



IMPORTANT NOTICE TO CUSTOMERS

INTRODUCTION OF ONLINE ANNUAL SUBMISSION OF REPORTS AND FILING OF ANNUAL RETURNS FOR CO-OPERATIVES

As part of its mandate to regulate and ensure compliance with relevant laws, the CIPC would like to notify Co-operatives of the requirement to submit their annual reports and file annual returns with the Registrar online with effect from 25 October 2024

The Companies and Intellectual Property Commission (CIPC) is pleased to announce the introduction of online filing for annual returns and submissions, as required under Section 26A and Section 47 of the Co-operatives Act. This initiative aims to streamline the submission process and ensure compliance with regulatory requirements.

This innovation aims to streamline annual returns and annual submissions of reports into one seamless experience to reduce the cumbersome paperwork and compliance burden associated with the manual filling of forms.

Amongst others, this process will benefit Co-operatives customers in terms of:

- Increased efficiency through saving time and effort by submitting your annual returns and submissions of reports online.
- Reduced errors, minimize errors and inaccuracies with automated checks and validations.
- Improved Compliance by ensuring timely submissions and avoiding penalties.

The amended Co-operatives Act makes provision for various categories of co-operatives, and this provision of various categories aims to simplify compliance and regulatory requirements among different Co-operatives. Various categories are listed below:

Co-operative Financial Reporting Framework

Category of Co-operative	Financial Threshold
Category A1	Primary Co-operatives with annual revenue less than R1 million
Category A2	Primary Co-operatives with annual revenue between R1 million and R10 million
Category B	Primary Co-operatives with annual revenue between R10 million and R25 million
Category C	Primary Co-operatives with annual revenue of R25 million or more
Secondary, Tertiary, and National Apex Co-operatives	

Checklist for Co-operatives Annual Returns

Mandatory Reports to be submitted	PRIMARY(Turnover)				Secondary	Tertiary
	Less than R1 Mil	R1 Mil but less than R10 Mil	R10 Mil but less than R25 Mil	R 25 Mil and more		
(CO-OP7)	X	X	X	X	X	X
Management Decision report	X	X				
Social report	X	X				
Statistical Information (CO-OP8) to be submitted via the web application	X	X	X	X	X	X
FORM-CO-OP-15.1	X					
FORM-CO-OP-15.2		X				
Fees Payable	R 50.00	R 50.00	R 450.00	R 3 000.00	R 3 000.00	R 3 000.00
Auditors Report				X	X	X
Independent Review			X			
Financial Statement-AFS				X	X	X
XBRL (Upload Annual Financial Statement-AFS)	X	X	X	X	X	X

Co-operatives must file their annual submissions, which may include audited financial statements or independently reviewed reports, depending on their category.

With this streamlined process and clear guidelines, it will be easier for Co-operatives to comply with their annual filing obligations and meet regulatory requirements efficiently

Yours sincerely



Adv. R. Voller
COMMISSIONER: CIPC

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