

CO-OPERATIVE ANNUAL RETURNS

A Step-by-Step Guide



Companies and Intellectual
Property Commission

a member of **the dtic** group

STEP BY STEP GUIDE:

**NEW E-SERVICES: ANNUAL
RETURNS CO-OPERATIVES**

V0.1



Information about the guide

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

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

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.

Financial Thresholds

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	

Fee per Category

<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

CIPC Website Homepage

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



The screenshot shows the CIPC (Companies and Intellectual Property Commission) website homepage. At the top left is the CIPC logo and text: "Companies and Intellectual Property Commission" and "a member of the dtic group". At the top right is a "LOGIN | REGISTER" link, which is highlighted by a red arrow from the instruction text above. Below the logo is a search bar with the placeholder text "Search". A teal navigation bar contains the following links: HOME, ABOUT (with a dropdown arrow), ENTERPRISE REGISTRATION, ENTERPRISE MAINTENANCE, INTELLECTUAL PROPERTY, RESOURCES (with a dropdown arrow), and CONTACT (with a dropdown arrow). The main banner features an illustration of people working on laptops and a large QR code. The text in the banner reads: "FREE Online Course For Directors" and "Scan the QR code to BEGIN!". Below the banner are three white boxes with teal icons and text: "ENTERPRISE REGISTRATION" (with a document icon) with the subtext "Register companies and co-operatives"; "ENTERPRISE MAINTENANCE" (with a wrench icon) with the subtext "Update company, close corporation and co-operative records"; and "INTELLECTUAL PROPERTY" (with a shield icon) with the subtext "Apply, protect or trade your intellectual property". To the right of these boxes is a section titled "IMPORTANT NOTICES" with a teal header. It lists four notices: "Establishment of the National Adoption Readiness Working Group (ARWG) on Sustainability Reporting", "Beneficial Ownership (BO) Filing Compliance Inspections", "Guidance on Sections 30A & 30B of the Companies Act (As amended)", and "Non-Compliance with submission of the annual compliance checklist". Below the notices is a link "VIEW ALL NOTICES". At the bottom of the page are four white boxes with teal icons: a cloud icon, a magnifying glass icon, the XBRL logo (with the tagline "THE BUSINESS REPORTING STANDARD"), and a box with the text "WEBINARS". To the right of these boxes are three more boxes: a WhatsApp icon with the number "+134*2472#", an "Enquiries" button with an envelope icon, and a "FAQ" button with a speech bubble icon. Below the FAQ button is a "STEP BY STEP Guides" button with a document icon, and a "BO" button with a document icon.

Companies and Intellectual Property Commission
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LOGIN | REGISTER

Search

HOME ABOUT ▾ ENTERPRISE REGISTRATION ENTERPRISE MAINTENANCE INTELLECTUAL PROPERTY RESOURCES ▾ CONTACT ▾

FREE Online Course For Directors

Scan the QR code to BEGIN!

ENTERPRISE REGISTRATION
Register companies and co-operatives

ENTERPRISE MAINTENANCE
Update company, close corporation and co-operative records

INTELLECTUAL PROPERTY
Apply, protect or trade your intellectual property

IMPORTANT NOTICES

Establishment of the National Adoption Readiness Working Group (ARWG) on Sustainability Reporting

Beneficial Ownership (BO) Filing Compliance Inspections

Guidance on Sections 30A & 30B of the Companies Act (As amended)

Non-Compliance with submission of the annual compliance checklist

[VIEW ALL NOTICES](#)

WEBINARS **+134*2472#** **Enquiries**

FAQ **STEP BY STEP Guides** **BO**

XBRL
THE BUSINESS REPORTING STANDARD

New E-services

2. Click on New E-services

 BIZPORTAL view services CONTINUE...	 IP E-SERVICES view services CONTINUE...	 E-SERVICES view services CONTINUE...	Password Reset Register company online Log a query Register trade mark, design or patent online
 NEW E-SERVICES view services CONTINUE...	 ENQUIRIES view services CONTINUE...	 LEARN-I-BIZ view services CONTINUE...	

Customer Portal

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

Companies and Intellectual
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CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.



Gmail



Outlook

YAHOO! MAIL

NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.



NOTE: This system makes use of Card Payments for processing transactions.

Type: ▼

RSA Individual

Identification: ID Number

Search

Companies and Intellectual Property Commission

27 Jul 2022 12:05:00 PM



CPC



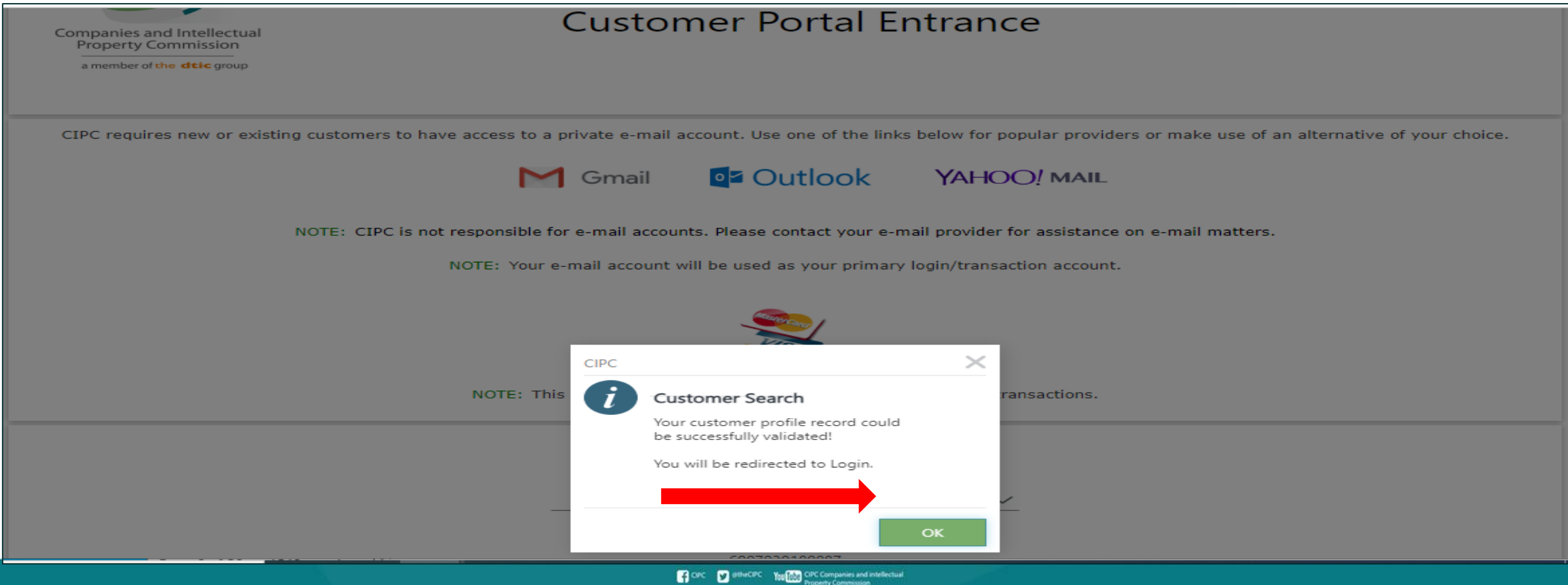
@theCPC



CPC Companies and Intellectual
Property Commission

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.



Username



Password



LOGIN

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

CIPC Electronic Self Service

Welcome, [REDACTED]

Logout

Home

Services

Amendments

Business Rescue

Authorization

Financials

Email Address *

[REDACTED]

Title *

[REDACTED]

▼

Full Name *

[REDACTED]

Surname *

[REDACTED]

Cellphone Number *

[REDACTED]

Telephone Number

[REDACTED]

Are you a citizen of South Africa ?

[REDACTED]

▼

Country Of Origin

Select an item

▼

Date Of Birth (yyyy-MM-dd)

[REDACTED]

▼

South African ID Number

[REDACTED]

ID Document Type

Green Bar-coded Identity Book

▼

Step 4 continue

ID Document Date Of Issue (yyyy-MM-dd)

2010 - 12 - 15

Gender *



Demographic *



Disability Status *

Not Disabled



Street Address

City

PRETORIA

ZIP | Postal Code

0054

Country

South Africa



Region | Area | Province

Gauteng



Street Address

City

PRETORIA

ZIP | Postal Code

0054

Country

South Africa



Region | Area | Province

Gauteng



Save

Companies and Intellectual Property Commission

17 SEP 2024 11:23:02 AM

5. 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

Welcome [REDACTED]

Logout

Home

Services

Amendments

Business Rescue

Authorization

Financials

COOP Selection

AR Certifications

Download Financial Documents

Annual Return - Search Enterprise

Enterprise Number:

[REDACTED]

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
2021/600102/26	[REDACTED]	Primary Co-O...	In Business	9/10/2007	[REDACTED]	True
2021/600102/26	[REDACTED] DJE...	Primary Co-O...	In Business	9/12/2008		True
2021/600102/26	[REDACTED]	Primary Co-O...	In Business	5/14/2020		True
2021/600102/26	[REDACTED] AT F...	Primary Co-O...	In Business	11/24/2020		True
2021/600102/26	[REDACTED]	Primary Co-O...	In Business	1/23/2021		True
2021/600102/26	[REDACTED]	Primary Co-O...	In Business	1/24/2021		True
2021/600102/26	[REDACTED]	Primary Co-O...	In Business	11/12/2023		False
2021/600102/26	[REDACTED] ERS...	Primary Co-O...	In Business	11/12/2023		False

Enterprise Details

Enterprise Number

Enterprise Name

Enterprise Type

Enterprise Status

Registration Date

IS AR DUE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

True

Step 5 continue

Enterprise Contact Details

Please capture contact details for responsible person

Name

Surname

Cell number

Phone Number

Type a value

Email

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

--	--

B-Natural Person From Primary COOP

NAME	SURNAME	EMAIL ADDRESS	ID NUMBER	PASSPORT NUMBER

Continue



6. The next screenshot will display. Add the turnover amount and click on validate filing compliance.

For turnover less then 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.

Annual Financial Statement

Turnover: 100000

Validate Filing Compliance

Primary Cooperative

Directors Report (CO-OP7)

ASSET JULY 2024.pdf (PDF File) 157.26 KB

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

Step 6 continue

Primary Cooperative

XBRL (Upload Annual Financial Statement-AFS)

FORM-CO-OP-15.1

Primary Secondary Tertiary and Apex Cooperative



Click here to attach a file

File XBRL

Voluntary

Max File Size 8MB

Turn over of: R25m and above mandatory

Mandatory

☐ XBRL was filed

Turn over of: Less than R1m

Continue

Add the Statistical Information and thereafter click on save.

Report Statistical Information

Ent No		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	

For turnover amount more then R10 million and less then R25 million, 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.

The screenshot shows a web application interface for financial reporting. At the top, there is a navigation bar with icons and labels for Home, Services, Amendments, Business Rescue, Authorization, and Financials. Below this, a 'Turnover:' field displays '15000000'. A red arrow points from this field to a green button labeled 'Validate Filing Compliance'. Below the turnover field, there are four main sections: 'Cooperative Directors Report (CO-OP7)', 'Cooperative Statistical Information(CO-OP8)', 'Primary Cooperative Independent Review', and 'XBRL (Upload Annual Financial Statement-AFS)'. In the 'Cooperative Directors Report (CO-OP7)' section, a red arrow points to a file upload box containing 'ASSET JULY 2024.pdf (PDF File) 157.26 KB'. Below this box, it says 'Max File Size 8MB', 'Mandatory', and 'Turn over of: Less than R10m'. A red arrow points from this section to the 'Statistical Report' button in the 'Cooperative Statistical Information(CO-OP8)' section. Below this button, it says 'Mandatory', 'Report Statistical Information Mandatory', and a checked checkbox for 'Statistical Information was filed'. A red arrow points from the 'Statistical Report' section to the 'Independent Review' section, which has a file upload box containing 'ASSET JULY 2024.pdf (PDF File) 157.26 KB'. Below this box, it says 'Max File Size 8MB', 'Mandatory', and 'R10m but less than R25m'. A red arrow points from this section to the 'XBRL (Upload Annual Financial Statement-AFS)' section. In this section, there is a green button labeled 'File XBRL', the text 'Voluntary', and a red note 'Turn over of: R25m and above mandatory'. Below this, there is a checkbox labeled 'XBRL was filed'. At the bottom center, there is a green button labeled 'Continue', with a red arrow pointing to it from the right.

Home Services Amendments Business Rescue Authorization Financials

Turnover:
15000000

Validate Filing Compliance

Cooperative Directors Report (CO-OP7)

ASSET JULY 2024.pdf
(PDF File)
157.26 KB

Max File Size 8MB

Mandatory

Turn over of: Less than R10m

Cooperative Statistical Information(CO-OP8)

Statistical Report

Mandatory

Report Statistical Information Mandatory

☒ Statistical Information was filed

Primary Cooperative Independent Review

ASSET JULY 2024.pdf
(PDF File)
157.26 KB

Max File Size 8MB

Mandatory

R10m but less than R25m

XBRL (Upload Annual Financial Statement-AFS)

File XBRL

Voluntary

Turn over of: R25m and above mandatory

☐ XBRL was filed

Continue

Add the Statistical Information and thereafter click on save.

HomeServicesAmendmentsBusiness RescueAuthorizationFinancials

Report Statistical Information

Ent No		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

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.**

The screenshot shows a web application interface for financial reporting. At the top, there is a navigation bar with icons and labels for Home, Services, Amendments, Business Rescue, Authorization, and Financials. The 'Financials' tab is currently selected.

Below the navigation bar, the 'Turnover' field is set to 26000000. A red arrow points to this field.

Below the turnover field, there is a green button labeled 'Validate Filing Compliance'. A red arrow points to this button.

The main content area is divided into four columns, each representing a different type of report:

- Cooperative**: Under the heading 'Directors Report (CO-OP7)', there is a file upload box containing 'ASSET JULY 2024.pdf (PDF File) 157.26 KB'. A red arrow points to this box. Below the box, it says 'Max File Size 8MB' and 'Mandatory'. At the bottom of this column, it says 'Turn over of: Less than R10m'.
- Cooperative**: Under the heading 'Statistical Information(CO-OP8)', there is a green button labeled 'Statistical Report'. Below it, it says 'Mandatory' and 'Report Statistical Information Mandatory'. There is a checkbox labeled 'Statistical Information was filed' which is checked.
- Secondary Tertiary and Apex Cooperative**: Under the heading 'Auditors Report', there is a file upload box containing 'ASSET JULY 2024.pdf (PDF File) 157.26 KB'. A red arrow points to this box. Below the box, it says 'Max File Size 8MB' and 'Mandatory'.
- XBRL (Upload Annual Financial Statement-AFS)**: There is a green button labeled 'File XBRL'. A red arrow points to this button. Below it, it says 'Mandatory' and 'Turn over of: R25m and above mandatory'. There is a checkbox labeled 'XBRL was filed' which is unchecked.

At the bottom center of the page, there is a green button labeled 'Continue'.

Add Statistical information.

Report Statistical Information

Ent No		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		



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

CIPC Electronic Self Service

Logout

HomeServicesAmendmentsBusiness RescueAuthorizationFinancials

COOP SelectionOutstanding Annual ReturnsAR CertificationsDownload Financial Documents

Current XBRL Filings

FIN PERIOD START ID	FIN PERIOD END ID	REVENUE	CURRENT DATE
No items to display			

Annual Financial Statement

Turnover:
200000

Validate Filing Compliance

Primary Cooperative

Directors Report (CO-OP7)

ASSET JULY 2024.pdf
(PDF File)
157.26 KB

Max File Size 8MB

Mandatory

Turn over of: Less than R10m

Primary Cooperative

Statistical Information(CO-OPS)

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

ASSET JULY 2024.pdf
(PDF File)
157.26 KB

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

CIPC

@theCIPC

YouTube

CIPC Companies and Intellectual Property Commission

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 [REDACTED]	AR60000072047	2023	R100 000,00	R0,00	R0,00
6 [REDACTED]	AR60000072047	2021	R0,00	R0,00	R0,00
6 [REDACTED]	AR60000072047	2022	R0,00	R0,00	R0,00
Sum				R0,00	R0,00
Grand Total					R0,00

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

Home Services Amendments Business Rescue Financials

Financials - Shopping Cart - Unpaid Items

+ Add Item X Remove Item

Selected Filter: Default

ITEM TYPE

Financials - Shopping Cart - Selected Items for Payment

X Remove Item

ITEM TYPE

PAYMENT INFORMATION

Card Number

Currency: ZAR

Expiry Date: 00 0000

CVV Number: 000

Amount: R1.00

Pay Cancel

ITEM STATUS AMOUNT

Total Amount Due : R0,00

Proceed to Payment

Home Services Amendments Business Rescue Financials

NEDBANK

Thank you for using your Nedbank card to make your internet purchase. To complete the purchase you will need to authenticate yourself using Approve-It™.

An Approve-It™ message will be sent to the cellphone number [REDACTED]

If this is not your number call 0800 555 111.

Use of this service indicates your acceptance of its terms and conditions.

[Click here for terms and conditions.](#)

Cancel Continue, I have my phone

Company Registration Co-operatives Invoice

VISA

As an additional security measure, you will have to approve this purchase via the FNB APP.

Tap on the FNB APP notification sent to you, or alternatively open the FNB APP and follow the instructions. You will then return to continue with this transaction.

Did you just approve the transaction via the FNB APP?

[Click here to continue to the merchant site](#)

Help Cancel Transaction

Profile Name Reservation Company Registration Co-operatives Invoice

mastercard ID Check

CAPITEC

Please authenticate yourself using your phone

Do you have your cellphone (number ending in ****6906) with you to verify your transaction?

Continue

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000010240	1/31/2022	Selected To Pay	1.00

Dear Customer, Please use the M

and navigate away from this page.

CIPC



Card Holder Authenticated!

Your payment information provided has been successfully authenticated.

Your payment is being processed. Please do not close or refresh your browser.



OK Cancel

Thank you for transacting with the CIPC.

Your payment for the below listed cart items were processed successfully!

Items Successfully Paid

ITEM TYPE	ITEM DESCRIPTION
Cooperative Registration	60000010240

ITEM STATUS	AMOUNT
Paid	1.00

Total Amount Paid : R1,00

Dear Customer, Please use the M

and navigate away from this page.

CIPC



Payment Successful!

Payment was successfully processed for your selected cart items!



OK Cancel

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

CIPC Electronic Self Service

Logout

Home

Services

Amendments

Business Rescue

Authorization

Financials

Payment Outcome

Payment Transaction Information

Selected Filter: Default

Quick Search: All fields

NO	ITEM		DATE	STATUS	AMOUNT
15457	Annual Return		9/25/2024	Paid	1,400.00
15575	Annual Return		9/28/2024	Paid	1,100.00

<<

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1

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



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Questions?