

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. Payment must be made as part of the filing process and such can be done via the online debit/credit card payment option.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us menu button on the CIPC home page for the 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.

The screenshot shows the CIPC website homepage. At the top, there is a dark green navigation bar with social media icons for Facebook and Twitter, followed by menu items: 'Online Transacting' (highlighted with a red arrow), 'Vacancies', 'Quick Links', 'Useful Tools', 'B-BBEE Certification', and 'XBRL Programme'. Below this is a lighter green navigation bar with 'Home', 'About', 'Legislation', 'Publications', 'CIPC Enquiries', 'Access', and 'Contact us'. The CIPC logo and tagline 'Companies and Intellectual Property Commission' are on the right. A 'View All Customer Notices' link is centered below the navigation. The main content area is split into two columns. The left column, titled 'IMPORTANT NOTICES', lists several updates: 'System maintenance: 25 January 2019', 'Launch of Automation of Shares', 'Relocation of Pretoria Self-Service Centre', 'Licencing of Business Rescue Practitioners', 'Company registration numbers for application lodged during the festive season break', and 'Requirement for the removal of a director by shareholders'. A 'VIEW ALL NOTICES' link is at the bottom of this list. The right column features a large banner image of hands holding a document, with the text 'YOUR BUSINESS, OUR FOCUS' and a 'Register your business today' button. Below the banner are three buttons: a WhatsApp icon with the number '*134*2472#', an 'Enquiries' button, and a 'Surveys' button. At the bottom of the page, there are four green buttons: 'Register your Business', 'Maintain your Business', 'Protect your IP', and 'Business & IP Search'.

2. Click on **Customer Login**.

Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Home » Transact

CIPC eServices System

Welcome to the CIPC eServices system. To transact on this system you must have a valid CIPC customer code. Please note that currently you can only register private and non-profit companies with standard memorandum of incorporation, all other company types must be filed manually. Forms are available on <http://www.cipc.co.za/>

CUSTOMER LOGIN

PASSWORD RESET

CUSTOMER REGISTRATION

ENTERPRISE SEARCH
search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

HOW-TO VIDEOS
watch our how-to videos to guide you in filing transactions or retrieving documents

SOCIAL MEDIA
follow us on social media to interact with us and to get the latest updates

SUPPORTED BROWSERS
GOOGLE CHROME, MOZILLA FIREFOX, SAFARI, MICROSOFT EDGE

Customer Registration & Login

1. Click on "CUSTOMER REGISTRATION"
2. Indicate whether you are South African or not
3. Type in ID or passport number
4. Fill in all required fields on the registration form
5. Set new password
6. Login using customer code and password
7. Security code and password are case sensitive

Password Reset

- 1. Click on "PASSWORD RESET"
- 2. Type in customer code
- 3. OTP is sent to cellphone number
- 4. Once OTP confirmed, set new password

OR

- 1. Follow instructions on [this page](#)

Services Offered

- COMPANY REGISTRATION**
private and non-profit company registration
- NAME RESERVATIONS**
reserve a name for company registration
- NAME CHANGES**
change company name
- NAME SEARCH**
search registered and reserved names
- TRANSACTION STATUS**
track transaction status
- CERTIFICATES**
- disclosures
- B-BBEE certificates
- MOI (incorporation) documents
- approved names
- DIRECTOR AMENDMENTS**
amend company directors
- MEMBER AMENDMENTS**
amend close corporation members
- FINANCIAL YEAR END CHANGES**
change financial year for for companies and close corporations
- ENTERPRISE ENQUIRY**
enterprise details
- BALANCE ENQUIRY**
customer code statement
- DOMAIN REGISTRATION**
register a domain name for your company
- ANNUAL RETURNS**
file company and close corporation annual returns
- AUDITOR CHANGES**
appoint / resign auditors
- ADDRESS CHANGES**
change company and close corporation addresses
- NAME EXTENSION**
extend reserved name expiry date
- NAME TRANSFER**
transfer reserved name to another customer code
- UPDATE CONTACT DETAILS**
update director or member contact details for companies and close corporations
COMING SOON!

LOGIN

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

Companies and Intellectual Property Commission - eServices

HOME

Welcome GUEST
PLEASE LOG IN TO START TRANSACTING

You are here: CIPC eServices » Login

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)

CSugh6

Enter security code displayed above. (case sensitive)

Tick to accept the [CIPC Terms & Conditions](#)

LOGIN FORGOT PASSWORD

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 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.

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

HOW-TO VIDEOS

watch our how-to videos to guide you in filing transactions or retrieving documents

WATCH VIDEOS

SOCIAL MEDIA

follow us on social media to interact with us and to get the latest updates

SUPPORTED BROWSERS

GOOGLE CHROME MOZILLA FIREFOX SAFARI MICROSOFT EDGE

Note: Before completing the login procedure it is advised 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.

The landing page of E-services will be displayed. Click on **Transact**.



Welcome CCOAR

HAYLIE DELPORT

EDIT CUSTOMER DETAILS

LOGOUT

BALANCE R 63195.00

ENTERPRISE SEARCH

search for enterprises on our register using enterprise name, enterprise number or director ID/passport number

CONTINUE TO SEARCH

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SUPPORTED BROWSERS



You are here: CIPC eServices » Home

CIPC ENTITY SEARCH

Search by [dropdown]

Type in enterprise name, number or director ID number

ANNUAL RETURN (AR) COMPLIANCE: NON COMPLIANCE LEADS TO DEREGISTRATION

ENTERPRISE NUMBER	ENTERPRISE NAME	STATUS	TYPE	AR COMPLIANT	FILE
K2019000009	K2019000009 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2018000002	TEST 4 01072019	IN BUSINESS	EXTERNAL COMPANY	YES	
K2018483486	K2018483486 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2018483458	K2018483458 (SOUTH AFRICA)	IN BUSINESS	NON PROFIT COMPANY	YES	
K2018483289	K2018483289 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2018483294	K2018483294 (SOUTH AFRICA)	IN BUSINESS	PRIVATE COMPANY	YES	
K2018483295	HAYLIE TEST 99	IN BUSINESS	PRIVATE COMPANY	YES	
K2018483296	HAYLIE TEST 100	IN BUSINESS	PRIVATE COMPANY	YES	

CURRENT PROCESSING DATES

TRANSACTION TYPE	CURRENT PROCESSING DATE	LAST UPDATED
NEW COMPANY REGISTRATION [eSERVICES]	2017-10-16	2017-10-16 10:14:44 AM
NEW COMPANY REGISTRATION [MANUAL]	2017-10-12	2017-10-16 10:14:59 AM
CLOSE CORPORATION TO COMPANY CONVERSION [MANUAL]	2017-10-12	2017-10-16 10:15:37 AM


4. Click on [File Annual Returns](#)




5. 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.


You are here: eServices » Annual Returns » Home




ANNUAL RETURN
CALCULATOR




FILE
ANNUAL RETURNS




RE-PRINT
AR CERTIFICATES



HOW-TO
GUIDE



FREQUENTLY
ASKED QUESTIONS



BANKING
DETAILS

- 1 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 Upload AFS or Submit FAS
- 4 File and Pay Annual Returns
- ? For assistance go to www.cipc.co.za and select enquiries

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

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

You are here: eServices » Annual Returns » Enterprise Details


Important changes for annual return filings:

Due to security concerns relating to the disclosure of personal information CIPC has affected the below changes on annual returns:

- Only the first 6 digits of a director's or member's identity number will be displayed on the Enterprise Enquiry screen;
- The annual return filing certificate will not display the identity number, addresses, or contact details of a director or member;
- Customers will not be able to update the content of the annual return except for contact details. Customers are advised to tick in the tick box next to each section heading to indicate when a change has occurred. If a change occurred, the appropriate amendment form(s) **MUST BE FILED** with the CIPC via any of the authorised filing methods for change(s).

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 www.cipc.co.za / enquiries.

7. 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**.

You are here: eServices » Annual Returns » Enterprise Details

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Enterprise Enquiry

Enterprise Number

2011 * 008399 * 07 *



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

ID / Passport Number	Name(s)	Surname	Type	Status
550319 XXXX 08 X	DANIEL POCKLINGTON	ERASMUS	Director	Active
571013 XXXX 08 X	MANAU JAN	LIKHOJANE	Director	Active

CONTINUE  

8. 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**.

You are here: eServices » Annual Returns » File Annual Returns

Paid Annual Returns - 2001 / 008399 / 07

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
2006	PCB001	-600,00	44200610	2007-10-10
2007	PCB001	-3300,00	715132926	2012-05-09
2008	PCB001	-3300,00	715132926	2012-05-09
2009	PCB001	-3300,00	715132926	2012-05-09
2010	PCB001	-3300,00	715132926	2012-05-09
2011	PCB001	-3300,00	715132926	2012-05-09
2012	PCB001	-3300,00	715132926	2012-05-09
2013	PCB001	-2500,00	720712150	2014-06-04
2014	PCB001	-2500,00	720712151	2014-06-04
2015	PCB001	-2000,00	926348600	2015-05-13
2016	MTI001	-150,00	989052194	2017-04-20
2017	MTI001	-100,00	989052196	2017-04-20

Outstanding Annual Returns - 2001 / 008399 / 07

AR Year	AR Month	AR Non-Compliance Date	Turnover
2018	4	2018-06-01	<input type="text" value="0"/>

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

CALCULATE OUTSTANDING AMOUNT 

9. Once **Calculate Outstanding Amount** is clicked, the application will firstly calculate and display the annual return fee payable and secondly will validate whether Annual Financial Statements (AFS via iXBRL) or Financial Accountability Supplement (FAS) was submitted for the applicable year. If Annual Financial Statements or Financial Accountability Supplement was not submitted, click on either **Capture AFS** or **Capture FAS**, depending on which is applicable.

Note: It is mandatory for companies (except for external companies) and close corporations to submit either its Annual Financial Statements (AFS) or Financial Accountability Supplement (FAS) when filing annual returns. The non-filing of Annual Financial Statements or Financial Accountability Supplement after the filing of annual returns will result in an investigation into non-compliance with the Companies Act, 2008 and the outcome of such investigation may result in prosecution or an administrative fine.

You are here: eServices » Annual Returns » File Annual Returns

Paid Annual Returns - 2001 / 008399 / 07

AR Year	Customer Code	Amount Paid	Tracking Number	Date Filed
2006	PCB001	-800,00	44200610	2007-10-10
2007	PCB001	-3300,00	715132926	2012-05-09
2008	PCB001	-3300,00	715132926	2012-05-09
2009	PCB001	-3300,00	715132926	2012-05-09
2010	PCB001	-3300,00	715132926	2012-05-09
2011	PCB001	-3300,00	715132926	2012-05-09
2012	PCB001	-3300,00	715132926	2012-05-09
2013	PCB001	-2500,00	720712150	2014-06-04
2014	PCB001	-2500,00	720712151	2014-06-04
2015	PCB001	-2000,00	926348600	2015-05-13
2016	MTI001	-150,00	969052194	2017-04-20
2017	MTI001	-100,00	969052196	2017-04-20

Outstanding Annual Returns - 2001 / 008399 / 07

AR Year	AR Month	AR Non-Compliance Date	Turnover
2018	4	2018-06-01	<input type="text" value="100000"/>

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

CALCULATE OUTSTANDING AMOUNT 

Outstanding Annual Returns - 2001 / 008399 / 07

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
M2001008399	2018	100000	100,00	50,00

Total Due : R 150,00

CAPTURE AFS  **CAPTURE FAS** 

10.1 If **Capture AFS** was selected, you will be redirected to the iXBRL web page. Once submission of AFS is completed, continue from step 4.

Upload iXBRL Filing

SIC Code *

iXBRL Instance * No file chosen
Only .zip/xhtml files allowed

Supporting Document No file chosen
Only PDF files allowed

Comments for Filing
Enter ...

Approved Audited
 Approved Independently Reviewed

10.2 If **Capture FAS** was selected, you will be rerouted to the Financial Accountability Supplement web page. Complete fields and click **Continue**. An e-mail confirming the filing of FAS, will be e-mailed to the e-mail address of person filing the FAS.

You are here: CIPC eServices » Financials » Financial Accountability Supplement(CoR30.2)

Financial Accountability Supplement (CoR30.2) : Capture Details

Financial Accountability Supplement Year: **2019**

Registration number of entity: **2001 / 008399 / 07**

Name of entity: **PHOFUNG PROJECT CONSULTANTS**

The person primarily responsible for recording day to day financial transactions and maintaining the company's financial records*
Person type: Natural person Juristic person

The person primarily responsible for compiling financial information and preparing reports or statements is the same person primarily responsible for recording day to day financial transactions and maintaining the company's financial records*
 Yes No

There is a person who provides advice to the company concerning the maintenance of financial records*
 Yes No

There is a person performing Independent review of Annual Financial Statements*
 Yes No

The company maintains its financial records as required in terms of Section 28*
Manually, in paper based record

The company deals in goods*
 Yes No

Does the company hold any assets in a fiduciary capacity for persons not related to the company, as contemplated in Regulation 28 (2)(b)?*
 No Yes

Name of person submitting the Financial Accountability Supplement on behalf of the company on behalf of the company: [Redacted]

Email address of person submitting the Financial Accountability Supplement: [Redacted]

Cell phone number of applicant: [Redacted]

CONTINUE →

11. Repeat Step 8.

12.1 To print the outstanding fee click on **Print**


12.2 To abort (not to continue with filing of the outstanding annual returns) click on **Cancel**


12.3 To proceed with filing the outstanding annual returns click on **Continue**

Outstanding Annual Returns - 2001 / 008399 / 07

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
M2001008399	2018	10000	100,00	50,00

Total Due : R 150,00

CONTINUE → **PRINT**  **BACK** ←

CANCEL 

13. To file annual returns complete indicated fields and select **Add To Cart**

You are here: eServices » Annual Returns » Update Enterprise Details

Enterprise Details

Enterprise number: M2001008399

Enterprise name: PHOFUNG PROJECT CONSULTANTS

Has the enterprise name changed?

Email address: *

Telephone number: *

Cellphone Number:

Website Address:

Business description: *

Principal 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

Directors / Members Details: [+] Expand

Company Secretary Details: [+] Expand

Auditors and Audit Committees: [+] Expand

ADD TO CART 

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

14. Select **Card** at **Payment Option** or **Customer Balance**. If there is not enough money in the customer code, only the **Card Payment** option will be available.

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

ADD ANNUAL RETURN
Total : R 2500.00

Payment Option: Card Customer Balance EFT and Cash

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 make payment, click on **Pay Now**.

15. Complete Debit or Credit card details by completing the **Card Details** screen

TRANSACTION DETAILS

Annual Returns

Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee
M2001008399	2016	10000000	2,000.00	500.00

Sub Total : R 2500.00


Total : R 2500.00


CARD DETAILS

Tick to use previous card details





Card Number

Expiry Date (mmyyyy)

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.


Note: If a customer wants 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.


16. 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.

ACCEPT  **DECLINE** 

17. Finalise payment by clicking on **Pay Now** and provide the One Time Pin (OTP) sent to your phone by your bank.

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.

3D SECURE PAYER AUTHENTICATION

MasterCard. SecureCode. **Standard Bank**

Your transactions are protected by 3D Secure

Please enter a cell phone number or email address you registered with Standard Bank:

Cell phone number Email address

0xx xxx xxxx

A one-time password (OTP) will be sent to this cell phone number.

All entered information is confidential and is not shared with the merchant

Haven't received your OTP?
Call our secure helpline: 086 120 1311 or +27 11 299 4541

3D SECURE PAYER AUTHENTICATION

MasterCard. SecureCode. **Standard Bank**

Order summary

Merchant
CIPC

Amount
R1.00ZAR

Date
31 Jul 2017

Cardnumber
*****1904

A one-time password (OTP) was sent to *** ***** 881 at 14:40:42.

Enter OTP

Haven't received your OTP? [Resend OTP](#)
Alternately, call our secure helpline: 086 120 1311 or +27 11 299 4541
All entered information is confidential and is not shared with the merchant

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

18. Confirmation of completed filing and payment

You are here: eServices » Payment Details

Payment successful. Thank You!

Reference Number: T933121372

Annual Returns

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Total Amount
533121195	B2007149043	2011	0.00	100.00	150.00	250.00
		2012	0.00	100.00	150.00	250.00
		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

Total : R 1500.00

19. If AFS or FAS was not successfully filed, such can be filed by clicking on either **Annual Financial Statements** or file **Financial Accountability Supplement** links.

You are here: eServices » Customer Balance Payment

Your transaction was submitted for processing successfully. The processed items certificate(s) have been queued to be sent to HDELPOR@CIPC.CO.ZA. Thank You!

Annual Returns Compliance Notice

Please note, that by capturing Annual Return details, an entity is required by law to also upload a set of Annual Financial Statements (AFSs) via XBRL, or capture the details of a Financial Accountability Supplement (FAS), based on the criteria as per the Companies Act that apply to a specific entity.

To proceed to the portal for uploading AFSs via XBRL, [please click here](#).

To proceed to the form for capturing a FAS, [please click here](#).

Annual Returns - Processing Results

Reference Number	Enterprise Number	AR Year	Turnover	AR Amount	Penalty Fee	Status
589131345	M2001008399	2018	10000	100	50	Processed

20. The 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 on the Annual Return website \(http://annualreturns.cipc.co.za/\)](#) 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 when registering the customer code.

id Intellectual Property Commission - Payment [HOME](#) [TRANSACTION](#) [CART \(0\)](#)

You are here: eServices » Customer Balance Payment

Your transaction was submitted for processing successfully. The processed items certificate(s) have been queued to be sent to [REDACTED] Thank You!

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