CIPC Guidelines for Downloading of Annual Financial Statements

(iXBRL Disclosure Process)

Instruction Manual V1.0

Definitions

AFS	Annual Financial Statements
Customer	Registered user of the online eService of the CIPC. Customers can also be "intermediaries" who represent clients with the permission of clients
iXBRL	Inline extensible Business Reporting Language. This is the digital technology standard used by the CIPC for AFS submissions. iXBRL files are both human-readable and machine-readable and can be viewed by any internet browser.

Document Revisions

Author	Version	Release Date	Comments
Hennie Viljoen	V1.0	14 July 2022	First release of user manual for disclosure of AFSs as filed via iXBRL

Introduction

This manual explains how to use the Disclosure Process on the CIPCs eServices Portal for downloading of AFSs of a specific enterprise previously filed via iXBRL.

Accessing the CIPC eService Portal

Customers should first ensure they are registered users on the CIPCs **eServices portal**. The eServices portal provides access to all online business processes of the CIPC.

Go to eservices.cipc.co.za and either select "Register" or "login" at the top right menu of the portal as indicated below:
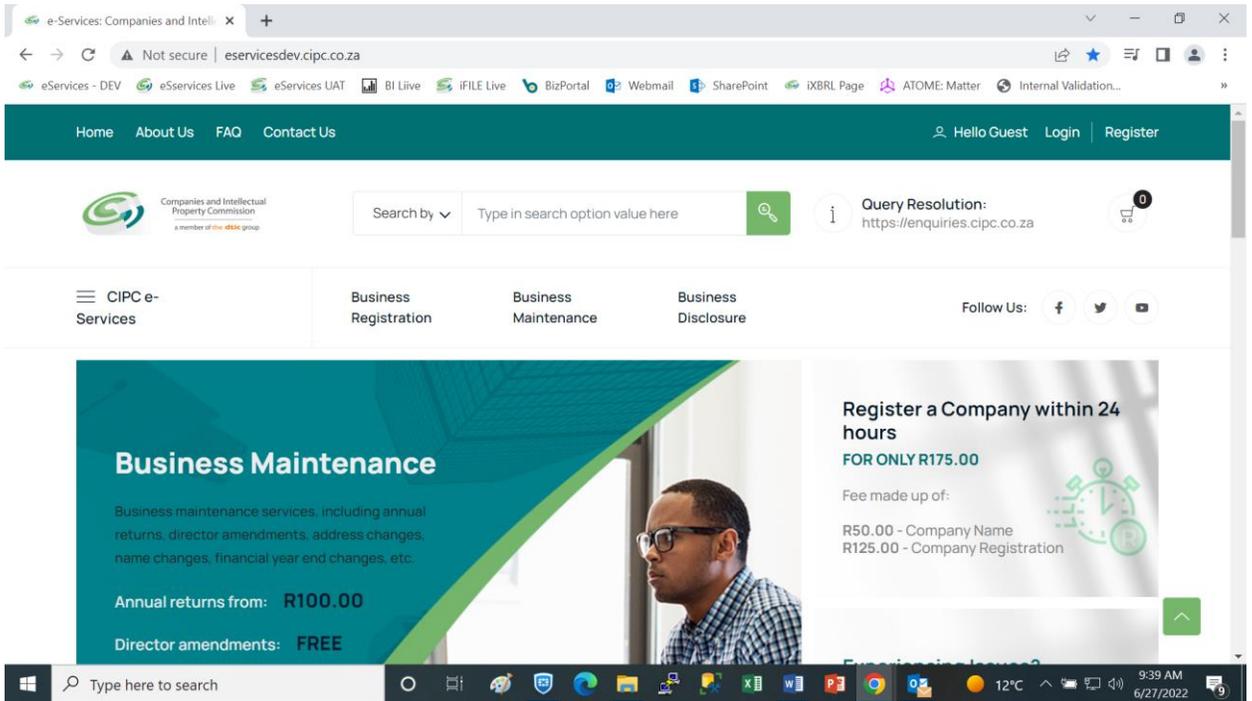
Please note that customers previously registered on the older version of the CIPCs eServices portal, will NOT be able to use their previous customer codes to login. The new eServices portal registers users either on **ID Number** (For SA citizens) or **Passport Number** (for customers who don't have SA ID numbers).

To download AFSs, select "**Business Disclosure**" as indicated below:
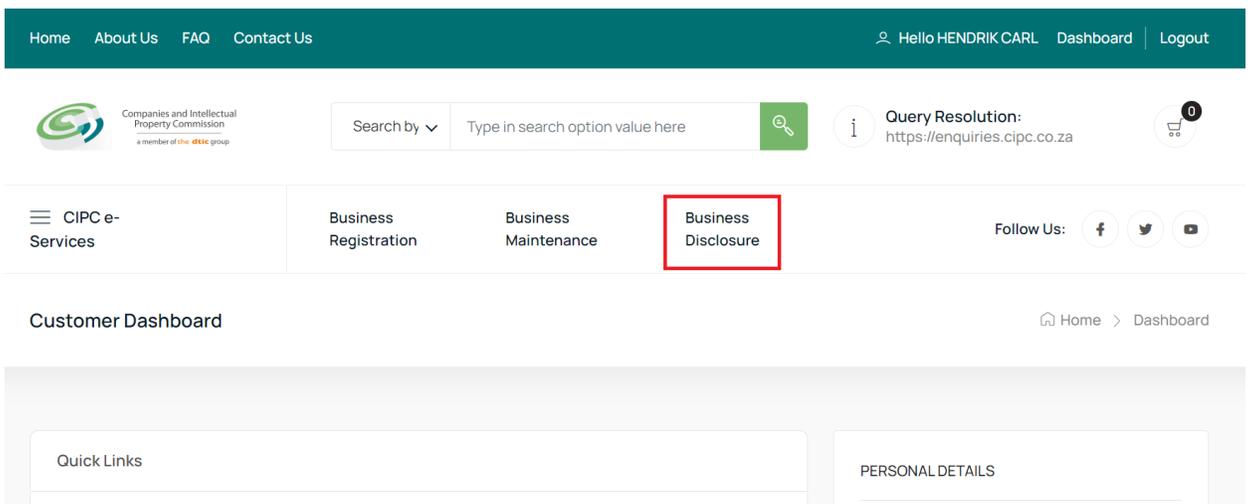
Thereafter select "**Financial Statements**" as indicated below. Please note that and appropriate fee will be payable for downloading financial statements:

Business Disclosure

Enterprise Search	Official Disclosure	Registration Certificates	B-BBEE Certificates
🛒 FREE	🛒 R30.00	🛒 FREE or R30.00	🛒 FREE
⏱ INSTANT	⏱ INSTANT	⏱ INSTANT	⏱ INSTANT

Buy CIPC Data	Statistics	Financial Statements	
🛒 PRICE ON REQUEST	🛒 FREE	🛒 R30.00	
⏱ INSTANT	⏱ INSTANT	⏱ INSTANT	

If the customer currently logged in is linked to enterprises, a list of these will be displayed. The customer can either select an enterprise form the list or manually type an enterprise number as indicated below:

ENTERPRISE No	NAME	TYPE	STATUS	COMPLIANT	FILE
B2011040761	FUTURISK CONSULTING TRAINING AND EDUCATION SERVICES	CLOSE CORPORATION	IN BUSINESS	❌	👆
K2018105664	THRUST CONSULTING	PRIVATE COMPANY	IN BUSINESS	❌	👆
M2006031494	EXTENSIBLE BUSINESS REPORTING LANGUAGE SOUTH AFRICA	NON PROFIT COMPANY	IN BUSINESS	❌	👆

✅ - ANNUAL RETURN COMPLIANT   ❌ - ANNUAL RETURN NON-COMPLIANT

OPTION 2: Enterprise Number

Type in Enterprise Number

2009/004751/08

Please note the format for typing a number is as follows:

XXXX/YYYYYY/ZZ (e.g.2018/105664/07)

XXXX represents the year of registration with the CIPC (first part of the number). YYYYYY is a random number generated by the CIPC when the company was registered (middle part of the number). ZZ is a code identifying the type of company (last part of the number).

After system validation of the number upon clicking "Continue", the customer will be directed to the following page:

The years for which the CIPC received filed AFSs in XBRL format will be displayed. The customer can select one or more years to be added to the shopping cart.

Upon clicking "Add to Cart", the next page will display all those AFSs selected for download. The user can now remove any of the selected AFSs from the shopping cart if so desired. The total amount due to be paid will be the standard fee per set of AFSs times the number of AFSs selected for download and will be displayed as "Amount Due".

By clicking "Check Out" the "**Payment Terms & Conditions**" page will be displayed. Upon clicking "Agree", the customer will see the following page to complete relevant credit card details:

Card Payment Information

Card Holder Name

Type in full name

Card Number

0000 0000 0000 0000   VISA ⬤

Card Expiry   Card CVC/CVV

MM   YYYY

PAY   CANCEL

Processing of payment is secured by requesting the customer to enter an **OTP** (one-time pin) number sent to the customer. Upon submitting the OTP, the customer will see the page below confirming success:

Payment
Outcome

INFORMATION MESSAGE

Reference: D60000054483

Status: Successful

Outcome: Processing of payment completed

Hereafter the customer can log out of the portal or follow another business process.

The AFSs that were added to the shopping cart and paid for, will now be sent to the customers email address. These will be the original AFSs filed via iXBRL and customers can open the attachments in the mail to view the AFSs. The email received will be of the following format:

XBRL Document

svc_devk2srv@cipc.co.za
To   henniev.mail@gmail.com

(i) You forwarded this message on 2022/07/14 12:54.

60000054482.pdf
103 KB

Dear Client,

The XBRL document request you submitted has been approved, please refer attachment for details.
Regards,
CIPC Services

Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.