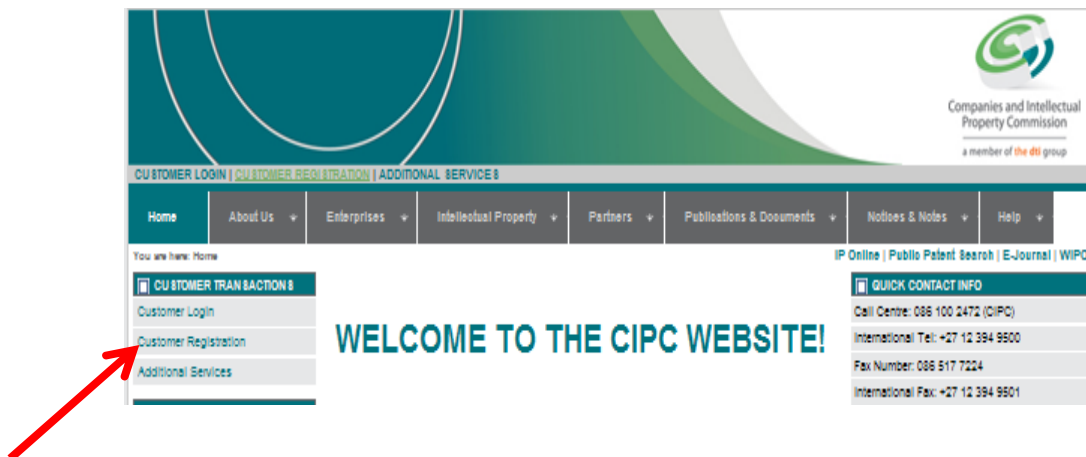


## STEP BY STEP GUIDE ON HOW TO FILE ANNUAL RETURNS

### Step 1: Register as Customer

If not registered as a CIPC customer yet, go to [www.cipc.co.za](http://www.cipc.co.za) and register as a customer by clicking on **Customer Registration**. Complete the required fields and click on **Submit**. When registering as a customer, a virtual account is automatically registered with CIPC. Your customer code is used as reference for any payment.



### Step 2: Calculate the Annual Return Fee

Before filing the annual return, determine the outstanding amount for the annual return filing, and ensure that sufficient funds is deposited into the CIPC account.

Go to [www.annualreturns.cipc.co.za](http://www.annualreturns.cipc.co.za).



## Step-by-step guide on how to file annual returns

Version: 1.0

Page 1 of 12

Alternatively access the CIPC Annual Return website via the CIPC main website  
[www.cipc.co.za](http://www.cipc.co.za) / Annual Returns.



Select **AR Fee Calculator** from the main menu or self-help blocks.

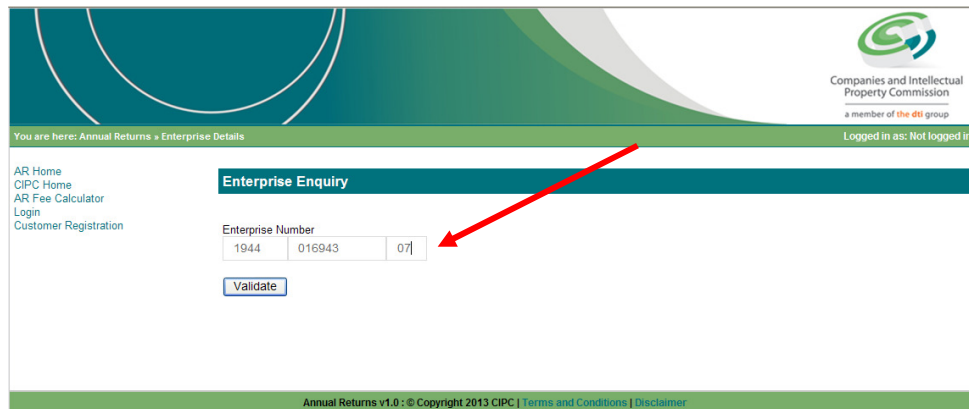


## Step-by-step guide on how to file annual returns

Version: 1.0

Page 2 of 12

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



Companies and Intellectual Property Commission  
a member of the dti group

You are here: Annual Returns » Enterprise Details

Logged in as: Not logged in

AR Home  
CIPC Home  
AR Fee Calculator  
Login  
Customer Registration

### Enterprise Enquiry

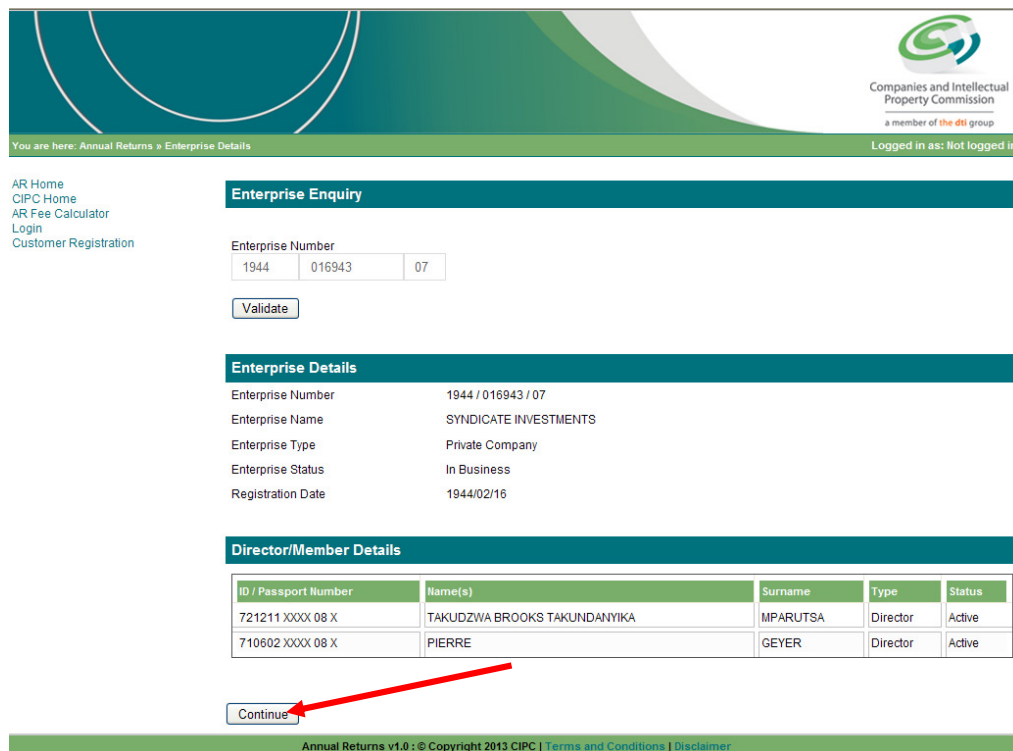
Enterprise Number

1944 016943 07

[Validate](#)

Annual Returns v1.0 : © Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

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**.



Companies and Intellectual Property Commission  
a member of the dti group

You are here: Annual Returns » Enterprise Details

Logged in as: Not logged in

AR Home  
CIPC Home  
AR Fee Calculator  
Login  
Customer Registration

### Enterprise Enquiry

Enterprise Number

1944 016943 07

[Validate](#)

### Enterprise Details

Enterprise Number 1944 / 016943 / 07

Enterprise Name SYNDICATE INVESTMENTS

Enterprise Type Private Company

Enterprise Status In Business

Registration Date 1944/02/16

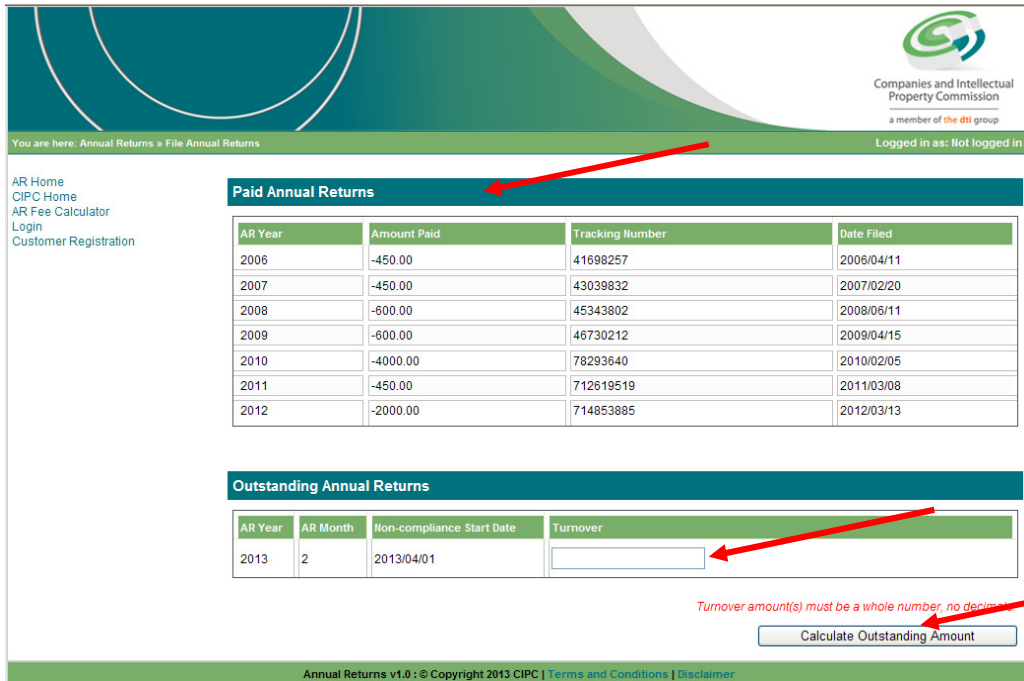
### Director/Member Details

ID / Passport Number	Name(s)	Surname	Type	Status
721211 XXXX 08 X	TAKUDZWA BROOKS TAKUNDANYIKA	MPARUTSA	Director	Active
710602 XXXX 08 X	PIERRE	GEYER	Director	Active

[Continue](#)

Annual Returns v1.0 : © Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

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**.



**Paid Annual Returns**

AR Year	Amount Paid	Tracking Number	Date Filed
2006	-450.00	41698257	2006/04/11
2007	-450.00	43039832	2007/02/20
2008	-600.00	45343802	2008/06/11
2009	-600.00	46730212	2009/04/15
2010	-4000.00	78293640	2010/02/05
2011	-450.00	712619519	2011/03/08
2012	-2000.00	714853885	2012/03/13

**Outstanding Annual Returns**

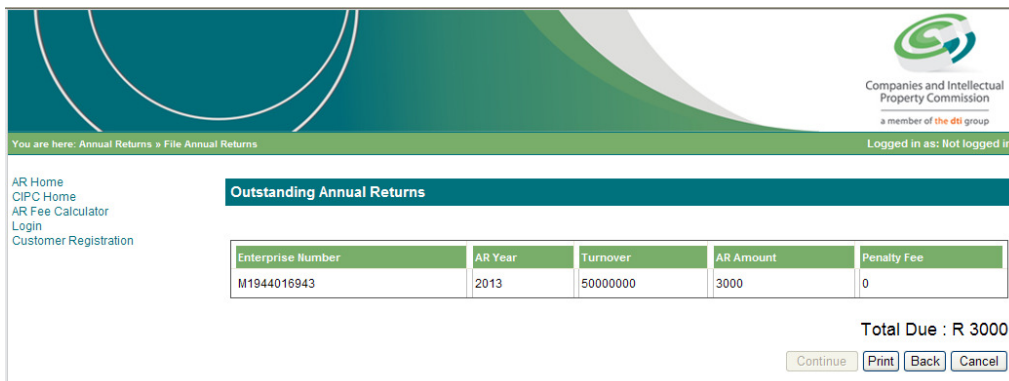
AR Year	AR Month	Non-compliance Start Date	Turnover
2013	2	2013/04/01	<input type="text"/>

Turnover amount(s) must be a whole number, no decimals

[Calculate Outstanding Amount](#)

Annual Returns v1.0 : © Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

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



**Outstanding Annual Returns**

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
M1944016943	2013	50000000	3000	0

Total Due : R 3000

[Continue](#) [Print](#) [Back](#) [Cancel](#)

### Step 3: Deposit Annual Return Fee

Deposit sufficient funds into the CIPC bank account to enable payment of the annual return fee.

### Step-by-step guide on how to file annual returns

Version: 1.0

Page 4 of 12

The following payment options exist:

- **Electronic deposit (EFT)**
  - You only need to quote your customer code in the reference field. The date and sequence number are not required.
- **Any ABSA bank**
  - You need to quote your customer code - supplement it by the full date of payment and sequence number, to make sixteen characters e.g. MAKGOS1208201301
  - The deposited amount will be reflected within one hour of being deposited.
- **Any other bank**
  - Allow 2-3 days for funds to be allocated. Customers are strongly advised to deposit money at an ABSA bank as it ensures that the deposited money is reflected in the customer's account within an hour.

### CIPC banking details

Bank	ABSA
Account Type	Transmission Account
Account Name	CIPC
Account Number	4055 68 1017
Branch Name	Van der Walt Street
Payment Reference	CUSTOMER CODE DATE (DDMMYYYY) AND 01 (If the Reference Number (Customer code) is less than six characters long then use trailing zeros.  ( <b>CUSTOMER CODE</b> 00DATE(DDMMCCYY01) e.g. MAKG00 <b>1208201301</b>

The reference number on the deposit slip will assist CIPC to allocate the deposit accurately and on time to your virtual account at CIPC.

If not allocated within three days, fax proof of payment to +27 86 673 8313. Mark for attention - Revenue Department and remember to include your customer code as a reference.

For finance related enquiries only, send an email to [revenue@cipc.co.za](mailto:revenue@cipc.co.za).

## Step 4: File Annual Return

Select **Login** from the main menu.

You are here: Annual Returns » Home

Logged in as: Not logged in

AR Home  
CIPC Home  
AR Fee Calculator  
Login  
Customer Registration

### WELCOME TO THE CIPC ANNUAL RETURN FILING SYSTEM

All companies and close corporations are required by law to file their annual returns with CIPC within a certain period of time each year. CIPC uses this information to ensure that it is in possession of the latest information of the company or close corporation and to determine whether the company or close corporation is conducting business activities.

- 1** Registered as a customer. [Click here to register as a customer](#) or alternatively go to [www.cipc.co.za](http://www.cipc.co.za) / Register as Customer.
- 2** Calculate the filing fee. [Click here](#) for the annual return calculator
- 3** Deposit relevant filing fee. [Click here](#) for the banking details of CIPC or alternatively go to [www.cipc.co.za](http://www.cipc.co.za) / Quick Links / CIPC Banking Details.
- 4** File annual returns. [Click here](#) for the Step-by-Step Guide on Filing Annual Returns

Once the annual return(s) has been filed, kindly print, e-mail or save the annual return filing confirmation and annual return certificate, as proof of filing.

For further assistance, kindly contact [annualreturns@cipc.co.za](mailto:annualreturns@cipc.co.za).

Kindly file audited financial statements via [financialstatements@cipc.co.za](mailto:financialstatements@cipc.co.za). Please include the CIPC reference number provided when filing the Annual Return in the email to CIPC.

Annual Returns v1.0 : © Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

Login to the **CIPC Annual Return** website by populating the required fields (i.e. Customer code, password and security code). Click in tick box to indicate that you agree to the **CIPC Terms and Conditions**. Then select **Login**.

**Note:** The first time a customer login with a customer code, he/she will be required to confirm some information and also select a security question and answer.

You are here: Annual Returns » Login

Logged in as: Not logged in

AR Home  
CIPC Home  
AR Fee Calculator  
Login  
Customer Registration

### Login to submit CIPC Annual Returns

Customer Code  
STELLI

Customer Password (case sensitive)  
\*\*\*\*\*

**p97pHb**  
Enter security code displayed above. The code is case sensitive.  
p97pHb

☐ Tick to reset your password

☒ Tick to agree to the CIPC Terms and Conditions

Login

[Forgot your password?](#)

Annual Returns v1.0 : © Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

## Step-by-step guide on how to file annual returns

Version: 1.0

Page 6 of 12




The **Forgot Your Password** or **Reset Password** may also be selected.

Select **File / Lodge AR**.



Follow the same steps as per the **AR Fee Calculator** under step 2.

The screenshot shows the 'Enterprise Enquiry' form. The header includes the CIPC logo and the text 'Companies and Intellectual Property Commission a member of the dti group'. The user is logged in as 'KLEKOW'. The form contains a section for 'Enterprise Number' with input fields for '1999', '028623', and '07'. A 'Validate' button is located below the input fields. The footer contains the text 'Annual Returns v1.0 : © Copyright 2013 CIPC | Terms and Conditions | Disclaimer'.



Companies and Intellectual Property Commission

a member of the dti group

You are here: Annual Returns » Enterprise Details Logged in as: Not logged in

AR Home

CIPC Home

AR Fee Calculator

Login

Customer Registration

### Enterprise Enquiry

Enterprise Number

1999

028623

07

[Validate](#)

### Enterprise Details


Enterprise Number	1999 / 028623 / 07
Enterprise Name	KARAKA ONE INVESTMENTS
Enterprise Type	Private Company
Enterprise Status	In Business
Registration Date	1999/12/28

### Director/Member Details

ID / Passport Number	Name(s)	Surname	Type	Status
620822 XXXX 08 X	FRANCISCO	DE AGRELA	Director	Active

[Continue](#)

Annual Returns v1.0 : © Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)



Companies and Intellectual Property Commission

a member of the dti group

You are here: Annual Returns » File Annual Returns Logged in as: KLEKOW

AR Home

AR Fee Calculator

Logout

### Paid Annual Returns

AR Year	Turnover	Amount Paid	Tracking Number	Date Paid
2005	1648051	-450.00	41344049	2006/01/13 12:00:00 AM
2006	1851218	-450.00	42913907	2007/01/29 12:00:00 AM
2007	550000	-450.00	44687192	2008/01/30 12:00:00 AM
2008	2074716	-450.00	46378013	2009/01/28 12:00:00 AM
2009	2074716	-450.00	77968062	2009/12/16 12:00:00 AM
2010	2074716	-450.00	712250841	2011/02/01 12:00:00 AM
2011	2895643	-450.00	714545937	2012/01/17 12:00:00 AM

### Outstanding Annual Returns

AR Year	AR Month	Non-compliance Start Date	Turnover
2012	12	2013/02/08 12:00:00 AM	145123458

Turnover amount(s) must be a whole number, no decimals

[Calculate Outstanding Amount](#)

© Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)



You are here: Annual Returns » File Annual Returns

AR Home  
AR Fee Calculator  
Logout

**Outstanding Annual Returns**

Enterprise Number	AR Year	Turnover	Amount Due
M1999028623	2012	145123458	3000

Total Due: R 3000

[Pay](#) [Print](#) [Back](#) [Cancel](#)

© Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

Select **Pay** to proceed.

You are here: Annual Returns » Payment

AR Home  
AR Fee Calculator  
Logout

**Pay Annual Returns**

Customer Code	STELLI
Balance	R 100020.00
Amount Due	R 3000

[Update Details to Pay](#)

© Copyright 2013 CIPC | [Terms and Conditions](#) | [Disclaimer](#)

Select **Update Details to Pay**.

The annual return is pre-populated except for the empty fields under the **Enterprise Details** heading. Select **[+] Expand** to open details of each section of the annual return.

Confirm if information is correct. If yes, continue to next heading until the content under all headings have been confirmed and click **File Annual Return(s)**.


If the information displayed has changed, tick the appropriate tick box at the relevant heading. Continue to confirm the content under all headings and click on **File Annual Return(s)**.

AR Home

CIPC Home

AR Fee Calculator

Logout



Companies and Intellectual  
Property Commission

a member of the dti group

You are here: Annual Returns » Update Enterprise Details

Logged in as: STELLI

Enterprise Details

Enterprise number

M1999028623

Enterprise name

KARAKA ONE INVESTMENTS

Has the enterprise name changed?

☐

Email address

Telephone number

Cellphone Number

Website Address

Business description

Principle place of business

Click the expand button [+] to view and verify the information. Click the tickbox if any information displayed is incorrect or changed.

Financial Year End

[+] Expand

Registered Office

[+] Expand

Location of Records

[+] Expand

Click the expand button [-] to view and verify the information. Click the tickbox if any information displayed is incorrect or changed.

Financial Year End
[-] Collapse

Month of financial year end
February

Has this financial year end information changed?
☐

Registered Office
[-] Collapse

Physical Address
175 - 177 MALAN DRIVE  
NORTHCLIFF  
JOHANNESBURG  
2195

Postal Address
PO BOX 3400  
DAINFERN  
JOHANNESBURG  
2055

Has this enterprise registered information changed?
☐

Location of Records
[-] Collapse

Has the location of records changed?
☐

Directors / Members Details
[-] Collapse

Surname	Full Names	Status	Type
DE AGRELA	FRANCISCO	Active	Director

Has this directors/members information changed?
☐

Company Secretary Details
[-] Collapse

Surname	Full Names	Status
No Secretary Record Found		

Has this company secretary information changed?
☐

Auditors and Audit Committees
[-] Collapse

Name	Type	Status	Effective Date
BRYAN FERREIRA AND COMPANY	Auditor	Resign	
S AHMED AND COMPANY	Auditor	Resign	

Has this auditor information changed?
☐

File Annual Return(s)

You are here: Annual Returns » Results

Companies and Intellectual Property Commission  
a member of the dti group  
Logged in as: STELLI

AR Home  
CIPC Home  
AR Fee Calculator  
Logout

Annual Return(s) Filed Successfully

Customer Code	STELLI
Starting Balance	R 57470.00
Amount Due	R 100
Ending Balance	R 57370.00
Reference Number	54063210

Generate Certificate

Click **Generate Certificate** for the annual return filing confirmation to be generated. Alternatively, the annual return filing confirmation may be accessed under **AR Home** / **Print Certificate**.

