

Step by Step Guide: Financial Year End Change

In order to use this step by step guide, you should have registered a customer code and have adequate credit in your 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 **On-line transacting**.

Companies and Intellectual Property Commission

Home About Legislation Publications Contact Us Search CIPC On-line transacting Business Hub

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Register your Business

- Register as a Customer
- Register a Company
- Register a Co-operative
- Other useful info
- Help for your business

Maintain your Business

- File Annual Returns
- Information on Annual Returns
- Change Directors of companies
- Change members of CC
- Name changes
- Business Rescue
- Re-instatements
- Close Corporations
- Co-operatives
- Other

Protect your IP

- Trade Marks
- Patents
- Designs
- Copyright
- Intellectual Property Enforcement

Business & IP Search

- Name / Enterprise Search
- Copies of business documents
- Download certificates
- Request perusal of files
- Electronic Data Sales
- Perusal of company and CC files
- IP E-Services

2. Click on **Company and close corporation financial year end changes**.

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On-line transacting

Home > On-line transacting

Register as a Customer

To do any transactions with CIPC, you first have to register as a customer.

E-Services

1. Name Reservations
2. Private Company Registrations
3. Company Director changes (CoR39)
4. Close corporation member amendments (CK2)
5. Annual returns
6. Company and close corporation address changes
7. Company and close corporation financial year end changes
8. Certificates & Disclosures
9. Enterprise Enquiry
10. Customer Transactions

Annual Returns

Additional Services

- Check Document Status
- Name Search

IP e-Services

- IP Online
- Public Patent Search
- E-Journal
- E-Filing Sign-in
- E-Searching: Trade Marks (coming soon)
- IP Trade Portal

3. Click on **Customer Login**.

You are here: CIPC eServices » Home

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Logged in as: Not logged in

Welcome to CIPC eServices system

Select a service below. For all other services click on "customer login".

REGISTER COMPANY
REGISTER A NEW COMPANY

AMEND DIRECTORS
AMEND COMPANY DIRECTOR DETAILS

AMEND MEMBERS
AMEND CLOSE CORPORATION MEMBERS

ANNUAL RETURNS
FILE ANNUAL RETURNS

To transact with CIPC you must:

- Have a valid CIPC customer code
- Have a valid cellphone number and email address

To register as a CIPC customer

- Click on Customer Registration on the left menu and complete required details
- Your username and password will be emailed and SMSed to you
- Log in by clicking on Customer Login and provide your customer code and password each time you transact

To login into the Self-help system

- Click on Customer Login on the left menu
- If you have forgotten your username, click on Customer Login and type in your ID number
- If you have forgotten your password, click on Password Reset and type in your ID number

Please note:

- This process only caters for the registration of private companies with the standard Memorandum of Incorporation

Login

4. 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

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



- Self-help Home
- Customer Login
- Password Reset
- Customer Registration

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)



Enter security code displayed above. (case sensitive)

Before you login make sure you have a valid email address as you will not be able to proceed with filing your annual returns if you don't have one. You can register for a free email address at GMail.

Tick to accept the CIPC Terms & Conditions

- Login
- Forgot Password?

5. The landing page of E-services will be displayed. Click on **Co & CC Address Financial Year end Change**.



- Self-help Home
- Edit Customer Details
- Logout
- Balance: R 0.00

 REGISTER A NEW COMPANY	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CLOSE CORPORATION MEMBERS	 FILE ANNUAL RETURNS
 NAME RESERVATIONS	 COMPANY & CC ADDRESS CHANGE	 CO & CC FINANCIAL YEAR END CHANGE	 CERTIFICATES & DISCLOSURES
 ENTERPRISE ENQUIRY	 CUSTOMER TRANSACTIONS	 TRANSACTION STATUS	 AUDITORS & ACCOUNTING OFFICERS

6. Enter the Enterprise Number and click on **Validate**.

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You are here: CIPC eServices » Financial Year End Change Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 9999660.00

Enterprise Enquiry

Enterprise Number

[Validate](#)

7. Confirm that the detail of the correct entity is displaying and click on **Continue**.

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You are here: CIPC eServices » Financial Year End Change Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 9999660.00

Enterprise Enquiry

Enterprise Number

2012 210312 07

[Validate](#)

Enterprise Details

Enterprise Number	2012 / 210312 / 07
Enterprise Name	RUNNING MATTERS
Enterprise Type	Private Company
Enterprise Status	In Business
Financial Year End	DECEMBER
Registration Date	2012/11/27

Registered Directors / Members

ID / Passport Number	Name(s)	Surname	Type	Status
841111 XXXX 08 X	TANDO	LUYABA	Director	Active

[Continue](#)

8. The current financial year end will be displayed. Propose a new month and year for the financial year end and click on **Continue**.

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You are here: CIPC eServices » Financial Year End Change Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 9999660.00

Enterprise Enquiry

Enterprise Number
2012 * 210312 * 07 *

[Validate](#)

Change Financial Year End (FYE) for Companies and Close Corporations

CURRENT	NEW PROPOSED FINANCIAL YEAR END
DEC	APRIL 2015

[Continue](#)

9. The next screen will confirm that the financial year end change has been filed. The financial year end change is updated immediately on the system.

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You are here: CIPC eServices » Financial Year End Change » Confirmation Logged in as: BRMC01 | Balance: R 9999660.00

[Self-help Home](#)

[Edit Customer Details](#)

[Logout](#)

Balance: R 9999660.00

FINANCIAL YEAR END CHANGED!

Your request to change the financial year end for entity with enterprise number B2011079605 has been filed. You can generate a new disclosure certificate by clicking on "Home" then "Disclosures".

[Home](#) [Logout](#)

10. To display/confirm the changes, you can generate a new disclosure certificate by clicking on "Home" and then on **"Certificates & Disclosures"**.