# Step by Step Guide: Calculating Annual Returns and Filing Annual Returns

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

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.
- 1. Visit the CIPC website www.cipc.co.za, and click on Online Transacting and then eServices. Or alternatively visit annualreturns.cipc.co.za.





#### 2. Click on Customer Login.

Companies	and Intellectual Property Commission - eSe	ervices
Welcome GUEST PLEASE LOG IN TO START TRANSACTING	You are here: CIPC eServices » Home » Transact CIPC eServices System	ч.,
CUSTOMER LOGIN	Welcome to the CIPC eServices system. To transact on this syst only register private and non-profit companies with standard mer are available on http://www.cipc.co.za/	em you must have a valid CIPC customer code. Please note that currently you can morandum of incorporation, all other company types must be filed manually. Forms
CUSTOMER REGISTRATION	Customer Registration & Login	Password Reset
SEARCH ENTERPRISE NUMBER ENQUIRY ENQUIRE	<ol> <li>Click on "CUSTOMER REGISTRATION"</li> <li>Indicate whether you are South African or not</li> <li>Type in ID or passport number</li> <li>Fill in all required fields on the registration form</li> <li>Set new password</li> <li>Login using customer code and password</li> <li>Security code and password are case sensitive</li> </ol>	Click on "PASSWORD RESET"     Type in customer code     OTP is sent to cellphone number     Once OTP confirmed, set new password OR     Follow instructions on this page

- 3. Complete the required fields and click on Login.
  - a. Customer Code
  - b. Customer Password (case sensitive)
  - c. Security code (case sensitive)
  - d. Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions

Version: 3.1 C Klokow

Companies a	and Intellectual Property Commission - eService	es
Welcome GUEST	You are here: CIPC eServices » Login	
START TRANSACTING	Login to CIPC eServices	
CUSTOMER LOGIN		
CUSTOMER REGISTRATION	Customer Code	Before you login make sure you have a <b>valid email address</b> , you will not be able to transact if you don't have one. You can register for a free email address at GMail.
ENTERPRISE NAME SEARCH	Customer Password (case sensitive)	If you are experiencing problems resetting your password, send an email to resetpassword@cipc.co.za with the following:
SEARCH		Certified identity copy (certification not older than three months)     Password Reset Request Form
	Aabrge	Once you receive notification that your details have been updated, reset your password online. Click here to view the step by step guide.
ENQUIRE	Enter security code displayed above. (case sensitive)	
SUPPORTED BROWSERS		
CHROME ROZILLA SAFARI MCROSOFT	Tick to accept the CIPC Terms & Conditions	
	LOGIN 🔓 FORGOT PASSWORD 🧿	

Note: Before completing the login procedure it is advisable that customers read the terms and conditions since accepting such creates a binding agreement between the customer and CIPC regarding the administration of transactions and payment of services.

Select Forgot Password if you require your customer password to be resend to you.

4. The landing page of E-services will be displayed and click on Transact.

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	K2017000328	HAYLIE ENTERPRISE	IN BUSINESS	PRIVATE COMPANY	III YES	
EARCH	K2017000327	K2017000327 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	III YES	
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	K2017000311	K2017000311 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	III YES	
	K2017000300	K2017000300 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	III YES	
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   06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2016           06/2017           06/2018           06/2018           06/2018           06/2019           06/2019           06/2019           06/2019           06/2019           06/2019 <t< td=""><td>LAST UPDATE 15:05/2016 10 15:05/2016 10 15:05/2016 11 15:05/2016 11 15:05/2016 11 15:05/2016 12 15:05/2016 12 15:05/2016 12 224 ZA ZENS ONLY] FIED NOT BE APPOINT</td><td>D 000000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 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# 5. Click on File Annual Returns



6. To calculate outstanding annual returns and years and/or file annual returns click on either Annual Return Calculator or File Annual Returns.

Note: the process for calculating the outstanding annual returns and years and filing of annual returns are identical. If you do not want to proceed with filing of the outstanding annual returns, kindly refer to step 10.

You	ere: eServices » Annual Return», "Iome			
	RETURN FILE ANNUAL RETURNS AR CERTIFICATES	FREQUENTLY ASKED QUESTIONS	BANKING DETAILS	
	Login or register a new customer code if you don't have login details			
2	Type in enterprise number then turnover to calculate filing fee			
3	Deposit relevant filing fee using your customer code as a reference			
4	File annual returns			
?	For assistance go to www.cipc.co.za and select enquiries			
#	Email audited financial statements to financialstatements@cipc.co.za. Include the CIPC reference number provided when filing			

Once the annual return has been filed, kindly print or save the annual return filing confirmation and certificate as proof of filing.

7. Type in the registration number (year/sequence/type) at the Enterprise Number field and click Validate.

You are here: eServices » Annual Returns » Enter	prise Details	
Important changes for annual return filings:	100	
Due to security concerns relating to the disclosur	re of personal information CIPC has affected the below	changes on annual returns:
<ul> <li>Only the first 6 digits of a director's or me</li> <li>The annual return filing certificate will not</li> <li>Customers will not be able to update the box next to each section heading to indic</li> <li>BE FILED with the CIPC via any of the au</li> </ul>	mber's identity number will be displayed on the Enterpr display the identity number, addresses, or contact deta content of the annual return except for contact details. ate when a change has occurred. If a change occurred, uthorised filing methods for change(s).	ise Enquiry screen; ils of a director or member; Customers are advised to tick in the tick the appropriate amendment form(s) MUST
· .		
Enterprise Enquiry		
Enterprise Number		
* * *		
VALIDATE	- /	

Note: A validation message will display if the status of the entity does not apply the filing of annual returns. For further assistance in such cases, log a ticket via the CIPC website <u>www.cipc.co.za</u> / enquiries.

8. Confirm whether the provided registration number corresponds with the enterprise detail being displayed. If not, reconfirm registration number by typing it in at the **Enterprise Number** field and click **Validate**. If correct, click **Continue**.

Important changes for annu	al return filings:			
Due to security concerns relat	ing to the disclosure of personal information CIPC I	has affected the below chang	es on annual returr	15:
<ul> <li>Only the first 6 digits o</li> <li>The annual return filing</li> <li>Customers will not be box next to each section</li> <li>BE FILED with the CIF</li> </ul>	f a director's or member's identity number will be di g certificate will not display the identity number, add able to update the content of the annual return exco on heading to indicate when a change has occurred C via any of the authorised filing methods for chan	splayed on the Enterprise Er resses, or contact details of a ept for contact details. Custor I. If a change occurred, the a ge(s).	nquiry screen; a director or membr ners are advised to ppropriate amendm	er; ) tick in the tic nent form(s) N
Enterprise Enquiry				
Enterprise Number				
2001 * 008399	* 07 *			
2001 000333	0.			
VALIDATE 🚫				
Enterprise Details				
Enterprise Number	2001 / 008399 / 07			/
Enterprise Name	PHOFUNG PROJECT CONSULTANTS			
Enterprise Type	Private Company			
Enterprise Status	In Business			
Registration Date	2001-04-12			
Director/Member Details	3			
ID / Passport Number	Name(s)	Surname	Туре	Status
	DANIEL POCKLINGTON	ERASMUS	Director	Active
550319 XXXX 08 X	DANIEL FOCKLINGTON	LIVIONIOO	Director	1.00110

9. The **Paid and Outstanding Annual Returns** will be displayed. Type in the turnover amount at the **Turnover** field at the **Outstanding Annual Returns** heading and click **Calculate Outstanding Amount**.

	Cu	stomer Code	Amount Paid	Tracking Number	Date Filed
2006	PC	B001	-600,00	44200610	10/10/2007
2007	PC	B001	-3300,00	715132926	09/05/2012
2008	PC	B001	-3300,00	715132926	09/05/2012
2009	PC	B001	-3300,00	715132926	09/05/2012
2010	PC	B001	-3300,00	715132926	09/05/2012
2011	PC	B001	-3300,00	715132926	09/05/2012
2012	PC	B001	-3300,00	715132926	09/05/2012
2013	PC	B001	-2500,00	720712150	04/06/2014
2014	PC	B001	-2500,00	720712151	04/06/2014
2015	PC	B001	-2000,00	926348600	13/05/2015
1	ng Annu	al Returns - 2001 / 008	399 / 07		
Outstandir	R Month	AR Non-Compliance Date	Turnover		

10. The annual return fee will be calculated and displayed. The **Continue** button is inactive on the **Annual Return Calculator**. You can print this page to view the amount owed for the annual return filings.

ак теаг	Customer Code	Amour	nt Paid	Tracking Number	Date Filed
2006	PCB001	-600,0	0	44200610	10/10/2007
2007	PCB001	-3300,	00	715132926	09/05/2012
2008	PCB001	-3300,	00	715132926	09/05/2012
2009	PCB001	-3300,	00	715132926	09/05/2012
2010	PCB001	-3300,	00	715132926	09/05/2012
2011	PCB001	-3300,	00	715132926	09/05/2012
2012	PCB001	-3300,	00	715132926	09/05/2012
2013	PCB001	-2500,	00	720712150	04/06/2014
2014	PCB001	-2500,	00	720712151	04/06/2014
2015	PCB001	-2000,	00	926348600	13/05/2015
Outstandin	g Annual Returns - 200	1 / 008399 / 0	7		
Dutstandin Enterprise Nu	g Annual Returns - 200 mber	1 / 008399 / 0 AR Year	7 Turnover	AR Amount	Penalty Fee

10.1To print the outstanding fee click on Print

10.2 To abort (not to continue with filing of the outstanding annual returns) click on **Cancel** 10.3 To proceed with filing the outstanding annual returns click on **Continue** 

### Version: 3.1 C Klokow

### 11. To file annual returns complete indicated fields and select Add To Cart

You are here: eServices » Annual F	Returns » Update Enterprise Details	
Entorprico Dotailo		
Enterprise Details		
Enterprise number	M2001008399	
Enterprise name	PHOFUNG PROJECT CONSULTANTS	
		Has the enterprise name changed?
		nas die enterprise nume enangeu.
Email address		*
Telephone number	· · · · · ·	J
Cellphone Number		
Michaella Address		
Website Address		
Business description		*
Principal place of business		
Click the expand button [4] to view	and varify the information. Click the tickhow if any inform	nation displayed is incorrect or changed
Click the expand button [+] to view	and verify the information. Click the tickbox if any inform	lation displayed is incorrect of changed.
Financial Year End		(+) Expand
Registered Office		(+) Expand
Location of Records		[+] Expand
Directors / Members Details	S	[+] Expand
Company Secretary Details	5	[+] Expand
		/
Auditors and Audit Commit	tees	[+] Expand
		ADD TO CART

Note: To confirm the information of the entity with CIPC click on Expand. If the reflected information is not the correct, kindly proceed to file the outstanding annual returns and then submit the relevant forms to update to the required information.

## 12. Select Card at Payment Option

You are here: eServices	» Cart					
Annual Returns						
Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	
533232899	M2001008399	2016	10,000,000.00	2,000.00	500.00	Remove
					Sub Total	: R 2500.00
Payment Option	n: <ul> <li>Card Customer B</li> </ul>	alance O EFT	and Cash	LRETORN	PAY	NOW

Note: Annual returns for multiple entities may be filed with only a single payment being made. If filing for multiple entities click on Add Annual Return and repeat the calculation and filing process. Once ready to exit and may payment, click on Pay Now.

13. Complete Debit or Credit card details by completing Card Details screen

TRANSACTION DETAILS		1. A.			
Annual Returns		· · · ·			
Enterprise Number	AR Year	Turnover		AR Amount	Penalty Fee
M2001008399	2016	1000000		2,000.00	500.00
			2		Sub Total : R 2500.00
					Total : R 2500.00

CARD DETAILS
Tick to use previous card details
Card Number
Expiry Date (mmyyyy) 01 T 2017 T
PAY NOW
Payment Terms & Conditions
CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank.
VERIFIED MasterCard, MasterCard VISA by VISA SecureCode.

Note:

- If customer want to make use of previously used card details click on the radial button next to Tick to use previous card details. This option may only be selected if the customer has made previous card payment using the Pay-As-You-Go payment option.
  - 14. Accept CIPC Terms and Conditions

Note: Click on **Payment Terms & Conditions**, read the terms and conditions and then either Accept or Decline the acceptance thereof. Mandatory for customers to read and then either accept or decline the payment terms and conditions.



15. Finalise payment by clicking on Pay Now and providing ODP sent to your phone by your bank



CIPC is dedicated to providing secure online payment methods. That's why we've added an extra level of security for Visa and MasterCard payments, which protects you from the unauthorized use of your card. 3D Secure technology consists of the programs Verified by Visa and MasterCard SecureCode. After you enter your card details, a new window will appear, requesting your personal security code. Your bank will authenticate the transaction within seconds, as well as confirm that you are the individual making the purchase. If you haven't yet registered with Verified by Visa or MasterCard SecureCode, you'll need to activate this feature first with your bank. **≙3D SECURE PAYER AUTHENTICATION** 

SecureCode.	A Standard Bank
Your transactions are protect Please enter a cell phone num registered with Standard Bank	ted by 3D Secure nber or email address you c
Cell phone number	Email address
	will be cont to this coll
submit Cance	en de sent to this cen
All entered information is confidential an Haven't received your OTP?	d is not shared with the merchant
Gall our secure helpline: 086 120 1311 d	or +27 11 299 4641

#### **≙**3D SECURE PAYER AUTHENTICATION

MasterCard. SecureCode.	🛱 Standard Bank
Order summa         Merchant         CIPC         Amount         R1.00ZAR         Date         31 Jul 2017         Cardnumber         ************************************	ry word (OTP) was sent to *** **** 881 Cancel TP? <u>Resend OTP</u> re helpine: 080 120 1311 or +27 11 209 4541 sonfidential and is not shared with the merchant

Note: Depending on the bank that you use the above two screen may look slightly different. The screens above are the screens when a Standard Bank card is used.

16. Confirmation of completed filing and payment

Annual Returns						
Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Total Amount
· .		2011	0.00	100.00	150.00	250.00
		2012	0.00	100.00	150.00	250.00
522121105	P2007140042	2013	0.00	100.00	150.00	250.00
555121195	D2007 149043	2014	0.00	100.00	150.00	250.00
		2015	0.00	100.00	150.00	250.00
		2016	0.00	100.00	150.00	250.00

17. Annual return filing certificate will be e-mailed to the e-mail address indicated on the customer code profile.

Note: To regenerate the annual return filing certificate click on **Home** and then click on **Re-Print AR Certificates**. It should be noted that annual return filing confirmations are directly e-mailed to the e-mail address as provided for under the customer code detail.

You are here: eSe <u>rvices</u>	» Payment Details					
ayment successful. Th	ank You!	114				
Doforonac I	Number: T022	101270				
Reference	Number, 1955	121372				
Annual Returns						
Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Total Amount
· .		2011	0.00	100.00	150.00	250.00
		2012	0.00	100.00	150.00	250.00
533121195	B2007149043	2013	0.00	100.00	150.00	250.00
		2014	0.00	100.00	150.00	250.00
		2015	0.00	100.00	150.00	250.00
		2016	0.00	100.00	150.00	250.00
					Sub	Total : R 1500.00
re: e Services » Anni	ual Returns » Home					Total : R 1500.00
re: eServices » Annu RETURN LATOR ANNU	Hal Returns » Home FILE RE DAL RETURNS AR CEI a new customer code if	S-PRINT RTIFICATES	Howe Built Howe login detail	AS ails	<b>FREQUENTLY</b> SKED QUESTIONS	Total : R 1500.00
RETURN Login or register	AR CEP	PRINT RTIFICATES	How Guid	TTO AS ails	FREQUENTLY	Total : R 1500.00
re: e Services > Annu RETURN LATOR Login or register Type in enterprise Deposit relevant t	a new customer code if e number then turnover filing fee using your cus	PRINT RTIFICATES you don't ha to calculate to comer code a	Ive login deta filing fee	ails	FREQUENTLY	Total : R 1500.00
re: eServices > Anno RETURN Login or register Type in enterprise Deposit relevant i File annual return	a new customer code if filing fee using your cus	PRINT RTIFICATES	Ive login deta filing fee	ails	FREQUENTLY	Total : R 1500.00

Once the annual return has been filed, kindly print or save the annual return filing confirmation and certificate as proof of filing.