

19 October 2010

## NOTICE TO CUSTOMERS

### UPDATE ON ANNUAL RETURNS RESTORATION PROCESS

A considerable number of entities have shown some responsiveness by requesting restoration and also paying penalties due. Annual returns restoration overtime has commenced to alleviate the backlog and resulted in reduced turnaround times. The current turnaround time of restoration for final deregistered companies and close corporations due to non compliance is 10 working days.

The restoration procedure for final deregistered companies and close corporations due to non compliance with annual returns is the following:

- If your entity is a company:
  - A letter on a letterhead
  - The reason why the annual return was not lodged
  - Request for restoration
  - Customer code for deduction of restoration fee of R150.00
  - Undertaking that all outstanding annual returns will be lodged
  - Certified ID copies of all directors and the applicant
- If your entity is a close corporation:
  - A CK3 form
  - Certified ID copies of all members and the applicant
- The originals may either be posted or hand delivered to the CIPRO offices or scanned copies may be e-mailed to [annualreturns@cipro.gov.za](mailto:annualreturns@cipro.gov.za).

Once restored the status will be changed from "final deregistered" to "in deregistration". **The status will only be changed to "in business" once all the outstanding annual returns have been brought up to date after restoration.**

Yours sincerely



Mr Lungile Dukwana

Acting Chief Executive Officer