



Companies and Intellectual  
Property Commission

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# **CIPCs XBRL Based Electronic Filing Platform Instruction Manual for Company Super Users**

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## Document Revisions

Author	Version	Release Date	Comments
Manish Supade	V0.1	15 February 2018	First release of user manual for XBRL Pilot users.
Hennie Viljoen	V0.2	15 February 2018	Added revision table and “Introduction” paragraph
Hennie Viljoen	V0.3	19 February 2018	Cosmetic changes

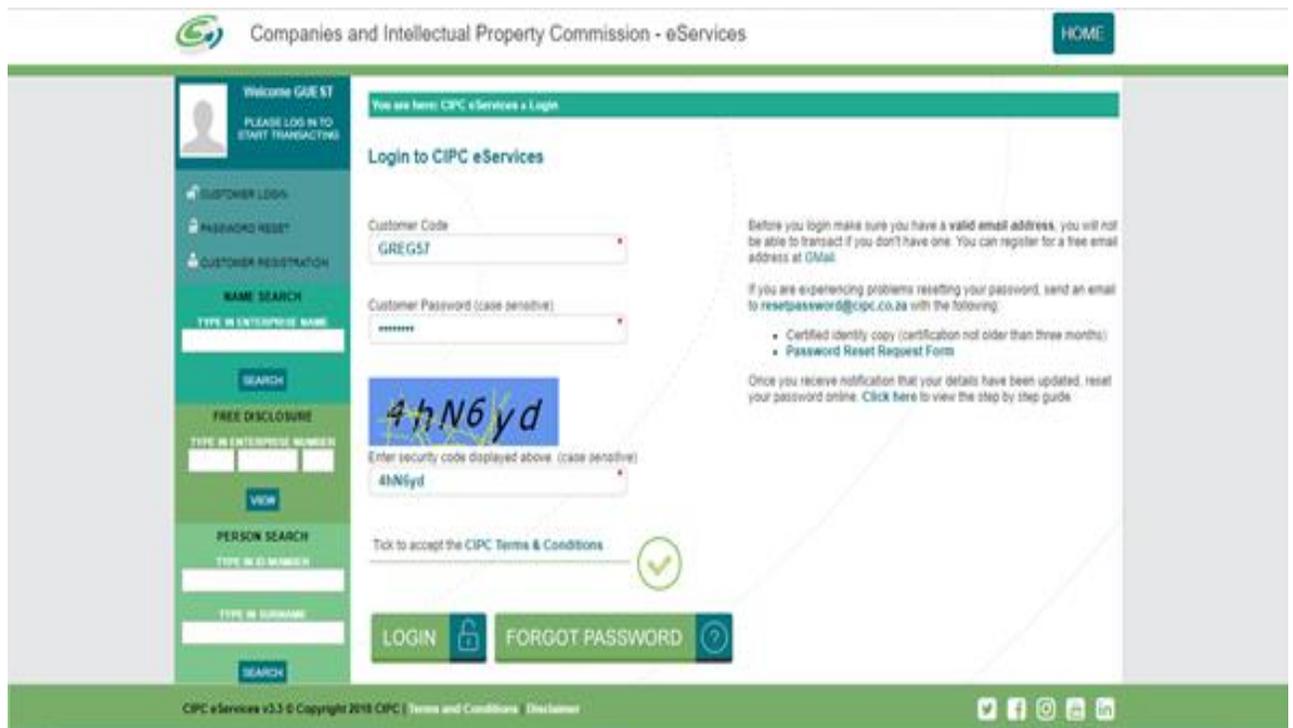
## Introduction

This manual for users of the CIPCs XBRL Platform is meant to be a high-level reference to the platform functionality. During the Pilot phase this document may be revised occasionally to accommodate possible changes to system functionality. The purpose of the Pilot phase is to test and revise functionality and to identify and resolve technical issues, and therefore this document is to be considered a “living document” subject to change. A final user manual will only be published once the live roll-out of XBRL has been confirmed.

## Accessing the CIPC iXBRL Portal

The Company Super Users (CSUs) can access the CIPC iXBRL portal only through E-service portal. Below are the steps involved to access the CIPC iXBRL portal using E-service portal:

- Go to [eservices.cipc.co.za](http://eservices.cipc.co.za) and login using valid credentials



The screenshot shows the CIPC eServices portal interface. At the top, there is a header with the CIPC logo and the text 'Companies and Intellectual Property Commission - eServices'. A 'HOME' button is visible in the top right corner. The main content area is titled 'Login to CIPC eServices' and contains a login form. The form has three input fields: 'Customer Code' with the value 'GREGST', 'Customer Password (case sensitive)' which is masked with asterisks, and a security code field with the value '4hN6yd'. Below the security code field, there is a checkbox for 'Tick to accept the CIPC Terms & Conditions' which is checked. At the bottom of the form, there are two buttons: 'LOGIN' and 'FORGOT PASSWORD'. To the right of the form, there is a text block providing instructions: 'Before you login make sure you have a valid email address, you will not be able to transact if you don't have one. You can register for a free email address at Gmail. If you are experiencing problems resetting your password, send an email to [resetpassword@cipc.co.za](mailto:resetpassword@cipc.co.za) with the following: Certified identity copy (certification not older than three months); Password Reset Request Form. Once you receive notification that your details have been updated, reset your password online. Click here to view the step by step guide'. On the left side, there is a navigation menu with options: 'WELCOME GUEST', 'PLEASE LOG IN TO START TRANSACTIONS', 'CUSTOMER LOGIN', 'PASSWORD RESET', 'CUSTOMER REGISTRATION', 'NAME SEARCH', 'FREE DISCLOSURE', and 'PERSON SEARCH'. At the bottom of the page, there is a footer with the text 'CIPC eServices v3.3 © Copyright 2018 CIPC' and social media icons for Facebook, Twitter, and LinkedIn.

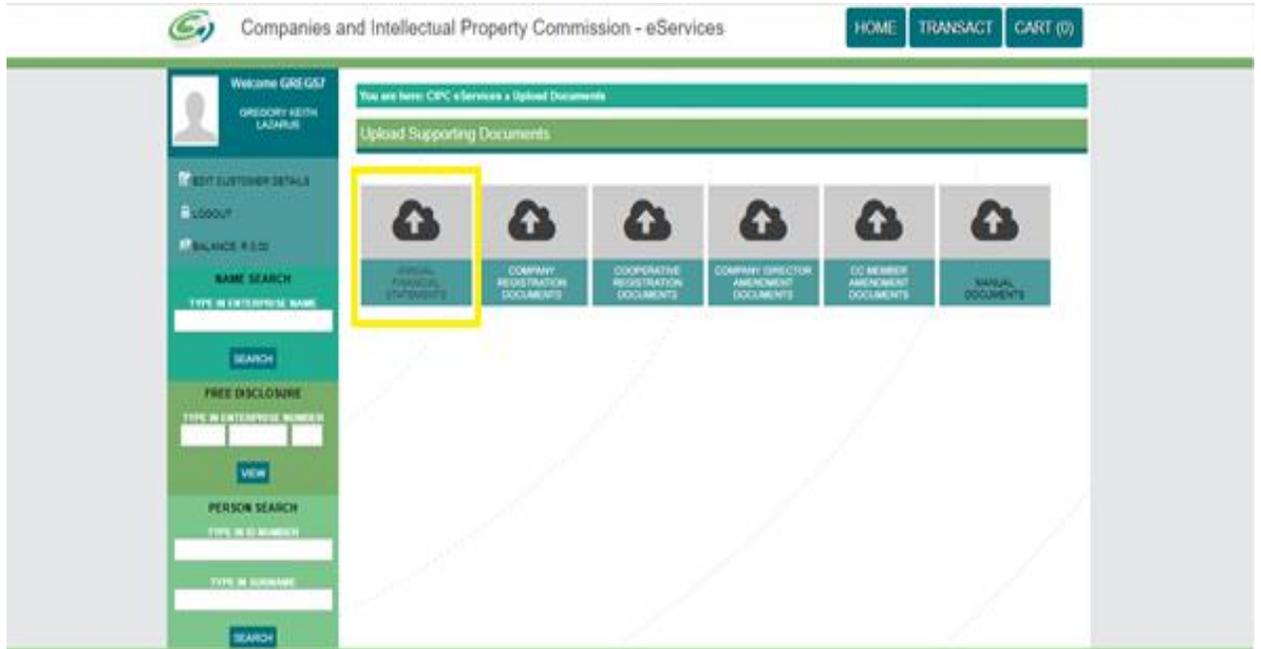
b. Click on **“TRANSACT”** menu available at right top



c. Click on **“DOCUMENT UPLOAD”** option available on the **‘TRANSACT’** page



- d. Click on **“ANNUAL FINANCIAL STATEMENTS”** option available on **‘UPLOAD DOCUMENT’** page



- e. Key in valid **“Enterprise Number”** and click on **“VALIDATE”** button



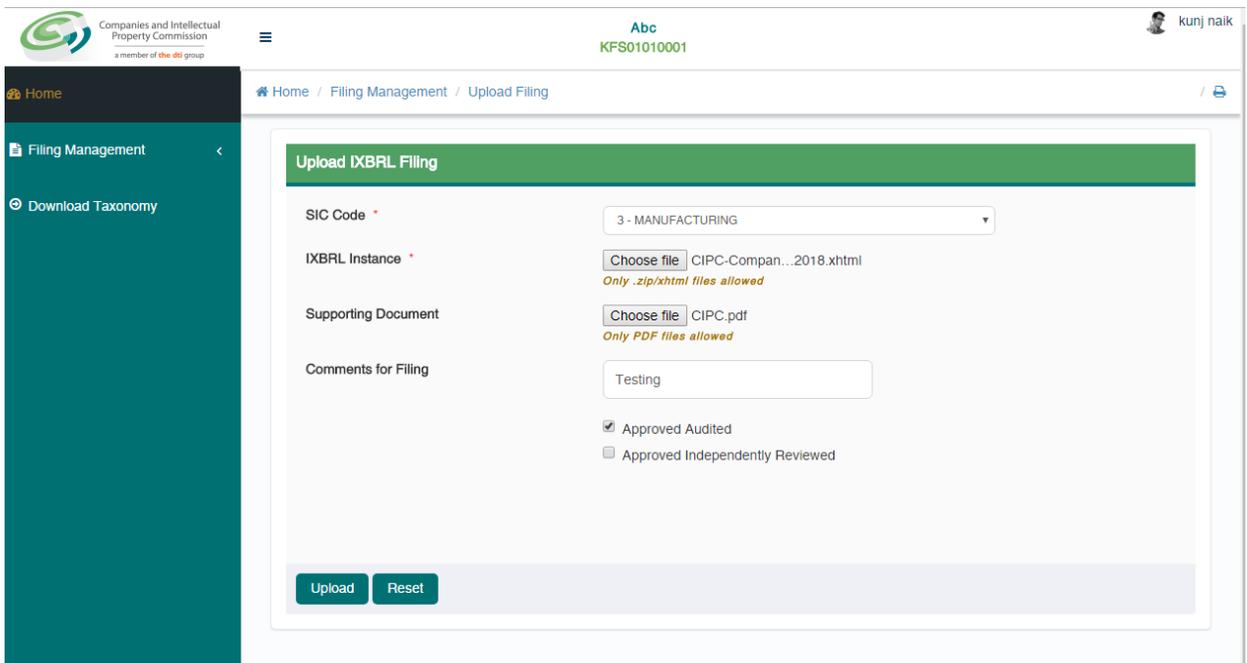
f. Click on **“CONTINUE”** button to navigate to CIPC iXBRL portal



Once clicked on **“CONTINUE”** button, CSU will be navigated to **“Upload iXBRL filing”** page on iXBRL portal.

## Upload iXBRL filing

The CSU can upload the iXBRL filing on the portal through the ‘Upload iXBRL Filing’ page. In order to upload iXBRL filing, the CSU can click on ‘Filing Management - Upload iXBRL Filing’ menu option.



Following details needs to be filled in by CSU:

- Select relevant SIC Code from the list available.
- Attach iXBRL Instance document to be uploaded.
- Attach supporting document (If any)
- Add comments to the filing (If any). Comments are mandatory in case the CU is re-filing for the same financial period.
- Select whether the iXBRL filing to be uploaded is “Approved and Audited” or “Approved and Independently Reviewed”

Once CSU uploads the filing successfully, it will be validated for any errors and will be redirected to “Validation Summary” page where CSU can check the validation status of the uploaded filing.

## Following the status of the filing

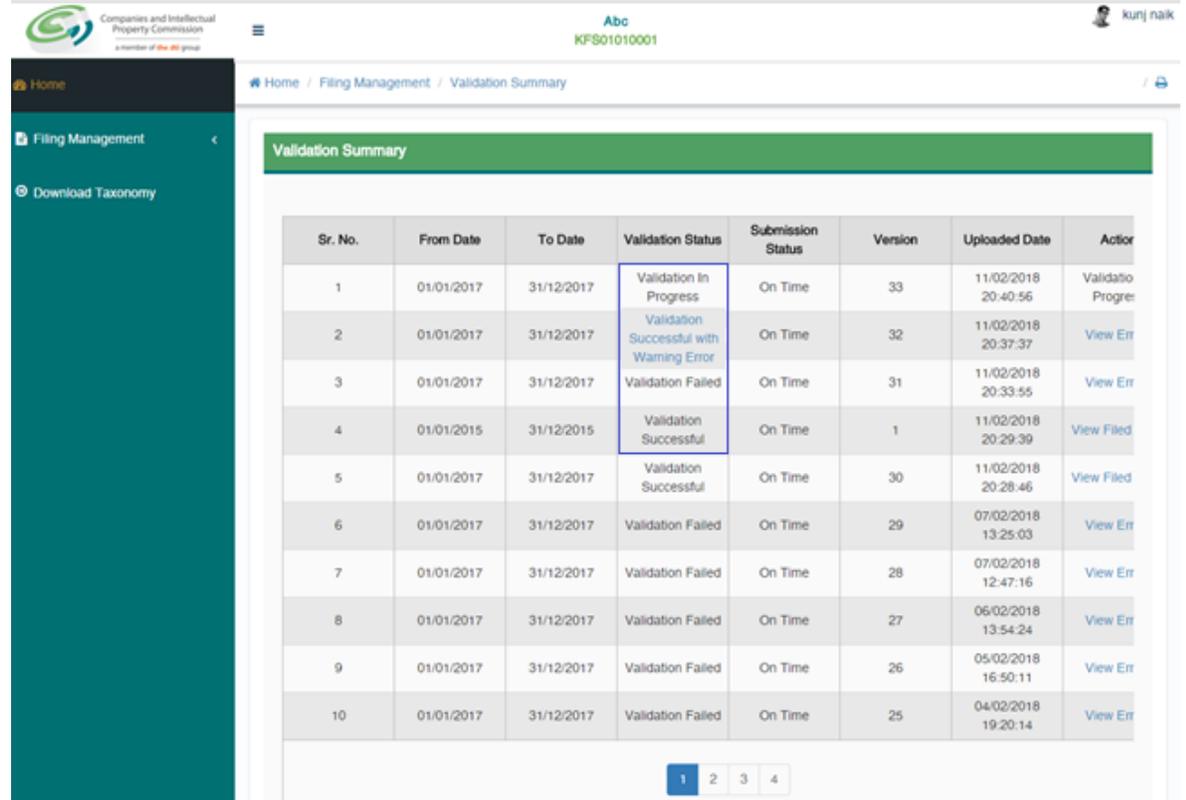
Once the iXBRL instance file is successfully uploaded on the server, the CSU will be navigated to the ‘Validation Summary’ page, for further validations.

The CSU can check the validation status for that filing on this page. Following are the details of the validation status displayed:

- Validation In Progress - If the filing has been uploaded but is still been validated for errors;
- Validation Successful – If the uploaded filing is validated successfully without any errors;
- Validation Successful with Warning Error - If the uploaded filing is validated successfully but with Warning errors in it. When clicked on the validation status link user will be navigated to Error page displaying list of all the Warning errors available in the uploaded filing;
- Validation Failed - If the uploaded filing is validated but doesn’t comply with the rules defined by CIPC then the status of that filing will be “Validation Failed”. CSU can view

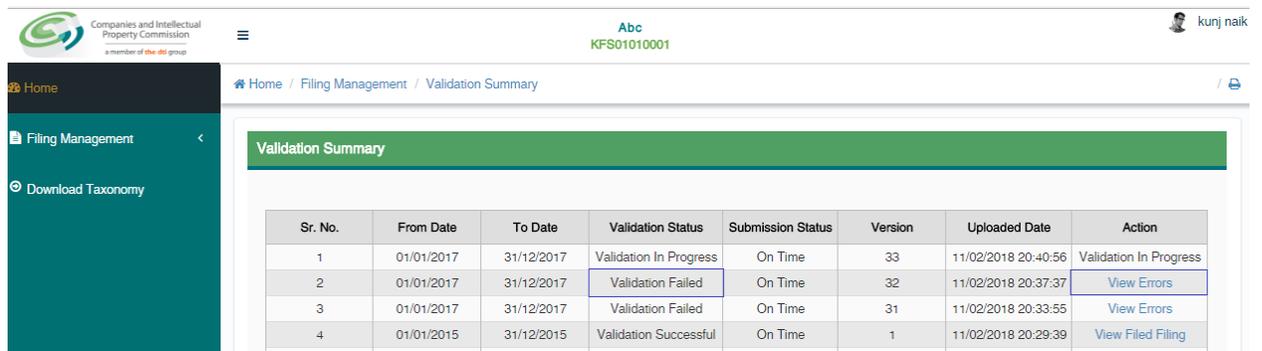
the list of errors in that under

filing by clicking on “View Errors” link under “Action” column.

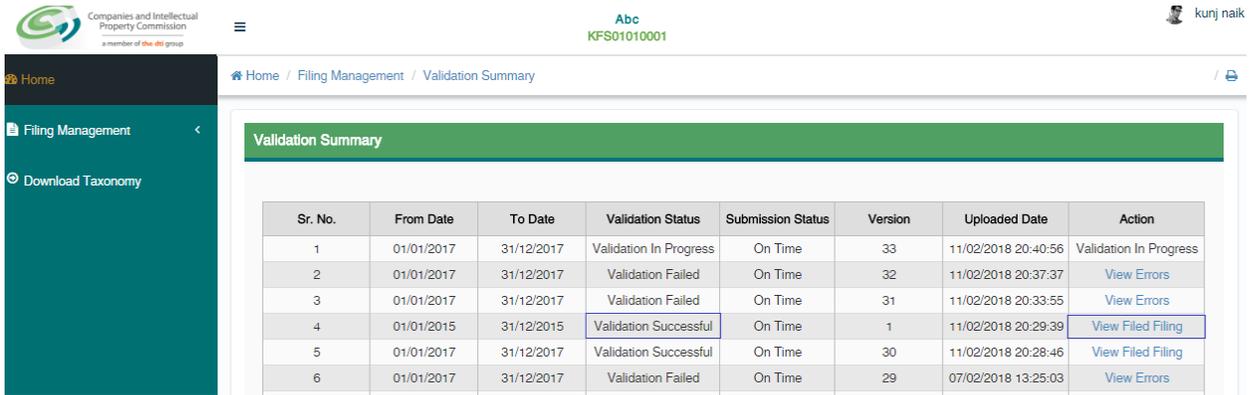


Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation In Progress
2	01/01/2017	31/12/2017	Validation Successful with Warning Error	On Time	32	11/02/2018 20:37:37	<a href="#">View Errors</a>
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	<a href="#">View Errors</a>
4	01/01/2015	31/12/2015	Validation Successful	On Time	1	11/02/2018 20:29:39	<a href="#">View Filed</a>
5	01/01/2017	31/12/2017	Validation Successful	On Time	30	11/02/2018 20:28:46	<a href="#">View Filed</a>
6	01/01/2017	31/12/2017	Validation Failed	On Time	29	07/02/2018 13:25:03	<a href="#">View Errors</a>
7	01/01/2017	31/12/2017	Validation Failed	On Time	28	07/02/2018 12:47:16	<a href="#">View Errors</a>
8	01/01/2017	31/12/2017	Validation Failed	On Time	27	06/02/2018 13:54:24	<a href="#">View Errors</a>
9	01/01/2017	31/12/2017	Validation Failed	On Time	26	05/02/2018 16:50:11	<a href="#">View Errors</a>
10	01/01/2017	31/12/2017	Validation Failed	On Time	25	04/02/2018 19:20:14	<a href="#">View Errors</a>

- Based on the validation result, the CSU can do either of the following:
- Navigate to ‘Filing History’ page if validation is successful or;
- Navigate to ‘Validation Error’ page in case the validation fails



Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation In Progress
2	01/01/2017	31/12/2017	Validation Failed	On Time	32	11/02/2018 20:37:37	<a href="#">View Errors</a>
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	<a href="#">View Errors</a>
4	01/01/2015	31/12/2015	Validation Successful	On Time	1	11/02/2018 20:29:39	<a href="#">View Filed Filing</a>



Home / Filing Management / Validation Summary

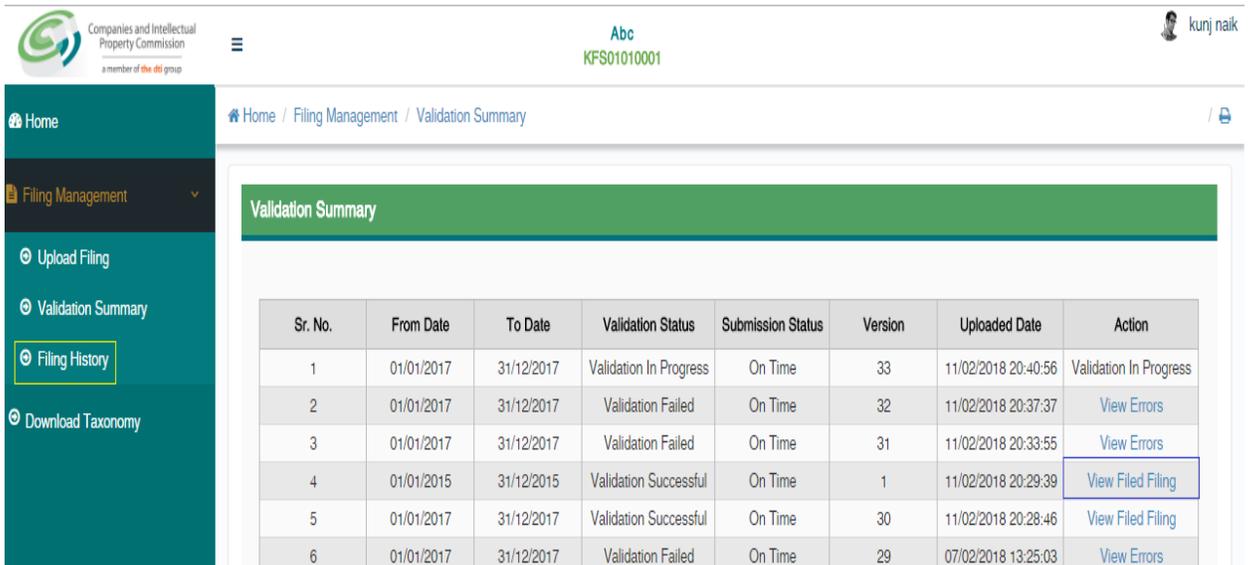
### Validation Summary

Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation In Progress
2	01/01/2017	31/12/2017	Validation Failed	On Time	32	11/02/2018 20:37:37	<a href="#">View Errors</a>
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	<a href="#">View Errors</a>
4	01/01/2015	31/12/2015	Validation Successful	On Time	1	11/02/2018 20:29:39	<a href="#">View Filed Filing</a>
5	01/01/2017	31/12/2017	Validation Successful	On Time	30	11/02/2018 20:28:46	<a href="#">View Filed Filing</a>
6	01/01/2017	31/12/2017	Validation Failed	On Time	29	07/02/2018 13:25:03	<a href="#">View Errors</a>

## View Filing History

The CSU can navigate to Filed Filing page to view the status of that filing by following one of the following steps:

- Click on the 'View Filed Filing' link on the Validation Summary page for that filing
- Use the 'Filing Management –Filing History' menu option

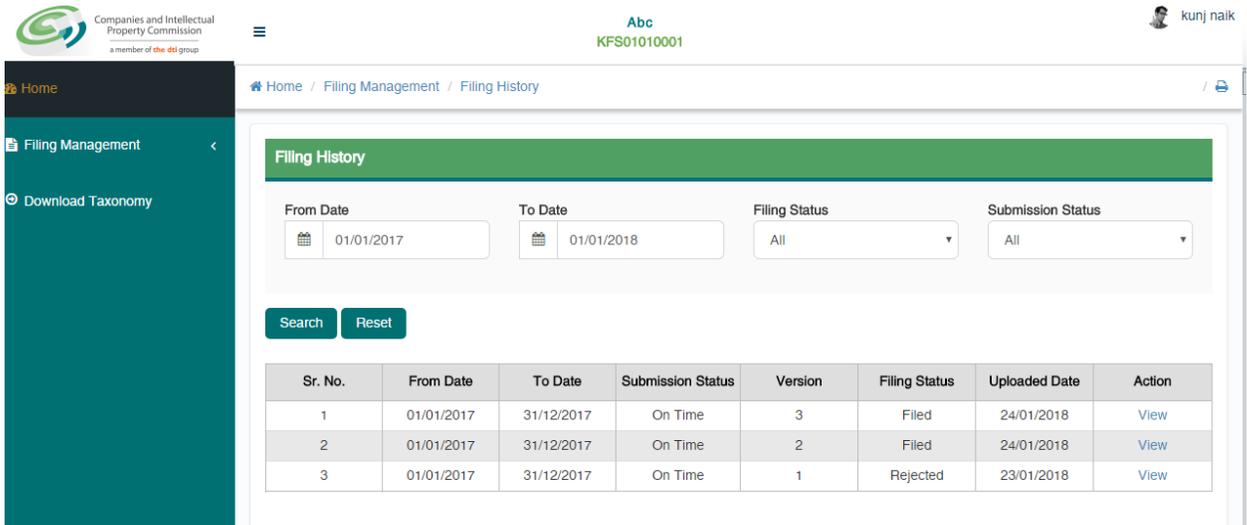


Home / Filing Management / Validation Summary

### Validation Summary

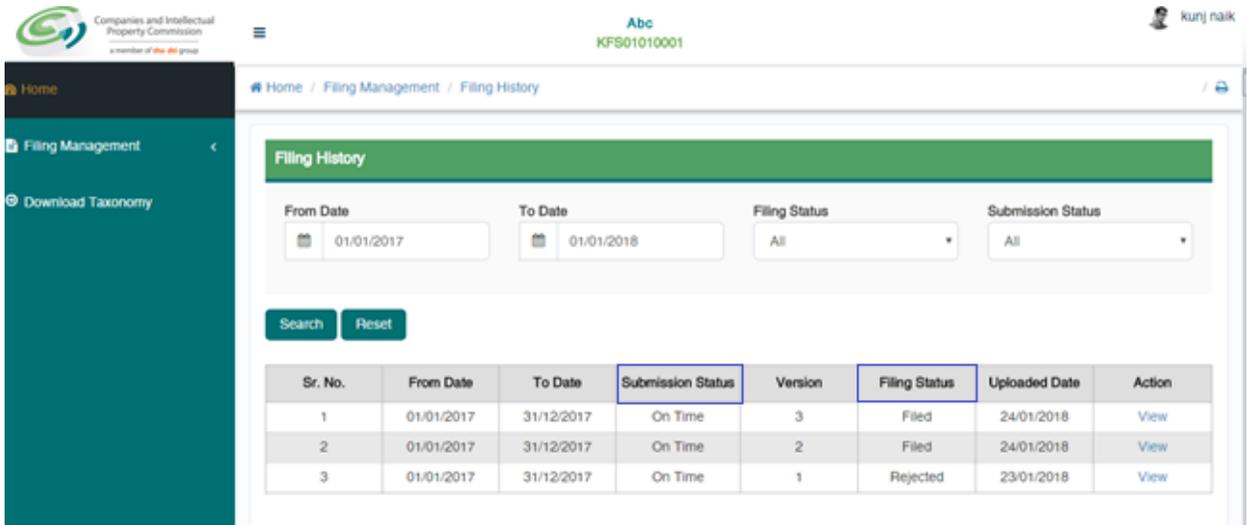
Sr. No.	From Date	To Date	Validation Status	Submission Status	Version	Uploaded Date	Action
1	01/01/2017	31/12/2017	Validation In Progress	On Time	33	11/02/2018 20:40:56	Validation In Progress
2	01/01/2017	31/12/2017	Validation Failed	On Time	32	11/02/2018 20:37:37	<a href="#">View Errors</a>
3	01/01/2017	31/12/2017	Validation Failed	On Time	31	11/02/2018 20:33:55	<a href="#">View Errors</a>
4	01/01/2015	31/12/2015	Validation Successful	On Time	1	11/02/2018 20:29:39	<a href="#">View Filed Filing</a>
5	01/01/2017	31/12/2017	Validation Successful	On Time	30	11/02/2018 20:28:46	<a href="#">View Filed Filing</a>
6	01/01/2017	31/12/2017	Validation Failed	On Time	29	07/02/2018 13:25:03	<a href="#">View Errors</a>

On following any of the two options listed above, the CSU will be able to view the 'Filing History' page.



Sr. No.	From Date	To Date	Submission Status	Version	Filing Status	Uploaded Date	Action
1	01/01/2017	31/12/2017	On Time	3	Filed	24/01/2018	<a href="#">View</a>
2	01/01/2017	31/12/2017	On Time	2	Filed	24/01/2018	<a href="#">View</a>
3	01/01/2017	31/12/2017	On Time	1	Rejected	23/01/2018	<a href="#">View</a>

On the 'Filing History' page, the CSU can view the 'Filing Status' & 'Submission Status' for any of the filing uploaded for their company. Here, the CSU can also filter records based on various filters.

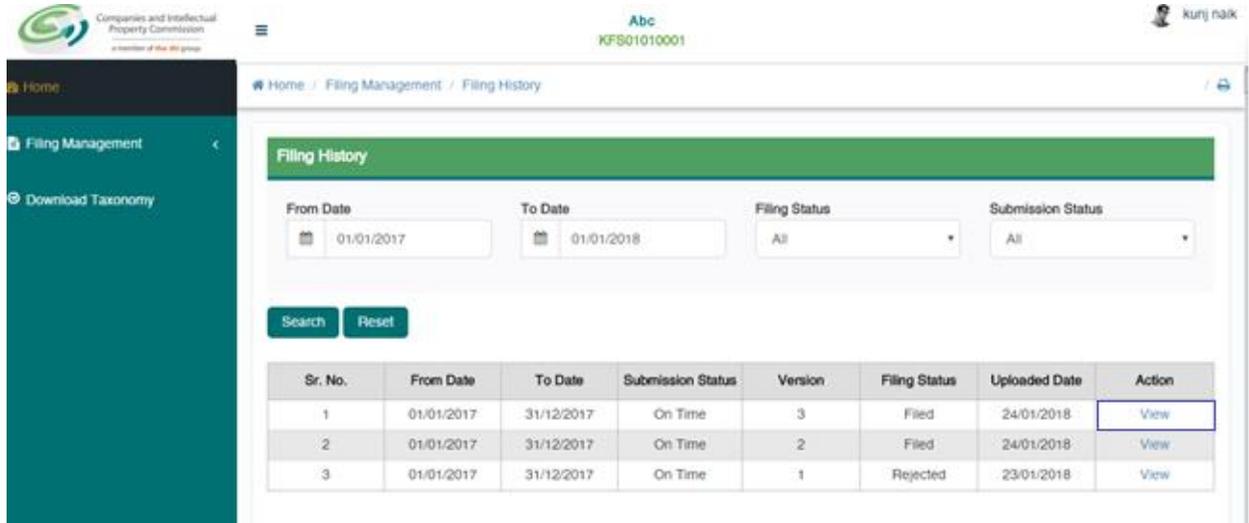


Sr. No.	From Date	To Date	Submission Status	Version	Filing Status	Uploaded Date	Action
1	01/01/2017	31/12/2017	On Time	3	Filed	24/01/2018	<a href="#">View</a>
2	01/01/2017	31/12/2017	On Time	2	Filed	24/01/2018	<a href="#">View</a>
3	01/01/2017	31/12/2017	On Time	1	Rejected	23/01/2018	<a href="#">View</a>

Below is the logic for displaying Submission Status:

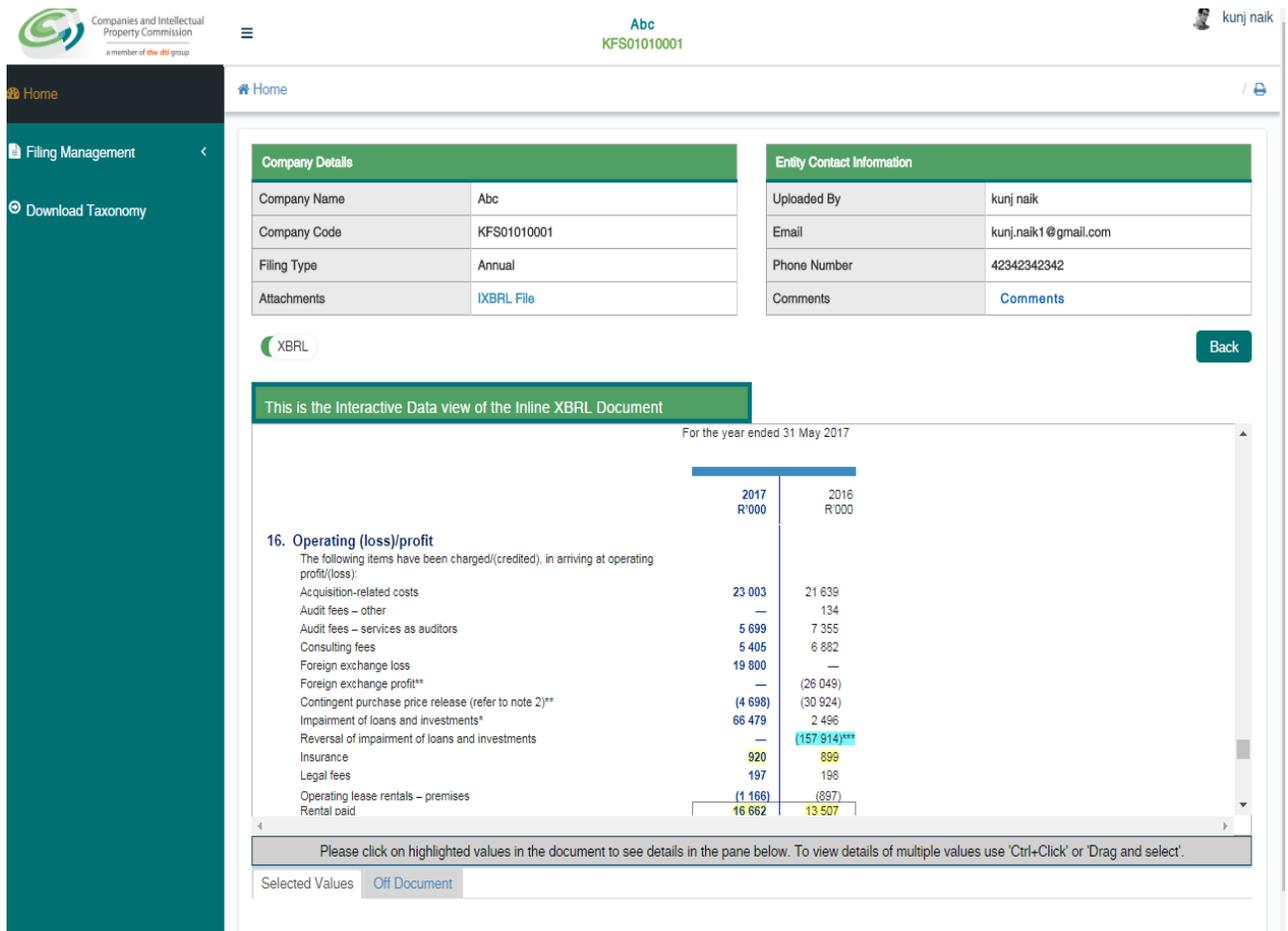
- If 'Difference between Financial Year End of AFS filing and Director's Approval date for that filing is less than 6 months' then status of filing will be 'On Time'
- If 'Difference between Financial Year End of AFS filing and Director's Approval date for that filing is more than 6 months' then status of filing will be 'Delayed'
- For FAS filings, submission status will always be 'On Time'.

The CSU can view the data in the uploaded instance document by clicking on 'View' link available under 'Action' column on 'Filing History' page.



Sr. No.	From Date	To Date	Submission Status	Version	Filing Status	Uploaded Date	Action
1	01/01/2017	31/12/2017	On Time	3	Filed	24/01/2018	<a href="#">View</a>
2	01/01/2017	31/12/2017	On Time	2	Filed	24/01/2018	<a href="#">View</a>
3	01/01/2017	31/12/2017	On Time	1	Rejected	23/01/2018	<a href="#">View</a>

On doing so, the CSU will be able to view all the details of the company, and the filing.



	2017 R'000	2016 R'000
<b>16. Operating (loss)/profit</b>		
The following items have been charged/(credited), in arriving at operating profit/(loss):		
Acquisition-related costs	23 003	21 639
Audit fees – other	—	134
Audit fees – services as auditors	5 699	7 355
Consulting fees	5 405	6 882
Foreign exchange loss	19 800	—
Foreign exchange profit**	—	(26 049)
Contingent purchase price release (refer to note 2)**	(4 698)	(30 924)
Impairment of loans and investments*	66 479	2 496
Reversal of impairment of loans and investments	—	<b>(157 914)**</b>
Insurance	920	899
Legal fees	197	198
Operating lease rentals – premises	(1 186)	(897)
Rental paid	<b>16 662</b>	<b>13 507</b>

Please click on highlighted values in the document to see details in the pane below. To view details of multiple values use 'Ctrl+Click' or 'Drag and select'.

Selected Values [Off Document](#)

The CSU can also view the submitted data in XBRL format.



Companies and Intellectual  
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ABC  
KFS01010001

 kunj naik

Home

Filing Management

Download Taxonomy

Home
Home

Company Details	
Company Name	Abc
Company Code	KFS01010001
Filing Type	Annual
Attachments	<a href="#">IXBRL File</a>

Entity Contact Information	
Uploaded By	kunj naik
Email	kunj.naik1@gmail.com
Phone Number	42342342342
Comments	<a href="#">Comments</a>

IXBRL Back

Select Statement

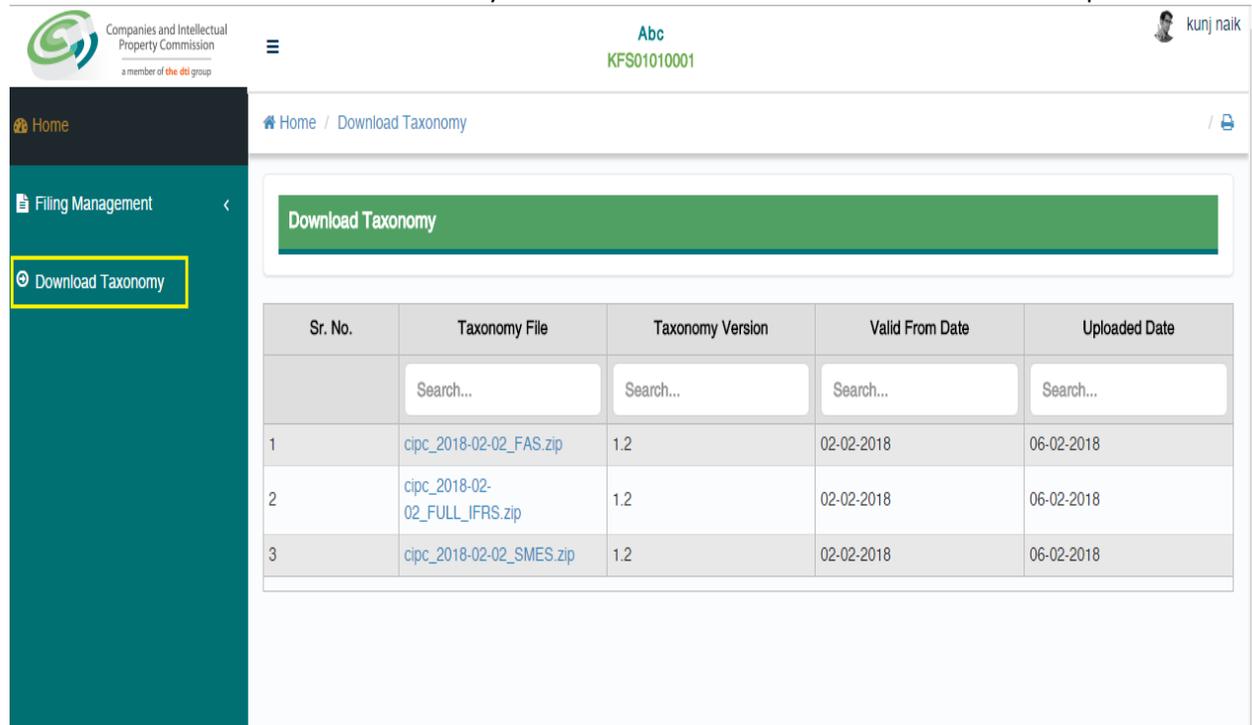
Statement of financial position [text block]

**Statement of financial position [text block]**

Reported Elements	31/5/2017	31/5/2016	31/5/2015
Property, plant and equipment	111,599.000	100,434.000	106,684.000
Goodwill	604,590.000	603,440.000	
Intangible assets other than goodwill	511,164.000	598,333.000	648,284.000
Investments in subsidiaries, joint ventures and associates	315,833.000	910,567.000	
Trade and other non-current receivables	42,512.000	29,166.000	
Deferred tax assets	26,697.000	21,212.000	
Total non-current assets	NaN.000	NaN.000	
Current inventories	NaN.000	NaN.000	
Trade and other current receivables	NaN.000	NaN.000	
Current tax assets, current	12,135.000	4,087.000	
Cash and cash equivalents	NaN.000	589,027.000	788,411.000
Total current assets	NaN.000	NaN.000	

## Downloading the taxonomy template

In order to download the relevant taxonomy templates, the CSU can click on ‘Download – Download Taxonomy’ menu option.



The screenshot shows the user interface of the Companies and Intellectual Property Commission portal. The user is logged in as 'kunj naik' with the ID 'KFS01010001'. The 'Download Taxonomy' menu option is highlighted in a yellow box. Below the menu, there is a table of taxonomy files.

Sr. No.	Taxonomy File	Taxonomy Version	Valid From Date	Uploaded Date
	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>
1	<a href="#">cipc_2018-02-02_FAS.zip</a>	1.2	02-02-2018	06-02-2018
2	<a href="#">cipc_2018-02-02_FULL_IFRS.zip</a>	1.2	02-02-2018	06-02-2018
3	<a href="#">cipc_2018-02-02_SMES.zip</a>	1.2	02-02-2018	06-02-2018

Here, the CSU can download the taxonomy file by clicking on link given in ‘Taxonomy file’ column.