

Annual Return FAQ's

Disclosure Certificates

The CIPC website does not currently print disclosure certificates after submission, if you wish to obtain a copy please [email](#) CIPC for a copy, don't use "disclosure" link as this will charge you an additional R30.

AR Charges for CC's

Annual return charges for CC's are based on the annual return charges per the CC act.

Close corporations use the fee structure as per the Close Corporation Act, 1984 regardless as to when the annual return became due:

Annual Turnover	Filing within 2 months from beginning of the anniversary month	Penalty for each late lodgement
0 to R50 million	R100	R150
R50 Million and above	R4,000	R150
Restoration application	R200	

Incorrect/greyed out fields

Certain fields on the annual return may be incorrect, for example profession of accounting officer, appointment date of accounting officer, address etc. Many of these fields are "greyed" out and cannot be changed. Please note that this information is not populated from the main CIPC database, and does also not update the main database. If valid changes need to be made, you need to process relevant change forms as required. Please note we are working with CIPC to correct the errors stated above, however the CIPC does have other urgent projects on the go and thus we cannot provide a date as yet for when this information will be corrected on the annual return forms.