



STEP BY STEP GUIDE:

NEW E-SERVICES: ANNUAL RETURNS CO-OPERATIVES

V0.1

STEP BY STEP GUIDE: ANNUL RETURNS: CO-OPERATIVES REGISTRATIONS

This document describes the event of filling Annual Returns with CIPC on the online system.

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

NOTE: Kindly consult the step by step guide for Customer Registration for assistance in registering a customer code.

IMPORTANT NOTICE

1. The scanned documents must be in PDF format.
2. Documents must be legible and only submitted once.
3. Payment must be made by card.

CATEGORIES

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	

FEES

<u>NATURE OF GOODS OR SERVICE</u>	<u>TARIFF/FEE</u>
Annual fees payable by co- operatives – Category A1 and A2 Primary Co-operative	R 50.00 and R 100.00 if submitted more than 30 days after due date
Category B Primary Co-operative	R 450.00 and R 600.00 if submitted more than 30 days after due date
Category C Primary Co-operative	R 3 000.00 and R 4 000.00 if submitted more than 30 days after due date
Secondary Co-operative, Tertiary Co-operative and National Apex Co-operative with an annual or projected annual revenue of less than R25 Million.	R 450.00 and R 600.00 if submitted more than 30 days after the due date
Secondary Co-operative, Tertiary Co-operative and National Apex Co-operative with annual or projected annual revenue of R25 Million or more.	R 3 000.00 and R 4 000.00 if submitted more than 30 days after due date

1. Visit the CIPC website www.cipc.co.za and click on Login.

The screenshot shows the CIPC website homepage. At the top left is the CIPC logo and name. At the top right is a search bar and a 'LOGIN | REGISTER' link. Below the navigation bar is a large banner with the text: '# CIPC Automation Journey. The CIPC is embarking on an automation journey to improve and strengthen its online transacting platforms and the automation of key services. Extending access to CIPC platforms globally!'. To the right of the banner is the CIPC logo and name. Below the banner are several service tiles: 'ENTERPRISE REGISTRATION', 'ENTERPRISE MAINTENANCE', 'INTELLECTUAL PROPERTY', 'QUICK ACCESS', 'SEARCH OUR REGISTRY', and 'XBRL PROGRAMME'. On the right side, there are sections for 'IMPORTANT NOTICES' and 'ALL EVENTS'. At the bottom, there are sections for 'USEFUL RESOURCES', 'NEED HELP?', 'LEGAL', and 'OTHER'. The footer contains the CIPC name, copyright information, and social media icons.

2. Click on New eservices.

The screenshot displays the homepage of the Companies and Intellectual Property Commission. At the top left is the logo and name of the commission, with the tagline 'a member of the dtic group'. On the top right, there are links for 'LOGIN | REGISTER' and a search bar. A teal navigation bar contains the following menu items: HOME, ABOUT, ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES, and CONTACT. The main content area is titled 'PORTALS LOGINS' and features five service tiles, each with a key icon and a 'CONTINUE...' button. The tiles are: E-SERVICES, IP E-SERVICES, ENQUIRIES, NEW E-SERVICES, and BIZPORTAL. A red arrow points from the instruction above to the 'NEW E-SERVICES' button. To the right of the main content is a 'Related links' section with a teal header and a list of links: Register as a customer, Banking details, Password Reset, Register company online, Log a query, and Register trade mark, design or patent online. The footer is divided into four columns: 'USEFUL RESOURCES' (B-BBEE Certification, Banking Details, Domain Name Registration, Forms and Fees, Business Hub), 'NEED HELP?' (Step-by-Step Guides, Self-Service Centers, Log a Query, Learn-i-biz), 'LEGAL' (Access to Information, Terms and Conditions, Privacy Policy, Legislation, Company Investigations), and 'OTHER' (Frequently Asked Questions, Submit Audited or Independently Reviewed Financial Statements, Submit Financial Accountability Supplements). The footer also includes the commission's name, copyright information for 2022, and links to Terms and Conditions, Disclaimer, and Privacy Policy, along with social media icons for Facebook, Twitter, and YouTube.

The Customer Portal Entrance page will display. Select RSA individual, type in your ID number and click on **Search**.

If you were registered as a Customer with CIPC previously and had an existing customer profile, the following message will display: “Your customer profile record could be successfully validated”. You will be redirected to Login. Click on **OK**.

If you have never registered as a CIPC customer, the following message will display: “Your customer record was not found or incomplete.” You will be redirected to individual Customer Registration. Click on **OK**.

3. Enter the Username (Email address) and Password and click on **Login**.

The screenshot shows a login form with a green header. The form contains two input fields: 'Username' and 'Password'. Below these fields is a green button labeled 'LOGIN'. Three red arrows point to the 'Username' field, the 'Password' field, and the 'LOGIN' button.

4. The landing page of E-services will be displayed. Click on Financials and thereafter on CO-OP Annual Returns.

The screenshot shows the 'CIPC Electronic Self Service' landing page. The page has a green header with the text 'CIPC Electronic Self Service' and a user profile icon with the text 'Welcome [redacted] (EB.CO.ZA)'. Below the header is a navigation menu with items: Home, Services, Amendments, Business Rescue, Authorization, and Financials. A red arrow points to the 'Financials' menu item. Below the navigation menu is a form with various fields for user information, including Email Address, Title, Full Name, Surname, Cellphone Number, Telephone Number, Gender, Demographic, Disability Status, and two sets of Street Address, City, and ZIP | Postal Code fields. The form also includes dropdown menus for 'Are you a citizen of South Africa?', 'Country Of Origin', 'Date Of Birth', 'South African ID Number', 'ID Document Type', and 'ID Document Date Of Issue'. A green 'Save' button is located at the bottom of the form. The footer of the page reads 'Companies and Intellectual Property Commission' and '17 SEP 2024 11:23:02 AM'.

- The follow screen will display. Add the registration number and click on search. The enterprise details will reflect. Scroll down and capture contact details for responsible Person and thereafter click on save contact details. Scroll down and click on continue

CIPC Electronic Self Service (WEB.CO.ZA)

[Logout](#)

Home Services Amendments Business Rescue Authorization **Financials**

COOP Selection AR Certifications Download Financial Documents

Annual Return - Search Enterprise

Enterprise Number: 2020/002136/24

Enterprise Name: *Provide an enterprise name.*

[Search](#)

2021/600102/26

2021/600102/26

Enterprises For Logged In Customer

ENT NO LONG	SHORT NAME REFERENCE	ENTERPRISE TYP	ENT STATUS DES	ENTERPRISE REG DATE	ENTERPRISE EMAIL	IS AR DUE
2020/002136/24	...	Primary Co-O...	In Business	9/10/2007		True
2020/002136/24	...PMENT PROJ...	Primary Co-O...	In Business	9/12/2008		True
2020/002136/24	...	Primary Co-O...	In Business	5/14/2020	...@...za	True
2020/002136/24	...A PROVIDENT F...	Primary Co-O...	In Business	11/24/2020	...@...ZA	True
2020/002136/24	...	Primary Co-O...	In Business	1/23/2021	...@...ZA	True
2020/002136/24	...HERN CAPE	Primary Co-O...	In Business	1/24/2021	...@...ZA	True
2020/002136/24	...	Primary Co-O...	In Business	11/12/2023	...@...CO.ZA	False
2020/002136/24	...OUR CARRIERS...	Primary Co-O...	In Business	11/12/2023	...@...M	False

Enterprise Details

Enterprise Number: 2020/002136/24

Enterprise Name: K...S

Enterprise Type: Private

Enterprise Status: In Business

Registration Date: 2020-09-10

IS AR DUE: True

Enterprise Contact Details

Please capture contact details for responsible person

Name: LUCILLE

Surname: [Redacted]

Cell number: [Redacted]

Phone Number: *Type a value*

Email: [Redacted]@...za

[Save Contact Details](#)

Paid Annual Returns

AR YEAR	CUSTOMER CODE	AMOUNT	AR AMOUNT	AR PENALTY	REFERENCE NUMBER	CART ITEM STATUS DATE
No items to display.						

A-Juristic Person From Primary COOP

NUMBER	NAME
[Redacted]/07	[Redacted]NY
[Redacted]/07	[Redacted]METICS AND BEAUTY

B-Natural Person From Primary COOP

NAME	SURNAME	EMAIL ADDRESS	ID NUMBER	PASSPORT NUMBER
P... [Redacted]	[Redacted]	b... [Redacted]	*****	***sport2
P... [Redacted]	[Redacted]	a... [Redacted]	*****	***sport1
JC... [Redacted]	[Redacted]	H... [Redacted]***OZ*	910205***080	*****

[Continue](#)

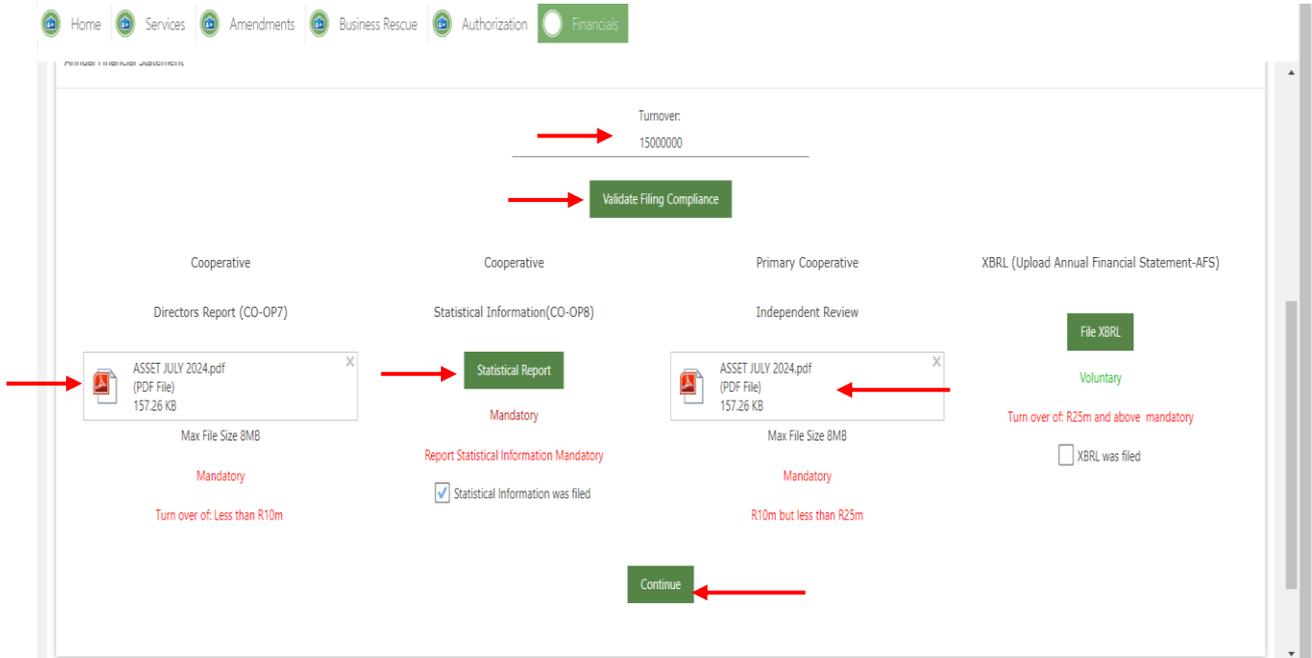
C2020002136AR6000007169917-SEP-24

6. The next screenshot will display. Add the turnover amount and click on validate filing compliance. For a turnover less than R10 million,
 - 1) Attach: Co-op7,
 - 2) Click on Statistical Report, scroll down and add the information
 - 3) Attach CO-OP-15.1
 - 4) **Voluntary**: Add Management Decision report and Social report

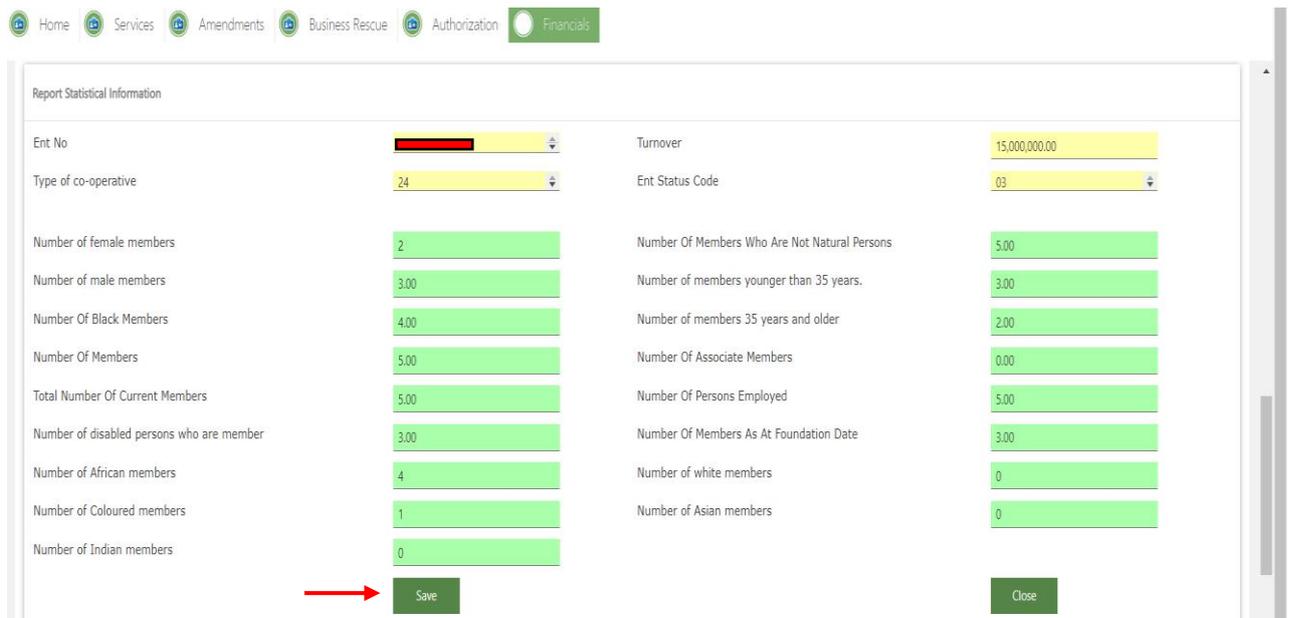
Add the Statistical Information and thereafter click on save.

For turnover amount more then R10 000 000 and less then R25 000 000, add the turnover amount. . Add the turnover amount and click on validate filing compliance.

- 1) Attach: Co-op7,
- 2) Click on Statistical Report, scroll down and add the information
- 3) Attach the Independent review.



Add the Statistical Information and thereafter click on save.



For turnover amount more then R25 million

- 1) Attach: Co-op7,
- 2) Click on Statistical Report, scroll down and add the information
- 3) Attach the Auditors report
- 4) Ixbrl. See step-by-step guide

Turnover: 26000000

Validate Filing Compliance

Cooperative Cooperative Secondary Tertiary and Apex Cooperative XBRL (Upload Annual Financial Statement-AFS)

Directors Report (CO-OP7) Statistical Information(CO-OP8) Auditors Report

ASSET JULY 2024.pdf (PDF File) 157.26 KB ASSET JULY 2024.pdf (PDF File) 157.26 KB

Max File Size 8MB Max File Size 8MB

Mandatory Mandatory

Turn over of: Less than R10m Report Statistical Information Mandatory Turn over of: R25m and above mandatory

Statistical Information was filed XBRL was filed

Continue

Add Statistical information

Report Statistical Information

Ent No	[Redacted]	Turnover	15,000,000.00
Type of co-operative	24	Ent Status Code	03
Number of female members	2	Number Of Members Who Are Not Natural Persons	5.00
Number of male members	3.00	Number of members younger than 35 years.	3.00
Number Of Black Members	4.00	Number of members 35 years and older	2.00
Number Of Members	5.00	Number Of Associate Members	0.00
Total Number Of Current Members	5.00	Number Of Persons Employed	5.00
Number of disabled persons who are member	3.00	Number Of Members As At Foundation Date	3.00
Number of African members	4	Number of white members	0
Number of Coloured members	1	Number of Asian members	0
Number of Indian members	0		

Save Close

7. The following page will display. Click on Continue.

CIPC Electronic Self Service

FEB CO ZA

Home Services Amendments Business Rescue Authorization **Financials**

COOP Selection Outstanding Annual Returns AR Certifications Download Financial Documents

Current XBRL Filings

FIN PERIOD START ID	FIN PERIOD END ID	REVENUE	CURRENT DATE
<i>No items to display.</i>			

Annual Financial Statement

Turnover:
200000

Validate Filing Compliance

Primary Cooperative
Directors Report (CO-OP7)



Max File Size 8MB

Mandatory

Turn over of: Less than R10m

Primary Cooperative
Statistical Information(CO-OP8)

Statistical Report

Mandatory

Report Statistical Information Mandatory

Statistical Information was filed

Management Decision report
Primary Cooperative

Click here to attach a file Management Decision

Max File Size 8MB

Social report

Click here to attach a file Social report

Max File Size 8MB

Voluntary

Turn over less than R10m

Primary Cooperative
FORM-CO-OP-15.1



Max File Size 8MB

Mandatory

Turn over of: Less than R1m

XBRL (Upload Annual Financial Statement-AFS)
Primary Secondary Tertiary and Apex Cooperative

File XBRL

Voluntary

Turn over of: R25m and above mandatory

XBRL was filed

Continue ←

8. The next page will reflect the turnover amounts captured.

Capture Turnover

Double Click on Red Turnover value to capture turnover

Click Enter after each Turnover was Captured to save turnover

Turnover: 100000 ←

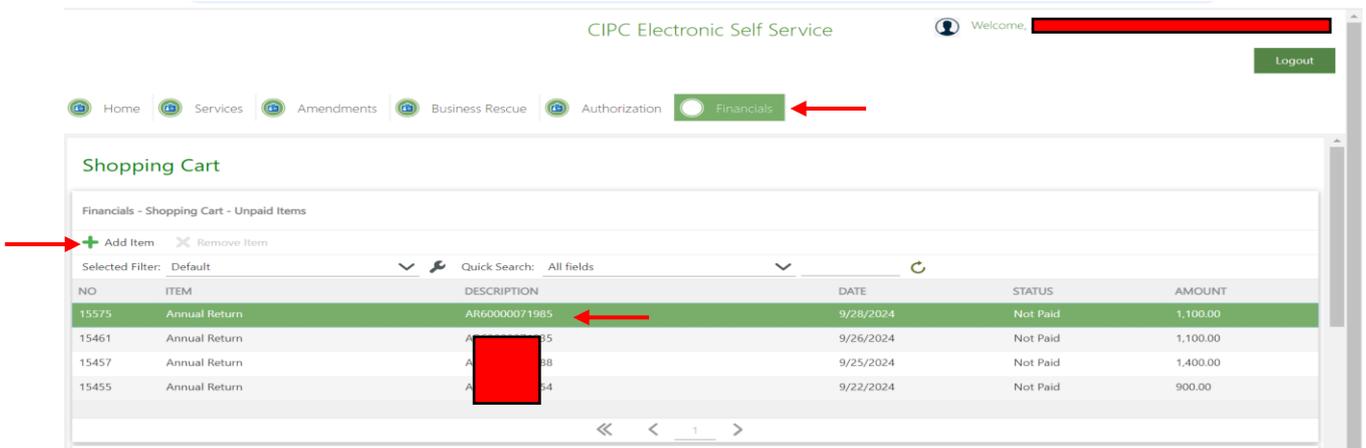
Terms and Conditions

Section 215(2) (e) of the Companies Act – A person commits an offence who knowingly provides false information to CIPC.

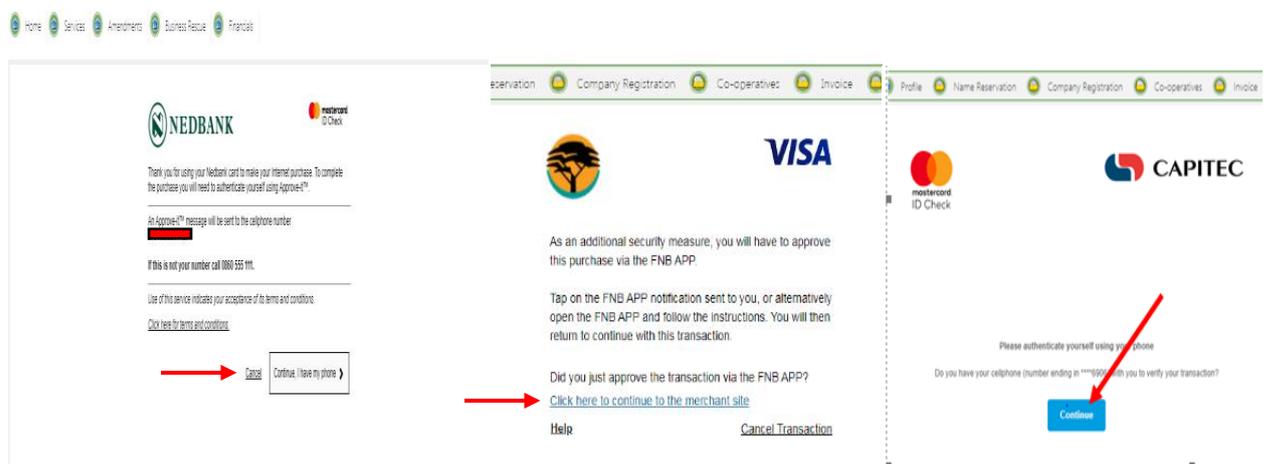
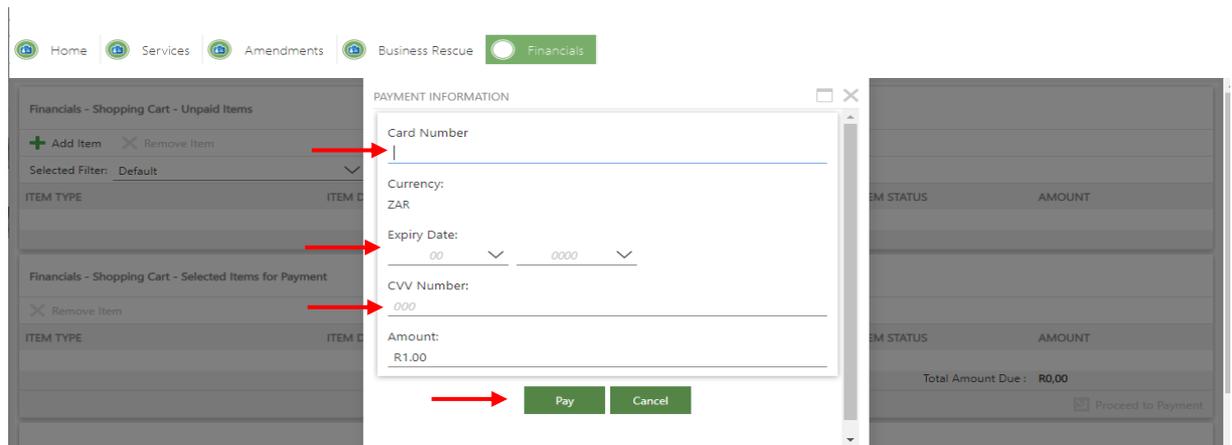
Section 216 (b) of the Companies Act – Any person convicted of an offence in terms of the Companies Act is liable to a fine or imprisonment for a period not exceeding 12 months, or to both a fine and imprisonment.

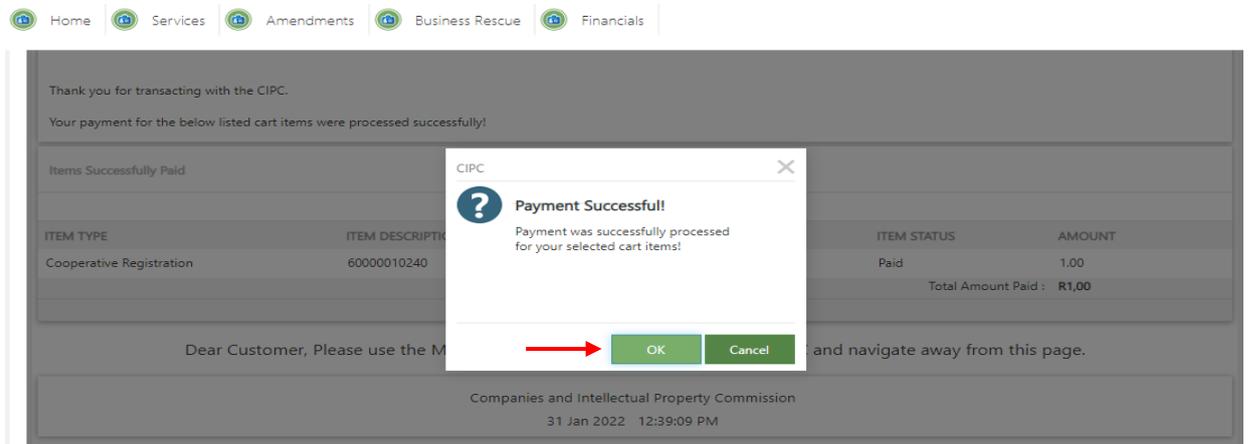
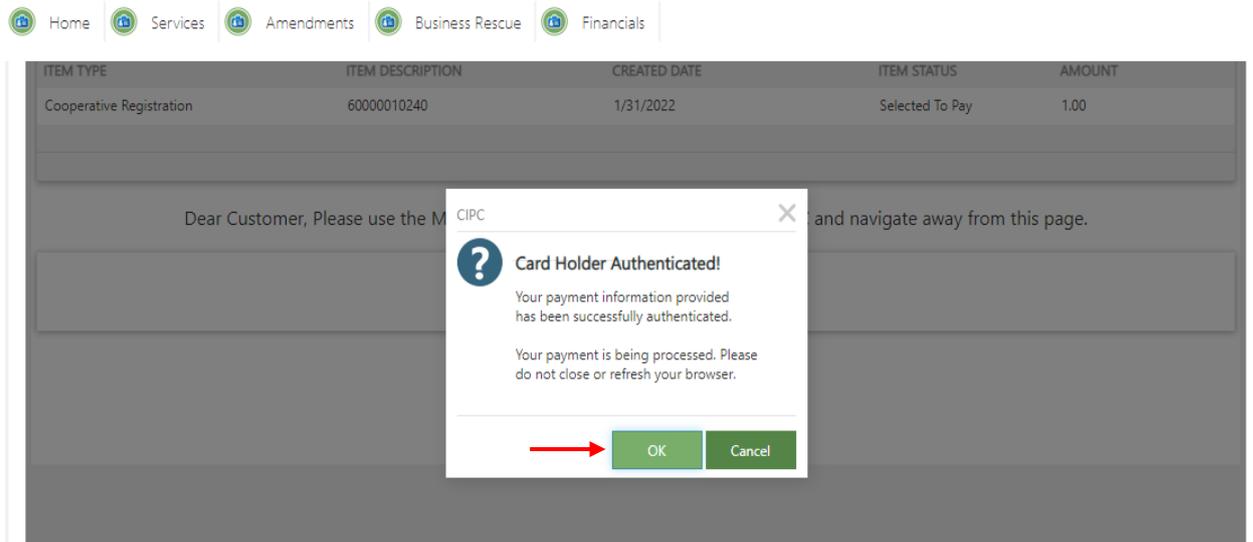
REFERENCE NO	AR REFERENCE NO	AR YEAR	TURNOVER	AR AMOUNT	AR PENALTY
6	AR60000072047	2023	R100 000,00	R0,00	R0,00
6	AR60000072047	2021	R0,00	R0,00	R0,00
6	AR60000072047	2022	R0,00	R0,00	R0,00
Sum				R0,00	R0,00
Grand Total					R0,00

- Complete the application payment process by logging into your CIPC profile and select **Financials, Shopping Cart**. When clicking on **“Shopping Cart”**, all unpaid cart items will be listed. **Select** the transactions that you would like to pay, and click on **“Add Item”**. The transactions will reflect under Selected items to pay and click on Payment.

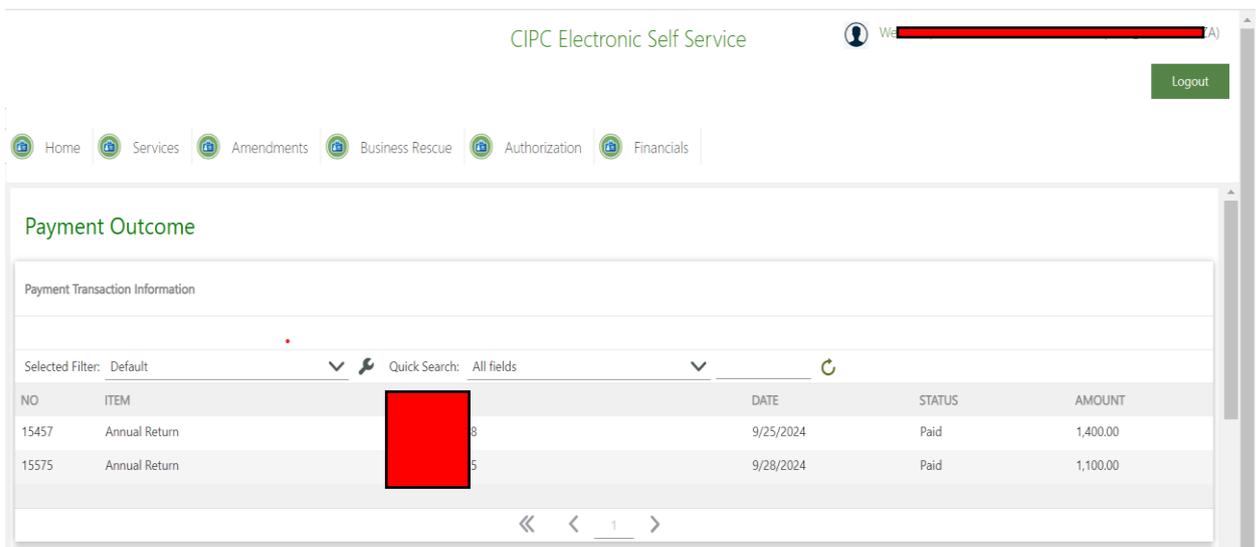


- Complete required payment information and click on **Pay**.





11. A pop up message will display that the payment was successful.



12. The Annual Returns Certificate will be sent to the Customer code holder.