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Annual Returns Compliance Checklist

Maintain Good Standing. Maintain Growth. Maintain Legitimacy.

Submitting annual returns is not a mere formality. It is a legal obligation under the Companies Act, 2008, and failure to comply places your business at risk of deregistration, reputational damage, and operational delays. This checklist will help you remain compliant with the Companies and Intellectual Property Commission (CIPC) and maintain your company's legal status.

✓ Understand the Annual Return Due Date

Annual returns are due each year on the anniversary of your company's registration.

Action: Confirm your company's registration date on the CIPC database. Annual returns must be submitted within **30 business days** of that date.

✓ Know Who Must Submit

All registered companies and close corporations are required to submit annual returns.

Action: If your company is actively trading, dormant, or even non-operational, you must still file unless the company has been formally deregistered.

✓ Check Your Turnover for the Right Submission Fee

CIPC fees are based on your company's annual turnover.

Action: Review your latest financial statements to determine the correct turnover band. Submit accurate figures to avoid over- or underpaying.



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✓ Submit the Beneficial Ownership Declaration (if applicable)

As of 2023, certain companies must also declare their beneficial ownership.

Action: If your company is not affected, simply confirm during submission. If your company is affected, submit your BO information via the CIPC platform within 10 days of incorporation and thereafter as required.

✓ Ensure Your Details Are Up to Date

Your company details must be current for CIPC compliance.

Action: Before filing, confirm your business address, email, and director information. Amend any outdated information with supporting resolutions if necessary.

✓ Avoid Penalties and Deregistration

Late or missed submissions attract penalties and trigger deregistration.

Action: Set annual reminders, use a compliance calendar, and file early. If your company is deregistered, you will need to apply for reinstatement, which involves additional costs and delays.

✓ Request a CIPC Compliance Checklist (if required)

Certain companies are required to submit a Compliance Checklist along with annual returns.

Action: If applicable, log in to the CIPC e-Services portal and complete the checklist within the filing window.

✓ Obtain and Save Proof of Submission

Always retain proof of compliance.

Action: Download your annual return confirmation and store it with your governance records. Auditors and funders often request this.



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✓ Keep Records for the Legally Required Period

Compliance documentation must be retained for audit and legal purposes.

Action: Maintain records of all CIPC submissions, proof of payment, resolutions, and supporting documents for at least seven years.

Why Annual Returns Matter

- ✓ Keeps your company in good legal standing
- ✓ Prevents deregistration and trading interruptions
- ✓ Ensures transparency and regulatory compliance
- ✓ Protects your ability to apply for tenders, funding, and contracts
- ✓ Forms part of your statutory history and audit trail

Annual returns are more than an administrative task — they reflect the legitimacy of your business.

Let Us Handle It for You

RK Corporate Consulting assists with:

- Annual return submissions
- Beneficial ownership declarations
- Director amendments and supporting resolutions
- CIPC compliance checklists
- Reinstatement of deregistered entities

 Contact us at rozanne@rkcc.co.za or will@rkcc.co.za

 Visit: www.rkcc.co.za

 Follow us on Facebook: <https://www.facebook.com/profile.php?id=61572572114476>

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Chief Operations Officer: Wilhelm Kuhn



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Navigating Compliance with Confidence



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