Companies and Intellectual Property Commission

a member of the dti group

Mandatory submission of financials when filing Annual Returns ("Hard-stop") (Notice 21 of 2019)

Dear Customers

Kindly note that from 4 March 2019, customers will be required to file the either the Financial Accountability Supplement (FAS), or the Annual Financial Statements (AFS), together with the Annual returns as per Section 30 of the Companies Act. Please refer to the following notices available on the CIPC website relating to this matter: Notice 52, 56 and 61 of 2018, and notice 12 and 18 of 2019.

The step by step guide on this process is available on the CIPC website www.cipc.co.za, under Access/Step by step guides. The process is as follows:

- Customers need to log in to e-services, and sign on with their customer code and password.
- Either the menu button "Annual Financial Statements /Financial Accountability Supplement" or the "File Annual return" menu buttons can be selected.
- Customers will not be able to file the Annual returns before either the FAS or AFS whichever is applicable), has been filed. This is called the FAS/AFS "Hard-stop".
- Customers may choose to first file the AFS or FAS. Once this process has been completed, you will be able to file their annual returns successfully.

Note on filing Annual Financial Statements with CIPC: Unless Enterprises have the internal IT capacity / Software to convert their Annual Financial Statements to XBRL format for submission they can make use of a Software Service Provider to convert their Annual Financial Statements to the XBRL format. A list of Software Service Providers are on the CIPC home page under the XBRL Programme menu button, or visit the link: http://www.cipc.co.za/files/3915/5102/4151/Recommended_SSPs.pdf

For more information about which enterprises should file Financial Accountability Supplements vs Annual Financial Statements, please consult question 74 of the FAQs under the "XBRL Programme" under the link: http://www.cipc.co.za/files/1015/5020/1550/14022019_CIPC_XBRL_FAQs_V3-8_MM.pdf.

Yours sincerely,

Adv R. Voller
Commissioner: CIPC
4/3/2019