

# PORT OF DURBAN SUPPLY CHAIN MASTERCLASS



Companies and Intellectual  
Property Commission

a member of **the dtic** group

## A BRIEF SUMMARY ON CIPC'S COMPLIANCE FRAMEWORKS AND SUPPORT FOR SMME'S

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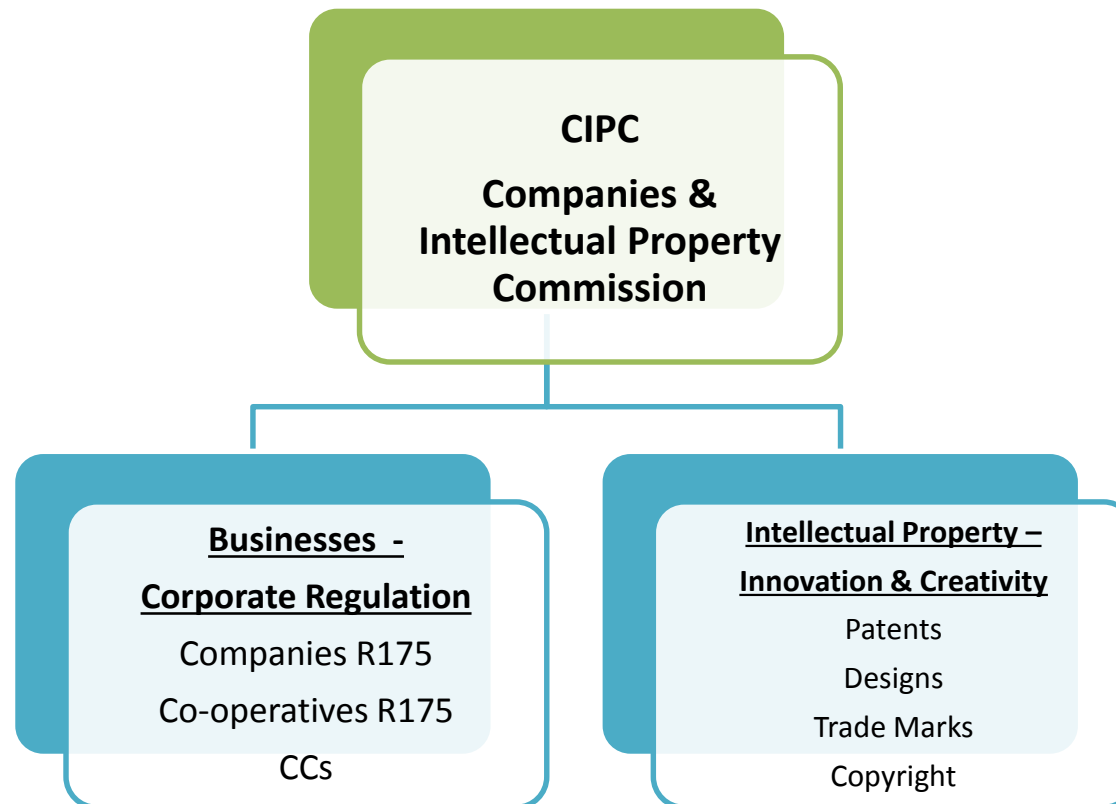
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# CIPC

## CIPC was brought into existence by the Companies Act, 2008

In terms of Section 185(1) of the Companies Act, the Commission is established as a juristic person to function as an organ of state within the public administration, but as an institution outside the public service.



# SMME FOCUSSED SERVICE OFFERINGS

- **Reduced administrative compliance burden**
- **Maintaining a reputable business and IP environment**
- **24/7 CIPC services**
- **Minimize time spent transacting with CIPC through modernization of processes (automation)**
- **Compliance, monitoring and enforcement**
- **Increased collaboration with partners**
- **Increased access channels (channels to date – SSCs & Partner Sites (SSTs), E-services website, BizPortal, Mobile App, USSD, Social Media, Call centre, Banks)**
- **AFS and Annual Returns filings simplified through automation**
- **Focused education and awareness to SMMEs**
- **Reduced new application and renewal fees available to SMMEs when IP fees adjustment takes effect**

# BENEFITS OF BUSINESS REGISTRATION

## Limited liability

Directors and Shareholders are not personally liable for claims made against company or co-op

## Can exist indefinitely

If a Director or Shareholder die, the business can continue

## Contracts, Tenders and Support

Businesses can apply to government for tenders, contracts or support

It **looks more professional** to do business under a registered business name, than under an individuals name

## May get tax benefits

Depending on turnover the tax rate for companies may be lower than for individuals

# SERVICE ACCESS CHANNELS

- **Partner: Transnet Hub**
- **Self-service Terminals (SST) & Partner Sites –**
  - Durban Chamber Of Commerce And Industry @ the Chamber Square*
  - Trade Investment @ Kingsmead Office Park Boulevard*
- **E-services at [www.cipc.co.za](http://www.cipc.co.za)**
- **Cell Phone Queries (USSD) \*134\*2472#**
- **Mobile App (PlayStore)**
- **x3 Major Banks (Standard Bank & FNB) (ABSA)**
- **Social Media Platforms (FaceBook & Twitter)**
- **BizPortal ([www.bizportal.co.za](http://www.bizportal.co.za) )**
- **Call Centre: 086 100 2472**

# SELF-SERVICE CENTRES & PARTNER SITES – SEE FULL RANGE OF SERVICES ON WEBSITE



## Services offered:

- **Customer Registration & Password Re-set**
- **Name Reservation & Company Name changes**
- **Private Company Registration** (Standard MOI & max. 3 directors, all directors to be present. SA Citizens Only).
- **Director & Member changes**
- **B-BEEE certification** for Exempted Micro Enterprises (business turnover is less than R10 million) with **Company Registration** or submitting **Annual Returns**. No fee or Accountant letter required.
- **Annual Returns**
- **Company Financial Year & Address changes**
- **Non-Profit Company (NPC)**

✓ **NOTE: No Query Resolution is done at the SSC and Partner Sites**

✓ **FIND CENTRES ADDRESSES ON WEBSITE**

## WWW . BIZPORTAL.GOV.ZA

- This platform was developed by CIPC to offer company registration & other services in a quick and easy way. It is paperless - no forms & no documents required.
- Fee Payment is done with a Cheque or Credit Card only no eft
- The other services are:
  - ✓ Register with SARS, UIF and Compensation Fund
  - ✓ Obtain a B-BBEE certificate, if business' turnover is less than R10 million
  - ✓ Register a Domain Name (website address)
  - ✓ Open a Business Bank Account (Absa, FNB, Nedbank or Standard Bank)

**All in 1 application.**

**All completed in 24 hours.**



## BIZPORTAL ADD ON SERVICES

- The BizPortal services are offered separately and/or independently (UIF & Compensation Fund, BBBEE certificate, opening a bank account)
- Domain Name registration (website address)
- BizProfile offers single view of a company information and the status with industry regulators

# eSERVICES - [www.cipc.co.za](http://www.cipc.co.za)

- Customers are guided on the CIPC webpage from the Homepage to areas of Business Registration, Maintenance, Intellectual Property and Business & IP Search
- To start register as a Customer to obtain a **CUSTOMER CODE** to **LOGIN** & as **DEPOSIT REFERENCE** for fee payments). Follow **Step By Step Guides** for **Customer Registration** and other e-Services. **Guides** are available under **ACCESS**.
- **Banking Details** click **ONLINE TRANSACTING**, then **BANKING DETAILS**.

## Step by Step Guides

- Step by step guide: New process for updating customer code contact d
- Step by step guide: Annual Returns
- Step by Step Guide: Update of Director Details
- Step by Step Guide: Application for B-BBEE certificate via e-Services
- Step by Step Guide: Electronic (via e-Services) Authorised Share Char
- Automation of Shares
- XBRL Pilot Guide
- Step by step guide: Domain name registration

# E-SERVICES - CIPC HOMEPAGE



[Online Transacting](#) ▾

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[Useful Tools](#) ▾

[B-BBEE Certification](#)

[iXBRL Programme](#)



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[Filing Channel for Financial Year-end, Company Address and Name Changes](#)

[Removal of a Director by Shareholders](#)

ICES

[manual password requests effective from](#)

[Removal of a Director by Shareholders](#)



Welcome **GUEST**PLEASE LOG IN TO  
START TRANSACTING

CUSTOMER LOGIN

 PASSWORD RESET

CUSTOMER REGISTRATION

**ENTERPRISE SEARCH**

*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

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 ID. Only private and non-profit companies with standard memorandum of incorporation are available on <http://www.cipc.co.za/>

**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**

- Click
- Typ
- OTR
- Onc

OR

- Foll

**Services Offered**

- **COMPANY REGISTRATION**  
*private and non-profit company registration*
- **DIRECTOR AMENDMENTS**  
*amend company directors*

## 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!**

# eSERVICE: STEPS TO REGISTER PTY OR NPC COMPANY

1. Visit CIPC website –  
[www.cipc.co.za](http://www.cipc.co.za)

2. Register as a Customer on website

- Click on On-line Transacting
- Customer Registration

3. Deposit fees into CIPC bank account

R50 – Name reservation

R125 – Company registration

4. Once money is reflecting in account, go to On-line transacting and sign in with customer code and password

5. Reserve name

6. Complete registration online

7. Once registered you will receive an email indicating supporting documents required.

8. Upload the supporting documents.

9. Once transaction is processed, registration certificate received via email.

# NAME RESERVATION

**Name Reservations is not compulsory for Company registrations, however it is compulsory for Co-operative registration.**

**4 names per application. Apply again if not registered.**

**E-Service Fee: R50**

**When registered without a name, the Registration Number is the Company Name. Can be changed later by reserving a name and then applying for a MOI (Memorandum of Incorporation) change.**

# COMPANY REGISTRATION & COSTS

## PRIVATE COMPANIES (Pty Ltd)

**Fee: R175 (incl. name reservation)**

## NON-PROFIT (NPC)

Without Members & Standardised MOI - Only on e-Services & SSC

**Fee: R175 (incl. name reservation) (CoR15.1C)**

## MANUAL PROCESS ONLY – Long or customised MOI

**E.g: Incorporated, Public, NPC with members; State Owned and External**

**Companies**

**Fee: R425**

# ANNUAL RETURNS (ARs)

**ANNUAL RETURNS (ARs) submission to CIPC are compulsory.** If not submitted CIPC will start a deregistration process. **It is not related to Tax Returns.**

- **Companies:** file within 30 business days after registration anniversary date.
- **CCs:** file within registration anniversary month up to a month thereafter.



# ANNUAL RETURNS (ARs)

## CALCULATION

- ✓ CIPC Website eServices
- ✓ At a CIPC Self-Service Centre / Partner Site
- ✓ Cell phone Dial \*134\*2472#
- ✓ With CIPC Mobile App

## PAYMENT OPTIONS ON eSERVICES

Can use **Debit or Credit Cards** to pay ARs directly after calculation on the website. Other options are **Customer Balance** and **eft**.

# ANNUAL RETURN FEES

## COMPANIES

ANNUAL TURNOVER	WHEN TO PAY?	IF NOT ON TIME?
	File Within 30 Business Days After Anniversary Date	Penalty for late lodgement
Less than R1 million	R100	R150
R1 million and more but less than R10 million	R450	R600
R10 million and more but less than R25 million	R2 000	R2 500
R25 million and more	R3 000	R4000





## CLOSED CORPORATIONS

ANNUAL TURNOVER	WHEN TO PAY?	IF NOT ON TIME?
	Filing within 2 months from beginning of anniversary month	Penalty for late lodgement
Between R0 and R50 million	R100	R150
R50 million and above	R4 000	R150

# ANNUAL RETURN STEP BY STEP GUIDE (STEPS 4 & 5)

## 4. Click on File Annual Returns

You are here: CIPC eServices » Home » Transact

 COMPANY REGISTRATION	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CC MEMBER DETAILS	 NAME RESERVATIONS	 FILE ANNUAL RETURNS	 AUDITORS & ACC. OFFICERS
 CO & CC ADDRESS CHANGES	 FINANCIAL YEAR END CHANGES	 CERTIFICATES & DISCLOSURES	 ENTERPRISE ENQUIRY	 TRANSACTION STATUS	 CUSTOMER TRANSACTIONS
 NAME CHANGES	 DOCUMENT UPLOAD	 THIRD PARTIES	 HOW-TO VIDEOS	 BANKING DETAILS	 EXTERNAL COMPANY REPRESENTATIVES
 DISQUALIFIED DIRECTORS REGISTER	 DOMAIN NAME REGISTRATION	 AUTHORISED SHARE CHANGES	 UPDATE DIRECTOR / MEMBER CONTACTS	 B-BBEE CERTIFICATES	 BALANCE TOP-UP
 ANNUAL FINANCIAL STATEMENTS/ FINANCIAL ACCOUNTABILITY SUPPLEMENTS					

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

**IMPORTANT**

# FAS & AFS

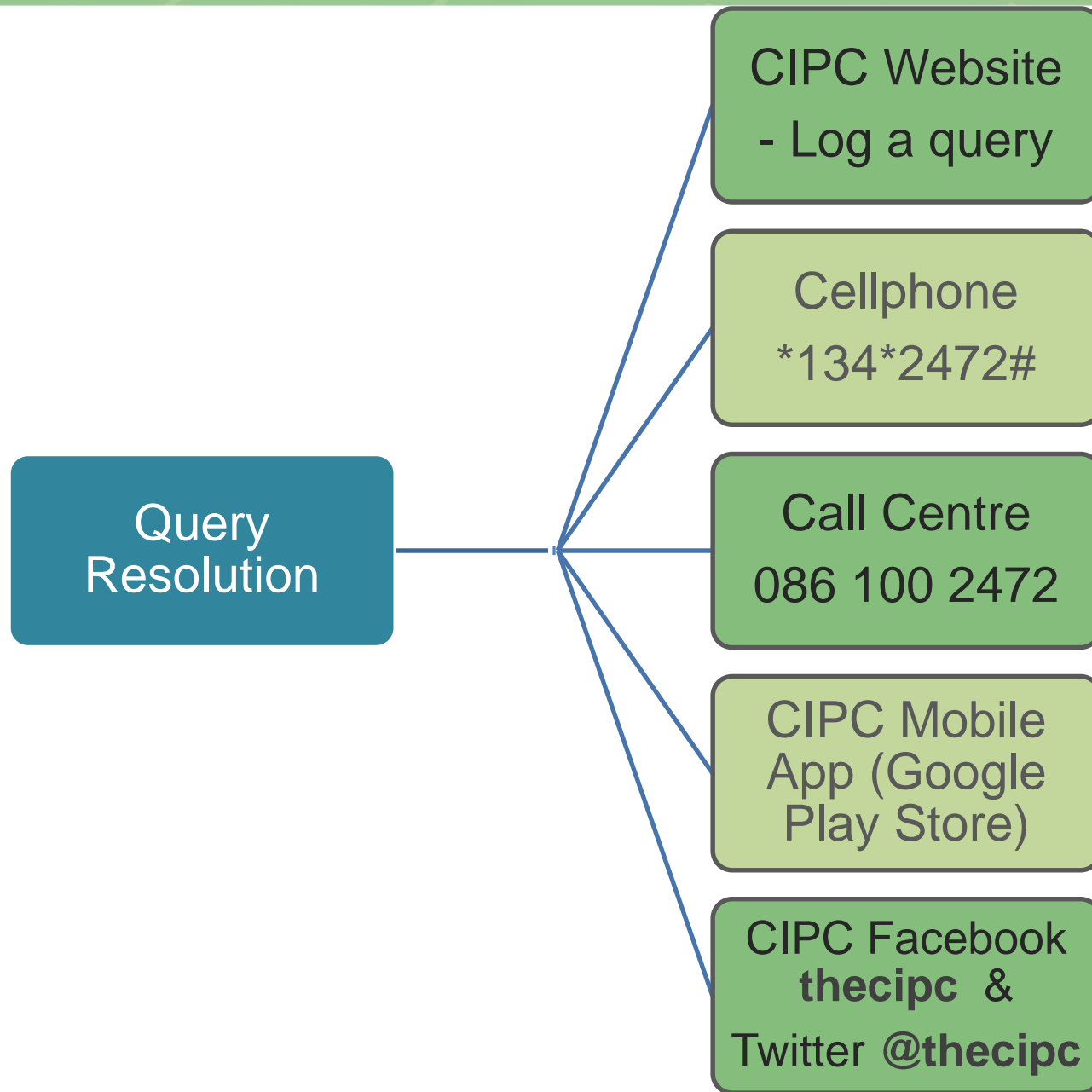
- From 4 March 2019 **BEFORE** payment of ARs, a Financial Accountability Supplement (FAS) or Annual Financial Statement (AFS) must be filed on **e-Services**. It can be filed as part of the AR process or on its own.
- FAS (CoR30.2) is a summary of information regarding a company's record keeping and the maintenance of the financial records. Private Companies and CCs that do not need to submit financial statements **must file FAS through e-Services**. FAS is an easy questionnaire that has to be answered.

**IMPORTANT**

# FAS & AFS

- Companies that **must file audited AFS** in terms of Companies Act Regulation 28, must do so through XBRL.
- XBRL is an eXtensible Business Reporting Language for electronic communication of business information. A computer programme that is required to transfer the audited AFS to e-Services. XBRL makes it easier for companies to report their financial information in an electronic format.
- For more FAS and AFS information consult our website FAQs (see XBRL programme). **Email queries: [XBRL@cipc.co.za](mailto:XBRL@cipc.co.za)**

# CUSTOMER QUERY RESOLUTION





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# THANK YOU

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