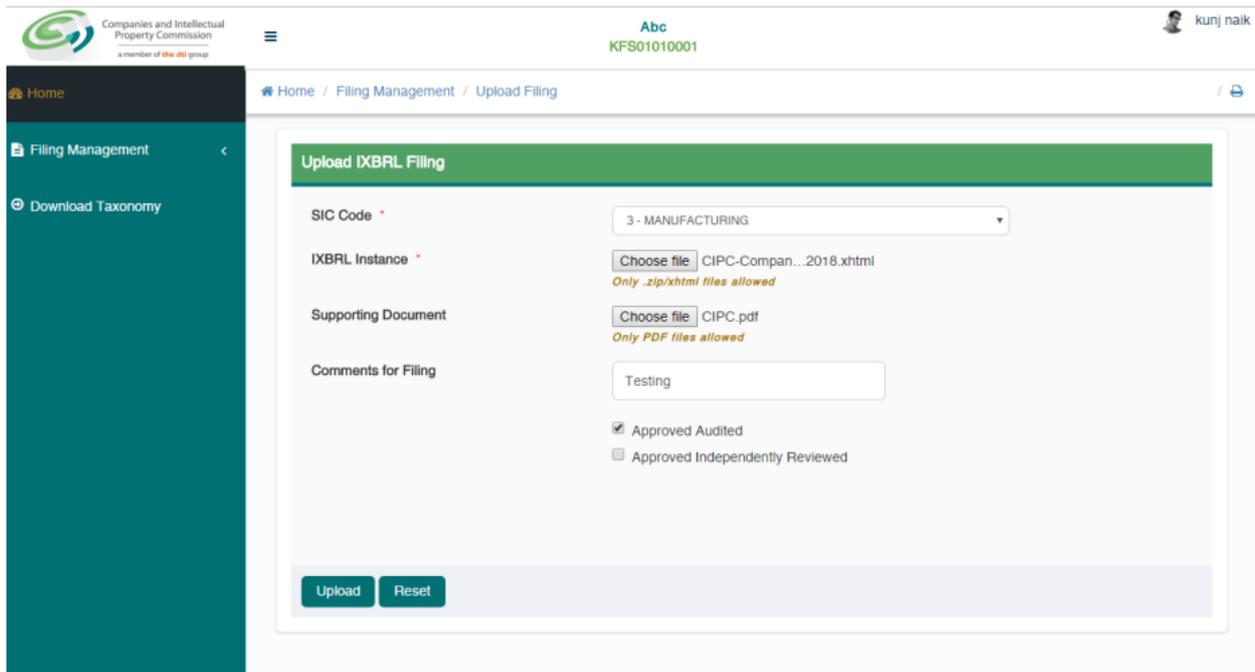
SUPPORTED BROWERS

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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.



The screenshot shows the 'Upload iXBRL Filing' page on the CIPC portal. The page header includes the CIPC logo, the text 'Companies and Intellectual Property Commission a member of the dtic group', the user name 'kunj naik', and the company ID 'KFS01010001'. The breadcrumb trail is 'Home / Filing Management / Upload Filing'. The main form area is titled 'Upload iXBRL Filing' and contains the following fields:

- SIC Code**: A dropdown menu with '3 - MANUFACTURING' selected.
- iXBRL Instance**: A 'Choose file' button with the filename 'CIPC-Compan...2018.xhtml' and a note 'Only .zip/xhtml files allowed'.
- Supporting Document**: A 'Choose file' button with the filename 'CIPC.pdf' and a note 'Only PDF files allowed'.
- Comments for Filing**: A text input field containing 'Testing'.
- Approval Status**: Two radio buttons: 'Approved Audited' (checked) and 'Approved Independently Reviewed'.

At the bottom of the form are 'Upload' and 'Reset' buttons.

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 re-filing 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.

Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation Progress
2	01/01/2017	31/12/2017	Validation Successful with Warning Error	On Time	32	11/02/2018 20:37:37	View Errors
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	View Errors
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 Errors
7	01/01/2017	31/12/2017	Validation Failed	On Time	28	07/02/2018 12:47:16	View Errors
8	01/01/2017	31/12/2017	Validation Failed	On Time	27	06/02/2018 13:54:24	View Errors
9	01/01/2017	31/12/2017	Validation Failed	On Time	26	05/02/2018 16:50:11	View Errors
10	01/01/2017	31/12/2017	Validation Failed	On Time	25	04/02/2018 19:20:14	View Errors

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

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

Validation Summary

Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation In Progress
2	01/01/2017	31/12/2017	Validation Failed	On Time	32	11/02/2018 20:37:37	View Errors
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	View Errors
4	01/01/2015	31/12/2015	Validation Successful	On Time	1	11/02/2018 20:29:39	View Filed Filing

Validation Summary

Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation In Progress
2	01/01/2017	31/12/2017	Validation Failed	On Time	32	11/02/2018 20:37:37	View Errors
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	View Errors
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

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

Validation Summary

Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation In Progress
2	01/01/2017	31/12/2017	Validation Failed	On Time	32	11/02/2018 20:37:37	View Errors
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	View Errors
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.

Sr. No.	From Date	To Date	Submission Status	Version	Filing Status	Uploaded Date	Action
1	01/01/2017	31/12/2017	On Time	3	Filed	24/01/2018	View
2	01/01/2017	31/12/2017	On Time	2	Filed	24/01/2018	View
3	01/01/2017	31/12/2017	On Time	1	Rejected	23/01/2018	View

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.

Sr. No.	From Date	To Date	Submission Status	Version	Filing Status	Uploaded Date	Action
1	01/01/2017	31/12/2017	On Time	3	Filed	24/01/2018	View
2	01/01/2017	31/12/2017	On Time	2	Filed	24/01/2018	View
3	01/01/2017	31/12/2017	On Time	1	Rejected	23/01/2018	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.

Companies and Intellectual Property Commission
a member of the dtic group

Abc
KFS01010001

kunj naik

Home : Filing Management / Filing History

Filing History

From Date: 01/01/2017 To Date: 01/01/2018 Filing Status: All Submission Status: All

Search Reset

Sr. No.	From Date	To Date	Submission Status	Version	Filing Status	Uploaded Date	Action
1	01/01/2017	31/12/2017	On Time	3	Filed	24/01/2018	View
2	01/01/2017	31/12/2017	On Time	2	Filed	24/01/2018	View
3	01/01/2017	31/12/2017	On Time	1	Rejected	23/01/2018	View

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

Companies and Intellectual Property Commission
a member of the dtic group

Abc
KFS01010001

kunj naik

Home

Company Details

Company Name	Abc
Company Code	KFS01010001
Filing Type	Annual
Attachments	IXBRL File

Entity Contact Information

Uploaded By	kunj naik
Email	kunj.naik1@gmail.com
Phone Number	42342342342
Comments	Comments

XBRL Back

This is the Interactive Data view of the Inline XBRL Document

For the year ended 31 May 2017

	2017 R'000	2016 R'000
16. Operating (loss)/profit		
The following items have been charged/(credited), in arriving at operating profit/(loss):		
Acquisition-related costs	23 003	21 639
Audit fees – other	—	134
Audit fees – services as auditors	5 699	7 355
Consulting fees	5 405	6 882
Foreign exchange loss	19 800	—
Foreign exchange profit**	—	(26 048)
Contingent purchase price release (refer to note 2)**	(4 698)	(30 924)
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 lease rentals – premises	(1 166)	(897)
Rental paid	16 662	13 507

Please click on highlighted values in the document to see details in the pane below. To view details of multiple values use 'Ctrl+Click' or 'Drag and select'.

Selected Values Off Document

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

Home

Home

Filing Management

Download Taxonomy

Company Details	
Company Name	Abc
Company Code	KFS01010001
Filing Type	Annual
Attachments	XBRL File

Entity Contact Information	
Uploaded By	kunj naik
Email	kunj.naik1@gmail.com
Phone Number	42342342342
Comments	Comments

XBRL

Back

Select Statement

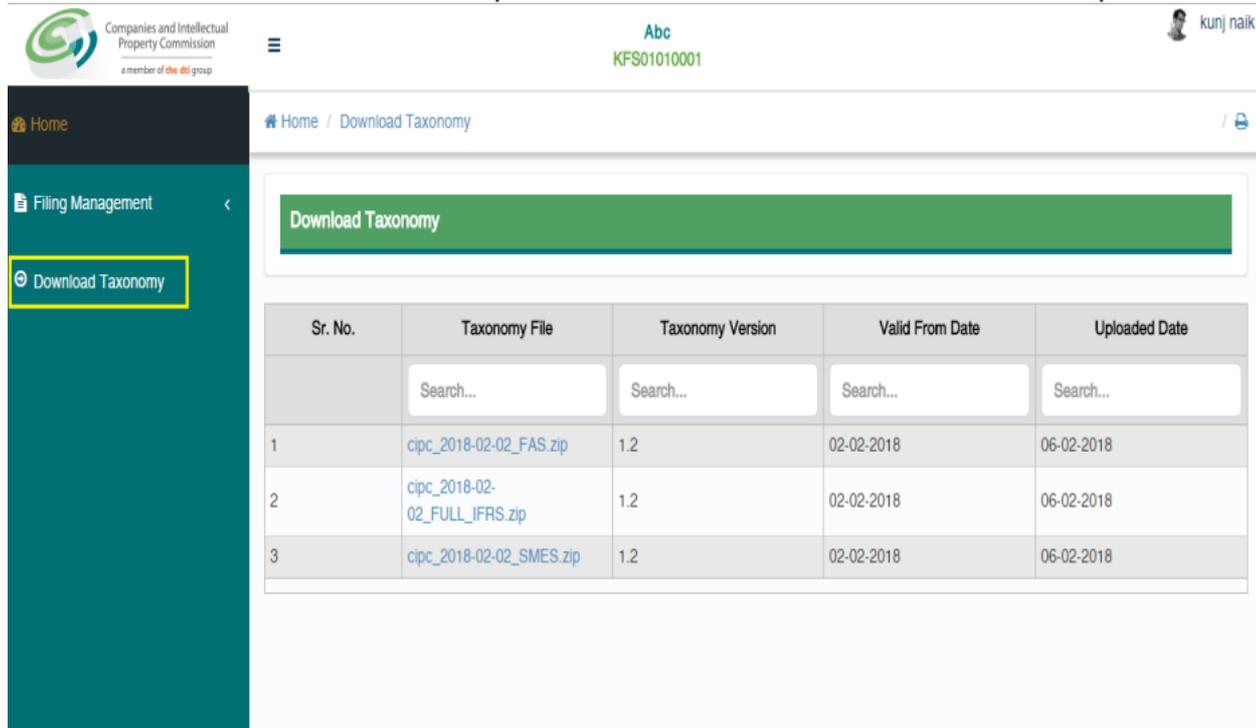
Statement of financial position [text block]

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 and associates	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.



The screenshot shows the CIPC portal interface. At the top, the logo for 'Companies and Intellectual Property Commission' is visible, along with the user name 'kunj naik' and the ID 'KFS01010001'. The main navigation menu on the left includes 'Home', 'Filing Management', and 'Download Taxonomy', with the latter highlighted in a yellow box. The main content area features a green 'Download Taxonomy' button and a table listing available taxonomy files.

Sr. No.	Taxonomy File	Taxonomy Version	Valid From Date	Uploaded Date
	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="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.