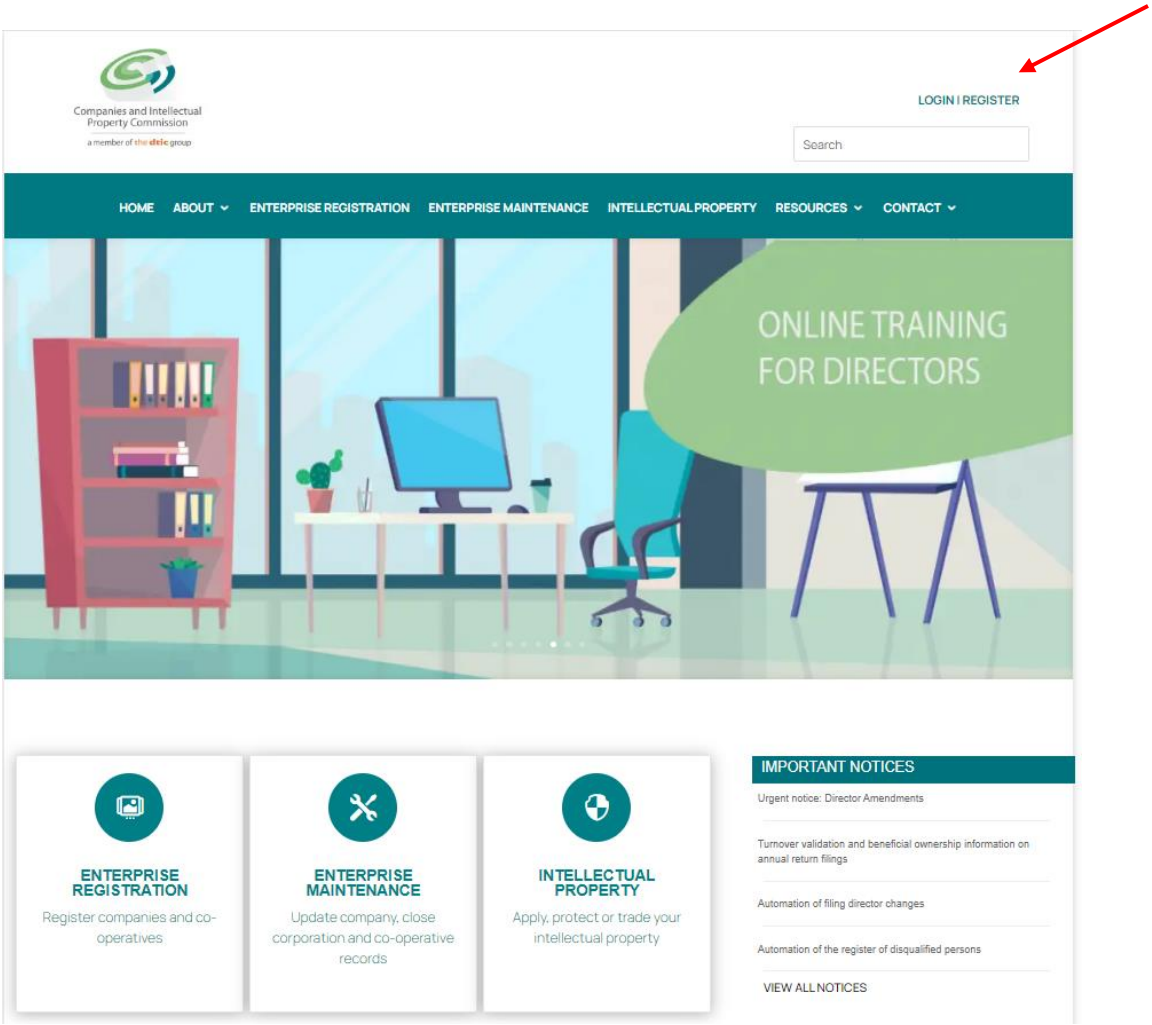
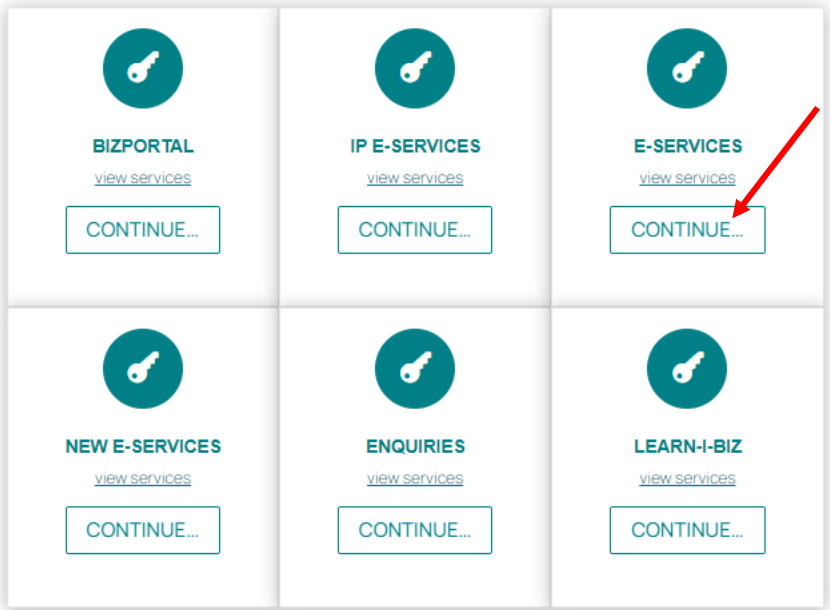
Step by Step Guide: Calculating Annual Returns and Filing Annual Returns

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

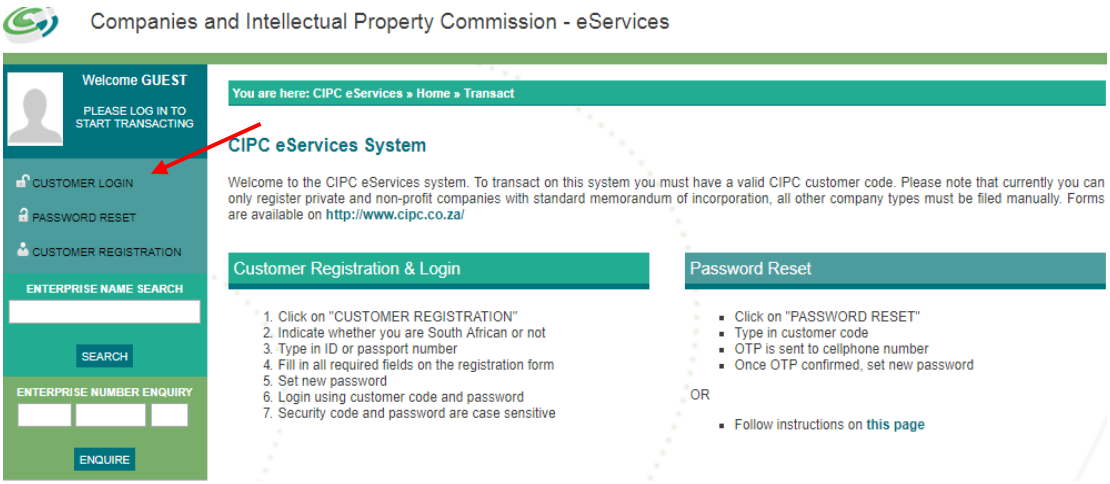
- Consult the step-by-step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

1. Visit the CIPC website www.cipc.co.za and click Login / Register and then e-Services. Or alternatively visit annualreturns.cipc.co.za.

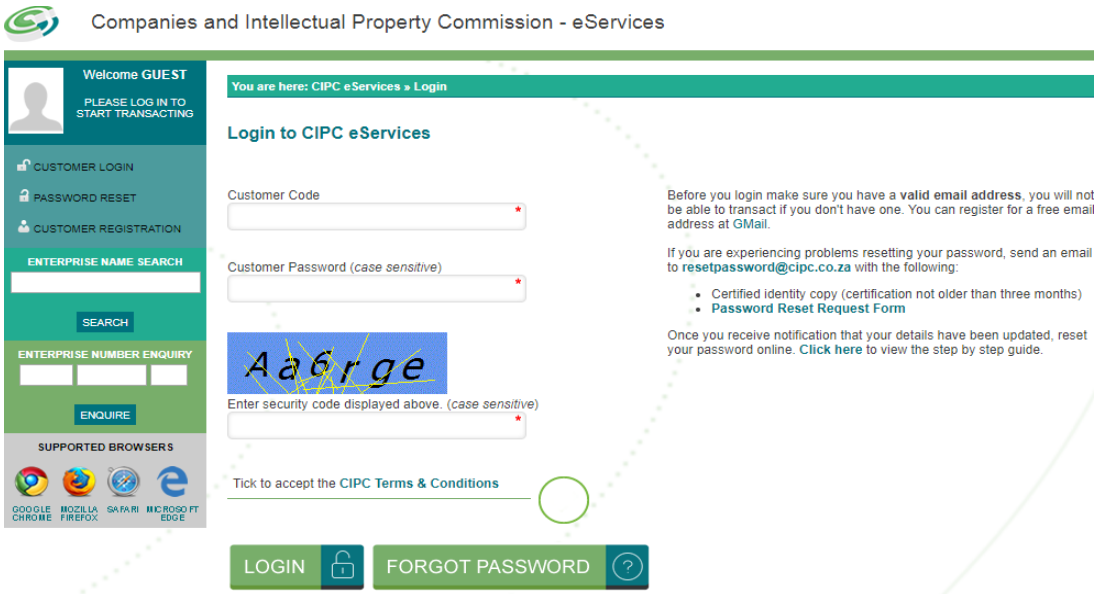




2. Click on **Customer Login**.



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



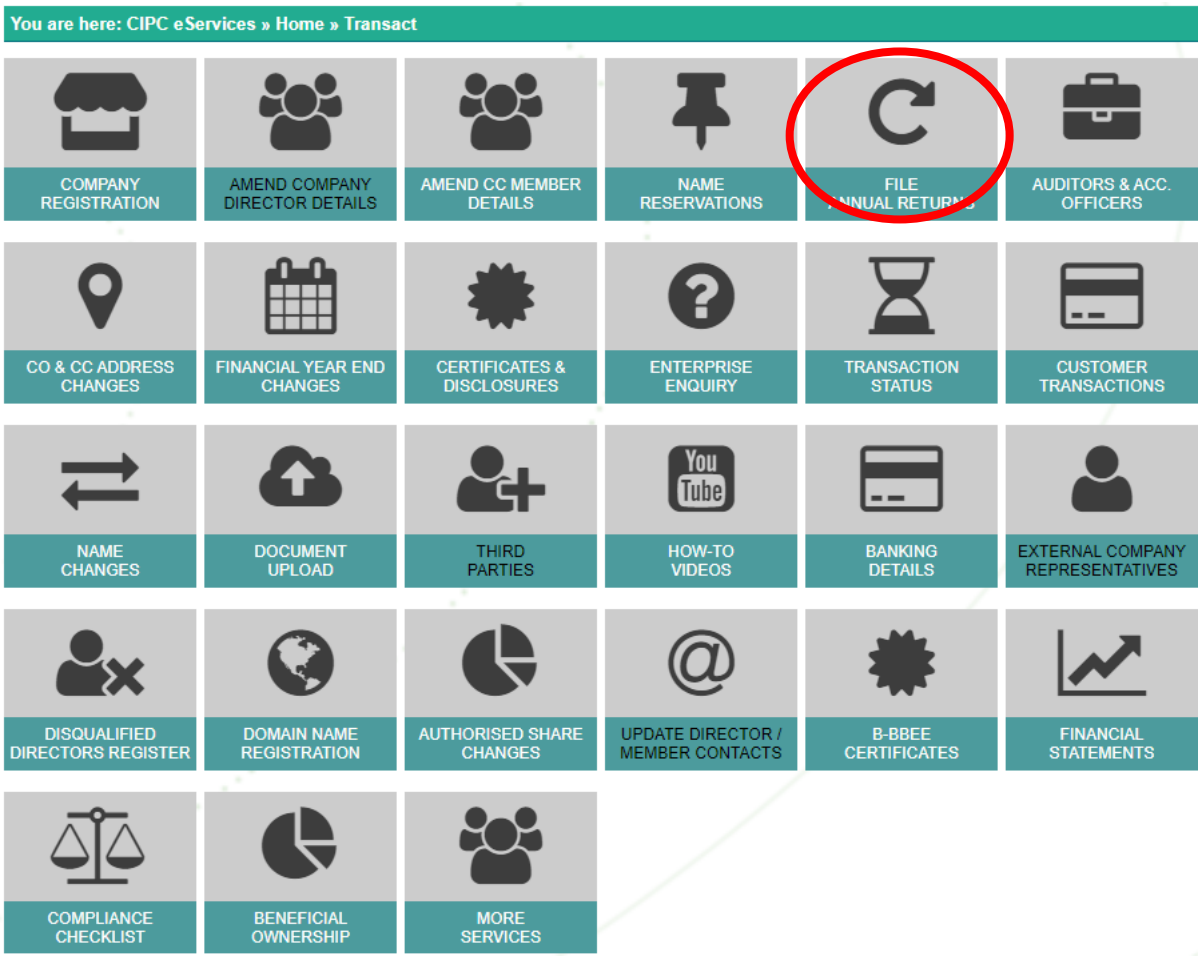
Note:

- **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 sent to you.

The landing page of e-Services will be displayed and click on **Transact**.

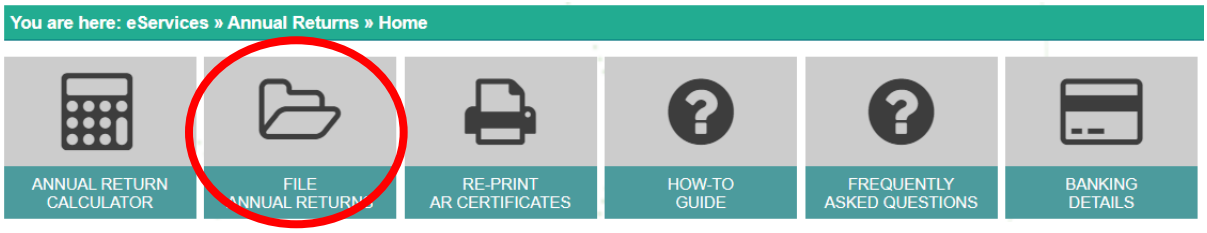
4. Click on **File Annual Returns**



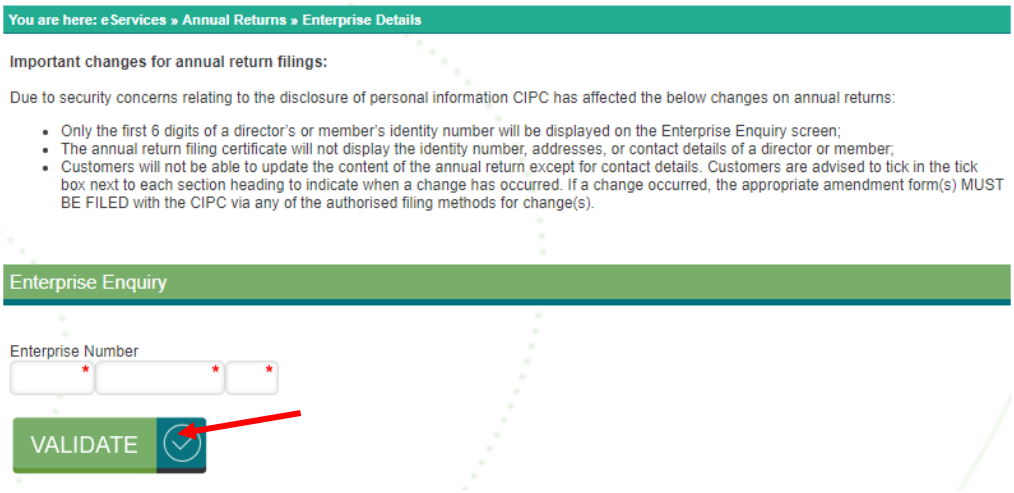
5. To calculate outstanding Annual Returns and years and/or file Annual Returns click on either **Annual Return Calculator** or **File Annual Returns.**

Note:

- The process for calculating the outstanding Annual Returns and years and filing of Annual Returns are identical.



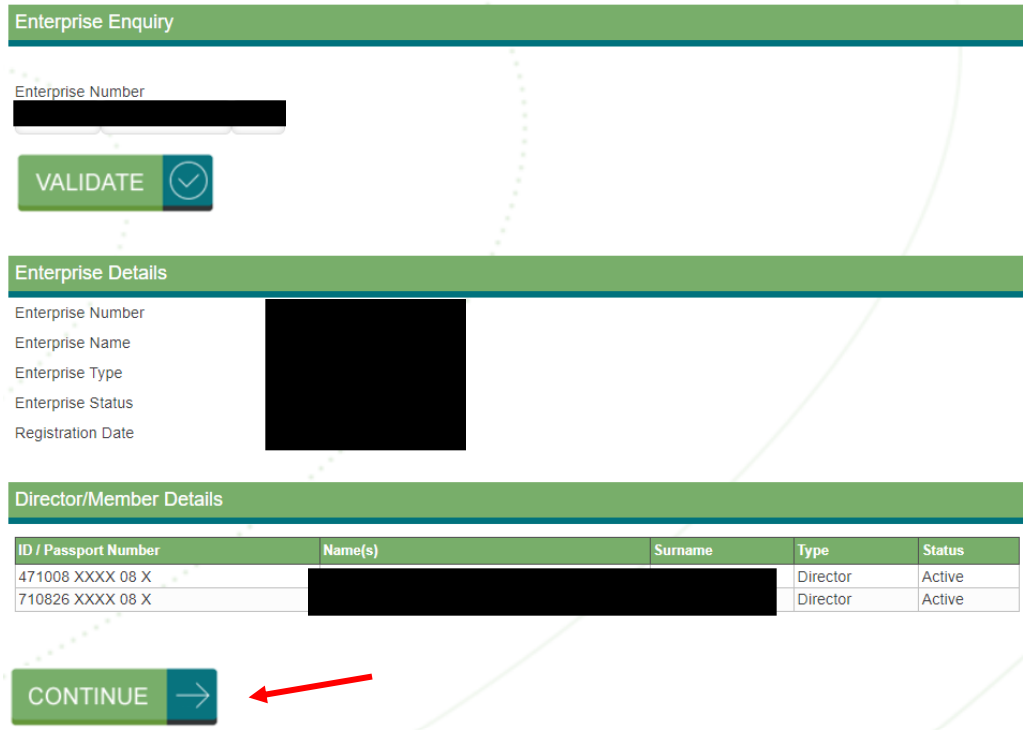
6. Type in the registration number (year/sequence/type) at the **Enterprise Number** field and click **Validate**.



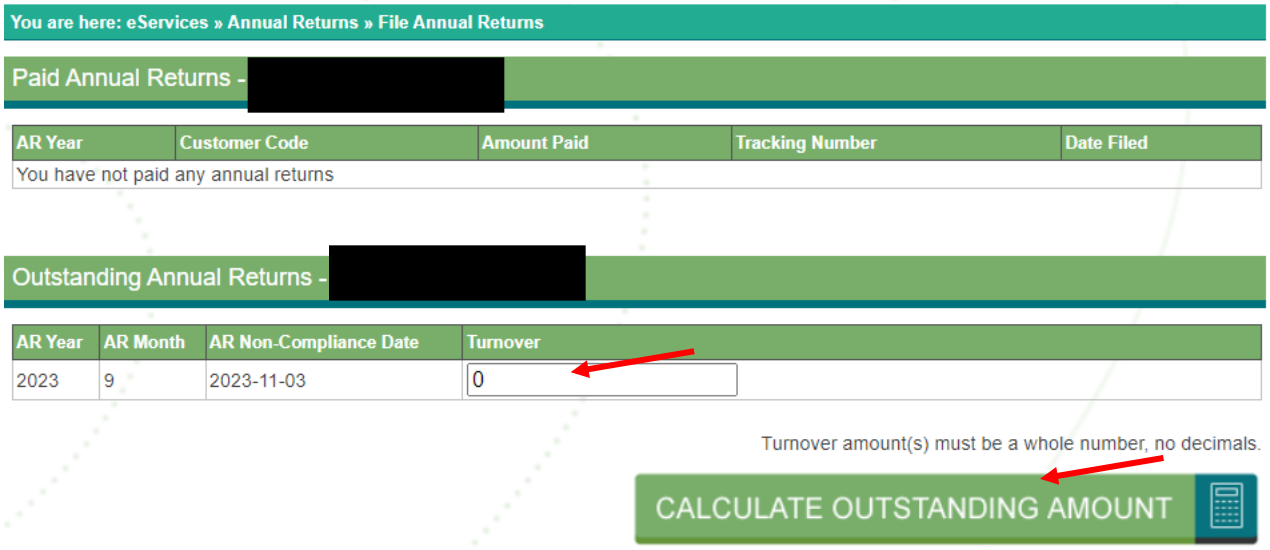
Note:

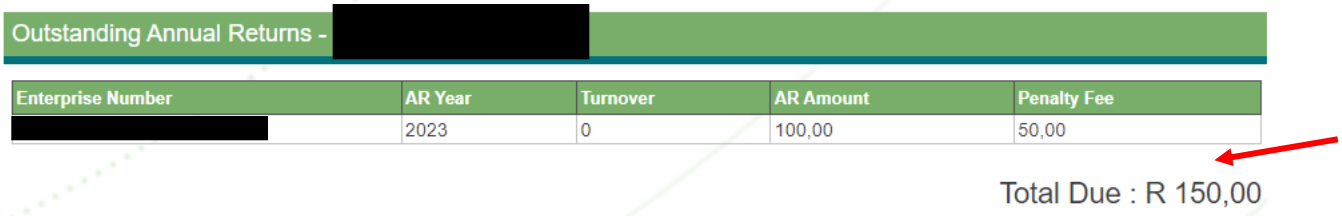
- A validation message will be displayed if the status of the entity does not allow the filing of Annual Returns. For further assistance in such cases, log an enquiry via the CIPC website www.cipc.co.za / enquiries.

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**.



8. Calculate outstanding Annual Return Fee. 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**. The amount due will be displayed.





Notes:

- 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.
- If the company, external company, or close corporation submitted AFS, the turnover value will be validated with the revenue value submitted – when capturing turnover over on Annual Returns, ignore all values after the decimal point. If, message display that values do not match and turnover value on Annual Returns are correct, kindly review your AFS filing to ensure that correct revenue amount was submitted.
- The option to continue with Annual Return filing will only display if the Beneficial Ownership Declaration and Audited Financial Statements or Financial Accountability Supplement is up to date for that particular Annual Return filing year.

- Payment can be made by either Card or by declining balance. If you are opting to pay by card, proceed with the next step.
- At this point, the system will confirm whether the latest Beneficial Ownership Declaration has been filed. If not, proceed with step 9. If the latest Beneficial Ownership Declaration has been filed, proceed with step 11.
    - **Beneficial Ownership Declaration** must be up to date (latest filing) before you will be able to proceed. A latest filing is that both the annual return and the associated Beneficial Ownership Declaration must have been filed in the same calendar year.

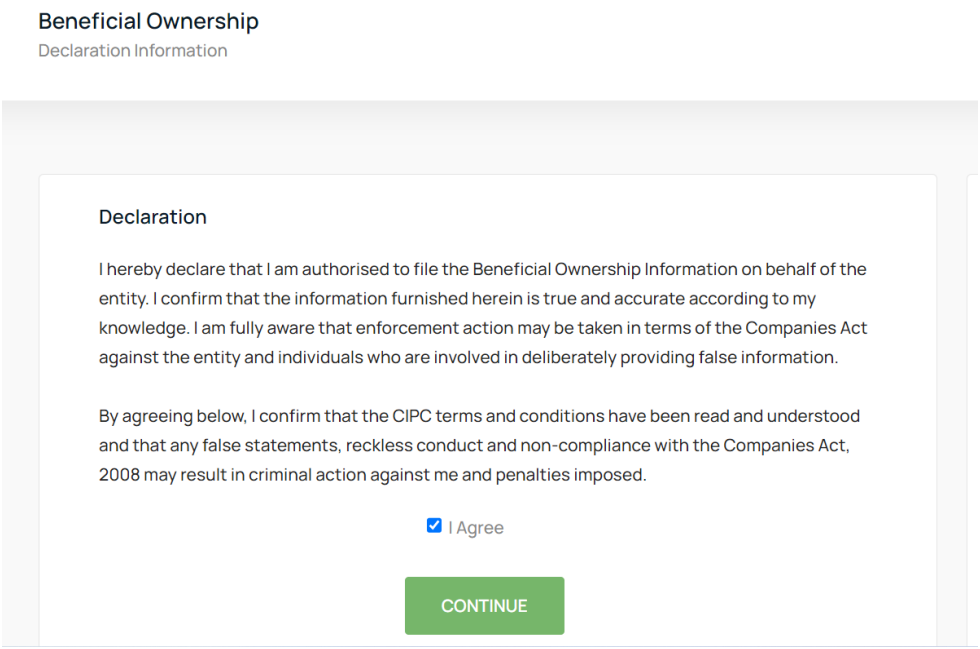
9. Submit **Beneficial Ownership Declaration** by clicking **NEXT** at the message instead of **Calculate Outstanding Amount.** Alternatively, **Beneficial Ownership Declaration** may be filed before filing Annual Returns via the stand-alone service on e-Services. You will be rerouted to the **Beneficial Ownership Declaration** service.

Complete the Beneficial Ownership Declaration, and then go back to Annual Return Service to continue filing.

Notes:

- For assistance on Beneficial Ownership Declaration, refer to the below:-

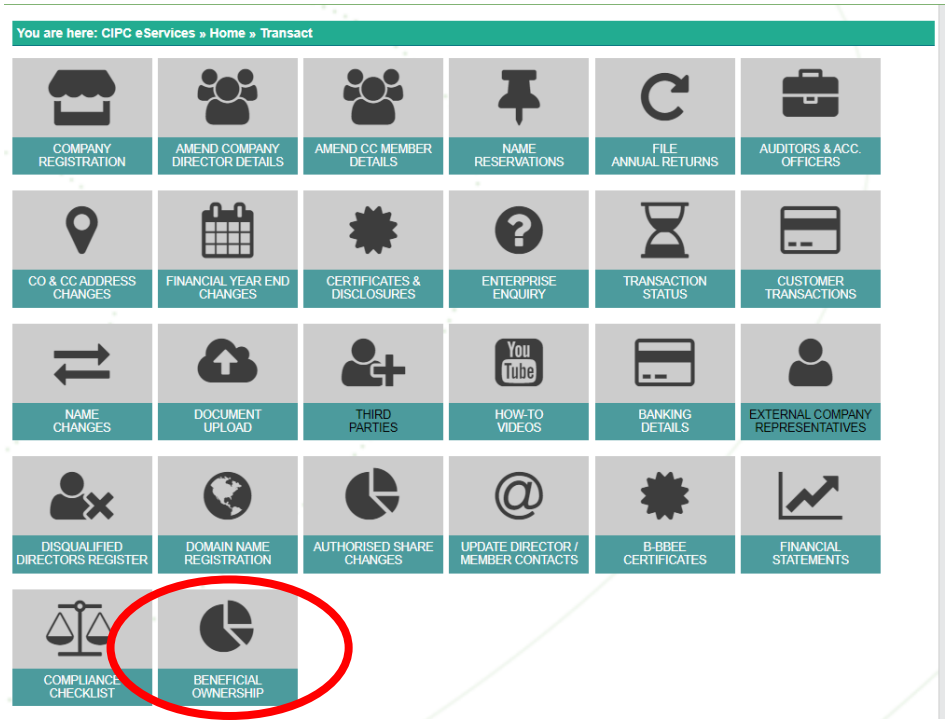
    - User Guide - https://www.cipc.co.za/?page_id=4447 / Beneficial Ownership / User Guide
    - Webinars – https://www.youtube.com/watch?v=ZqBWg1EdpBw



Note:

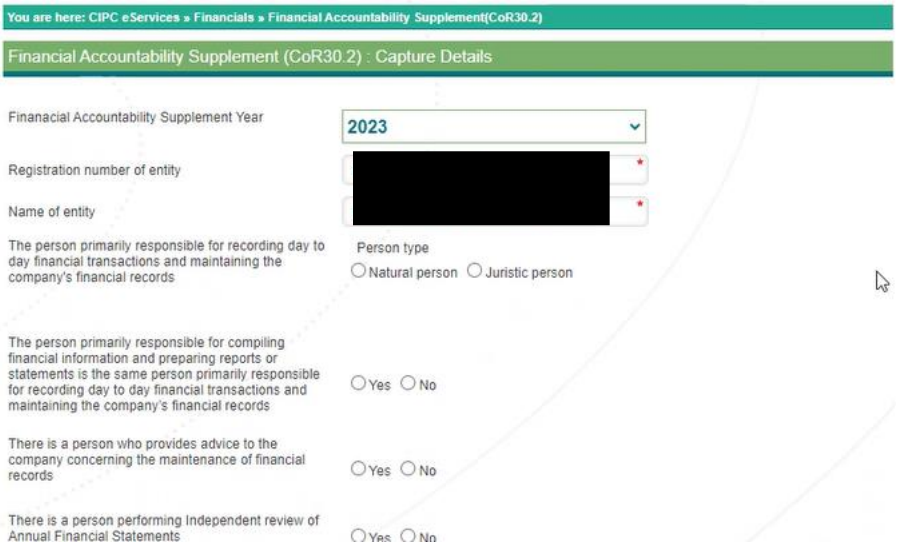
- Filing of Beneficial Ownership Declaration is mandatory for all companies, external companies, and close corporations.

10. The **Beneficial Ownership Declaration** may be submitted with the Annual Return filing, or alternatively before or after filing Annual Returns, via the stand-alone service on E-Services.



11. After selecting **Continue** at step 8 above, the company or close corporation must either submit its Annual Financial Statements via iXBLR (AFS) or Financial Accountability Supplement (FAS).

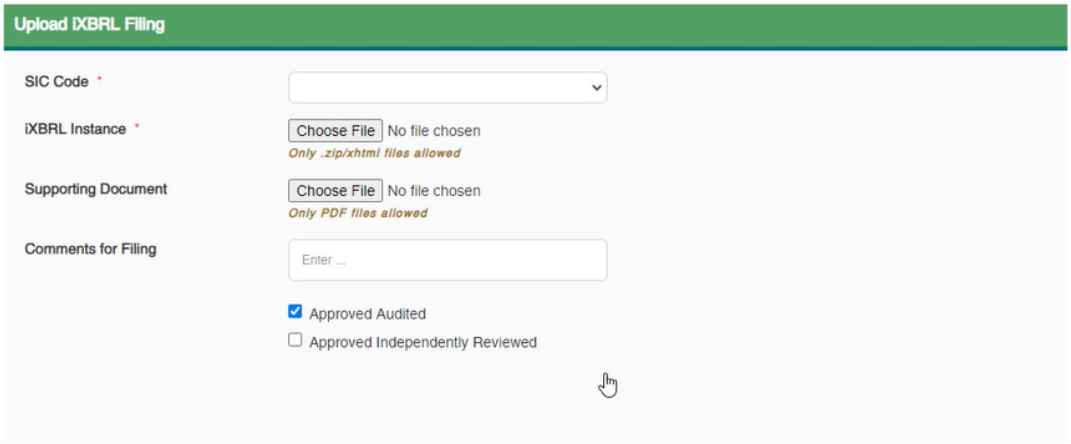
If the company, or close corporation must submit a **Financial Accountability Supplement**, click **FAS**, follow the prompts and click **Submit**.



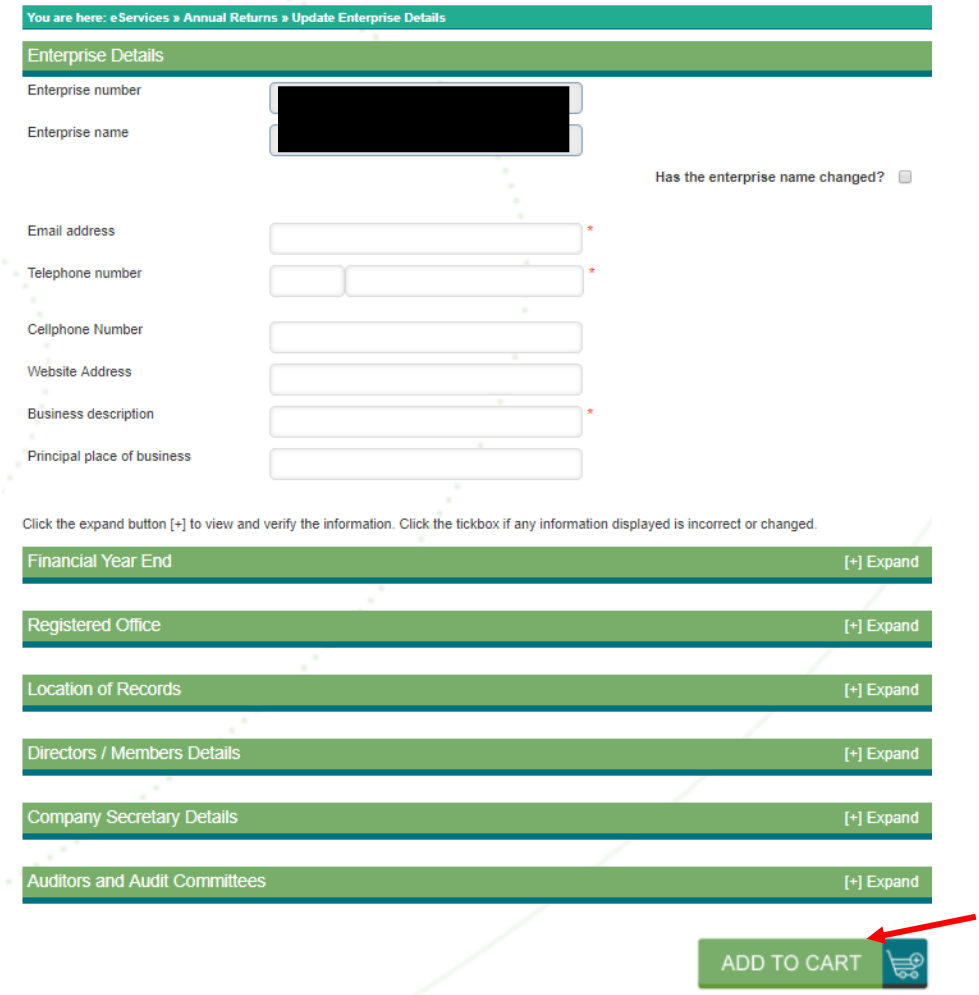
Notes:

- Once FAS was submitted, and automated e-mail will be sent to the e-mail address associated with the customer code.
- Once submitted, the Annual Return filing page will open.

If the company, or close corporation must submit **Audited Financial Statements**, click **AFS**. Follow the prompts and then return to Annual Returns to complete the filing.



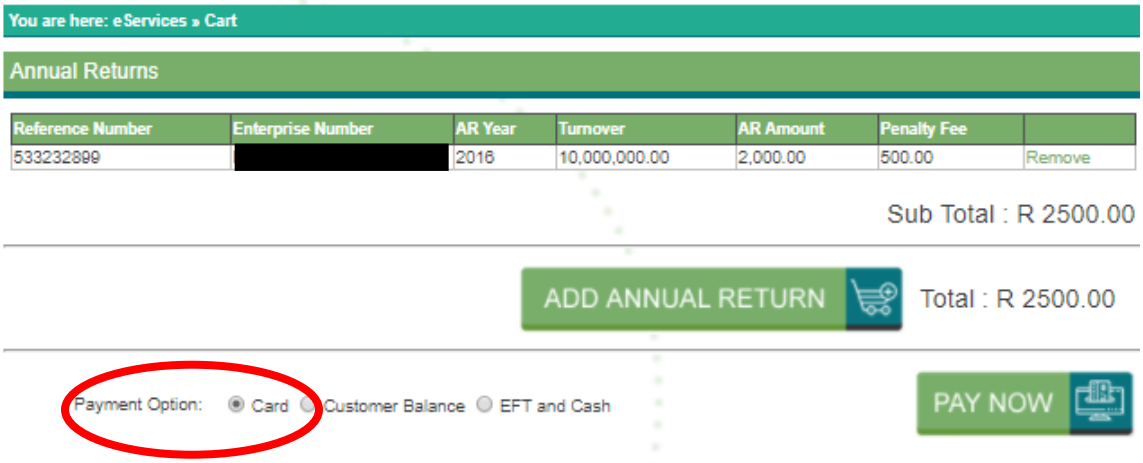
12. To file Annual Returns complete indicated fields and select **Add To Cart**



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 the required information.

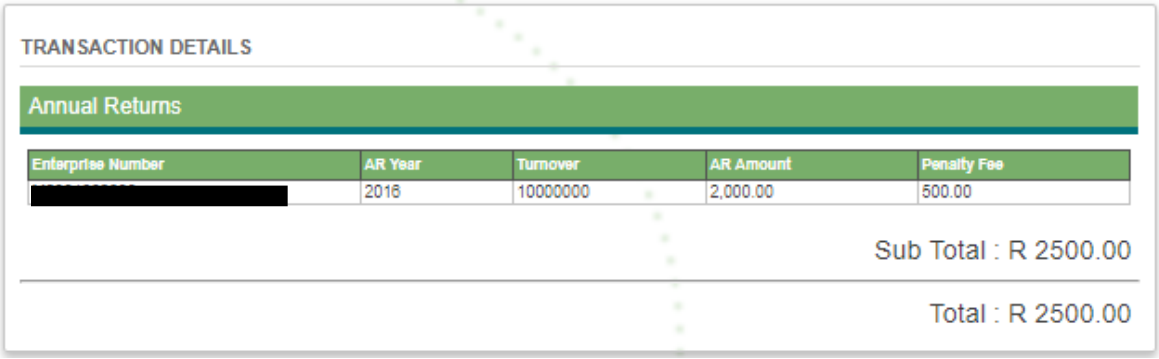
13. Select **Card** at Payment Option

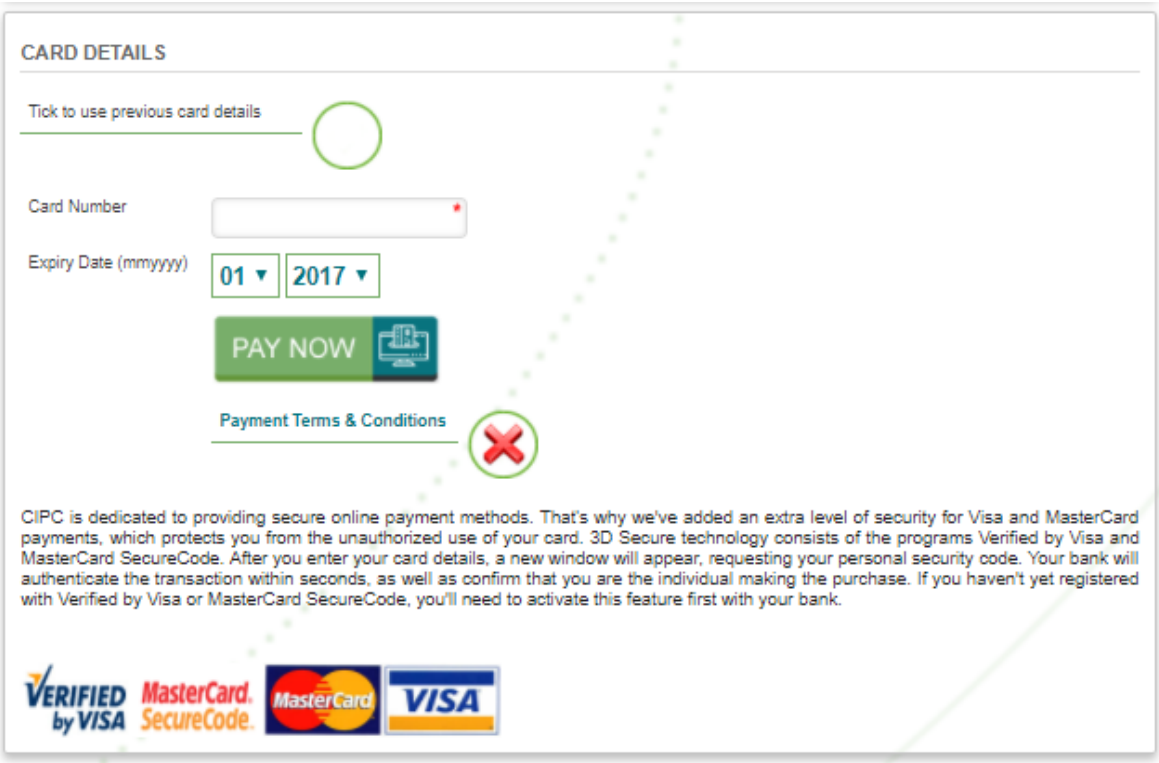


Note:

- 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**.

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





Note:

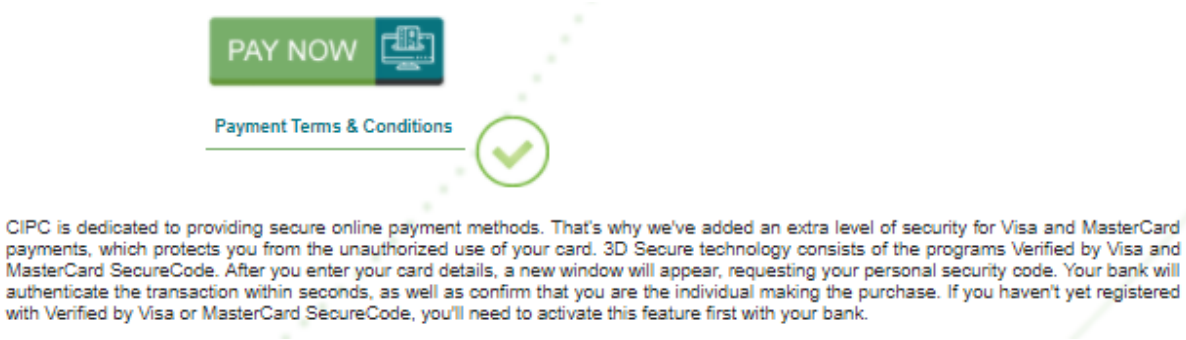
- If a customer wants to make use of previously used card details, click on the radial button next to **Tick to use previous card details**. This option may only be selected if the customer has made previous card payment using the Pay-As-You-Go payment option.

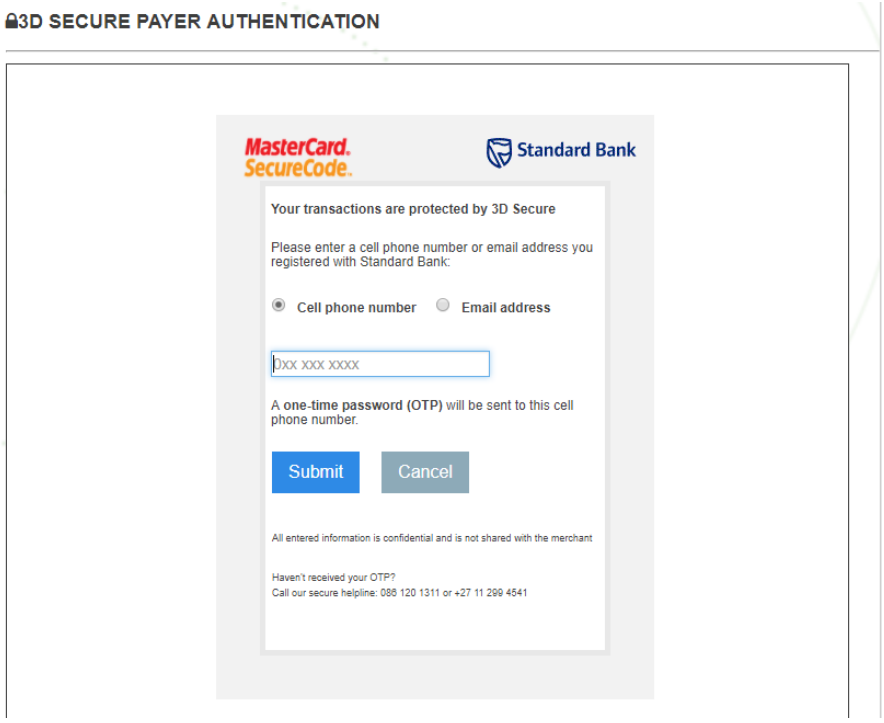
15. Accept **CIPC Terms and Conditions**

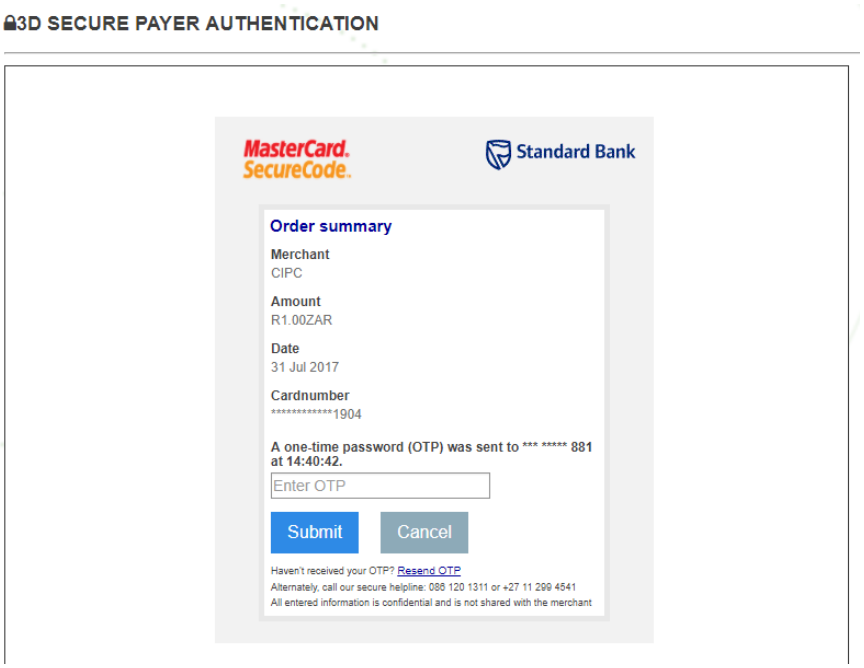
Note:

- 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.

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



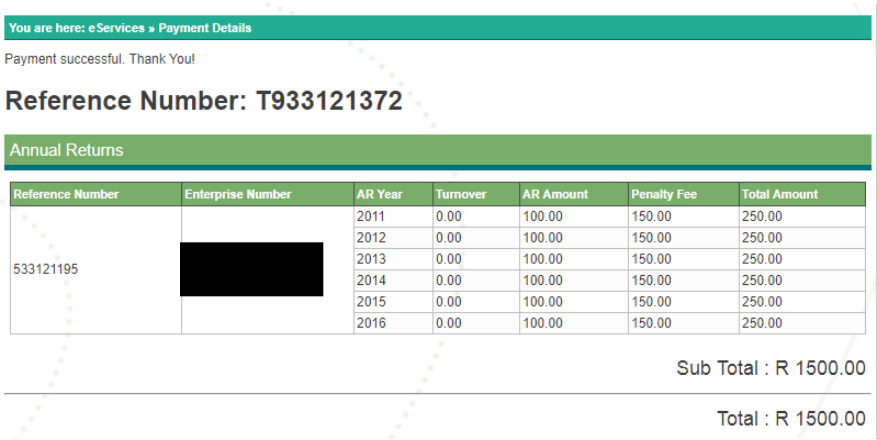




Note:

- 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.

17. 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	[redacted]	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

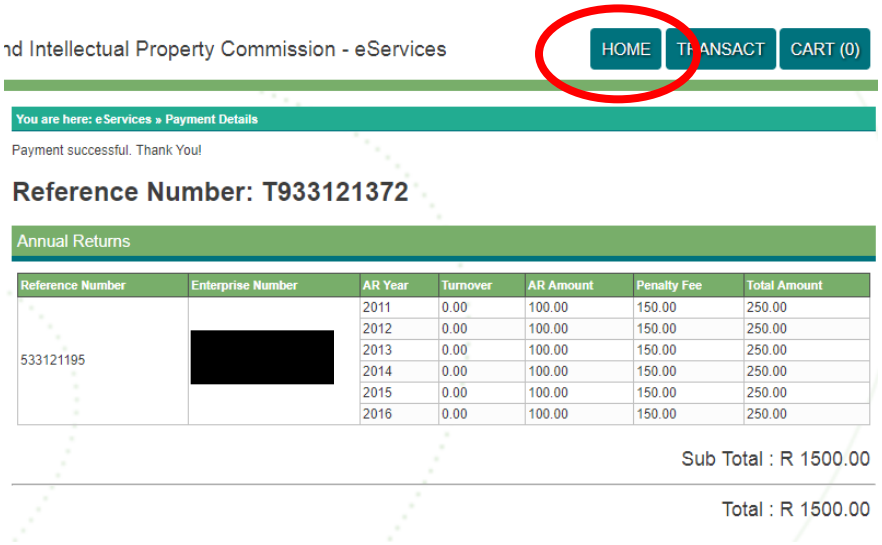
Sub Total : R 1500.00

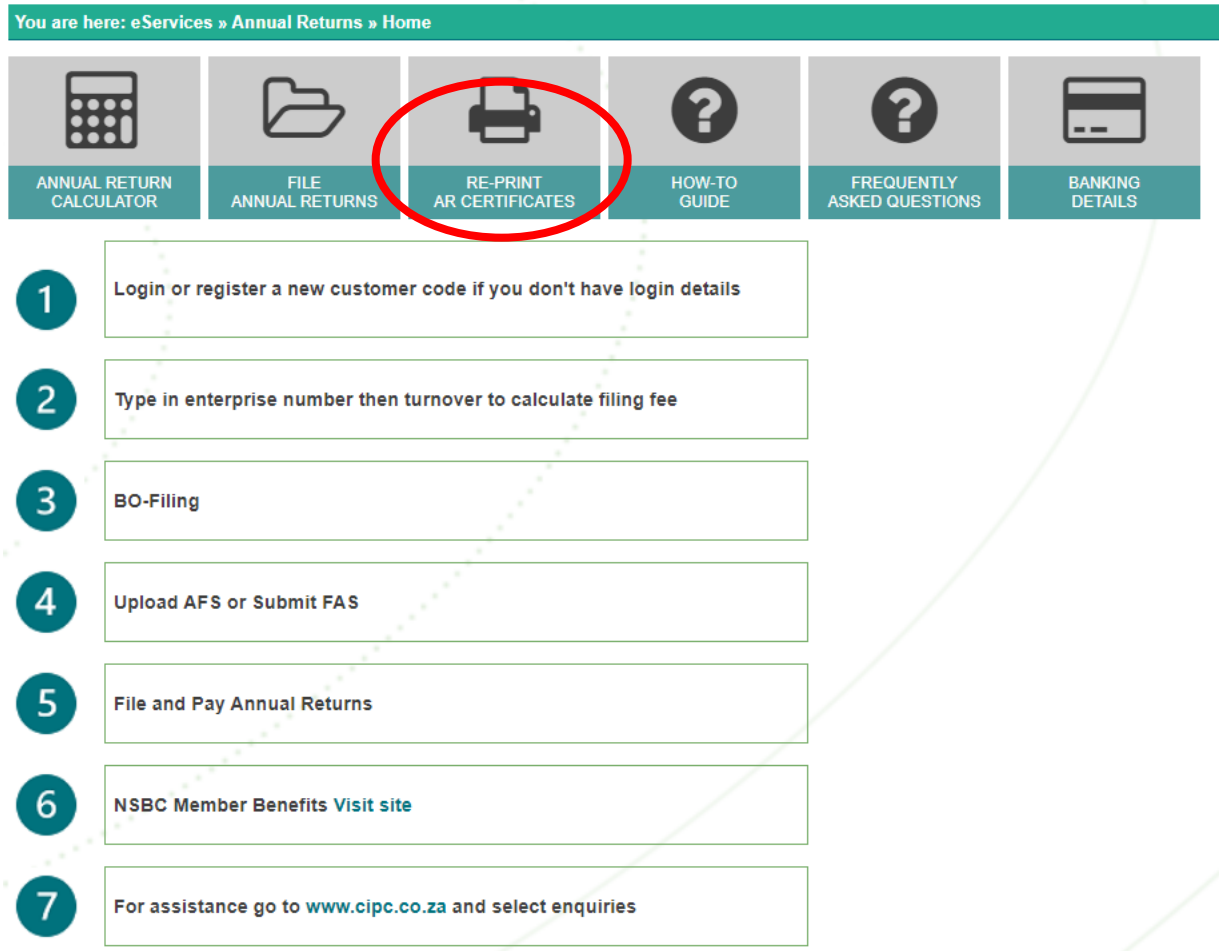
Total : R 1500.00

18. 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** 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.

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ANNUAL RETURN CALCULATOR
FILE ANNUAL RETURNS
RE-PRINT AR CERTIFICATES
HOW-TO GUIDE
FREQUENTLY ASKED QUESTIONS
BANKING DETAILS
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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
BO-Filing
4
Upload AFS or Submit FAS
5
File and Pay Annual Returns
6
NSBC Member Benefits Visit site
7
For assistance go to www.cipc.co.za and select enquiries