CIPC-COMPLIANCE CHECKLIST

WHY THE COMPLANCE CHECKLIST FROM CIPC:

SERVES AS AN EDUCATIONAL TOOL FOR DIRECTORS AND COMPANY SECRETARY, IN GUIDING THEM WITH REGARDS TO THEIR RESPONSIBILITIES IN TERMS OF THE COMPANIES ACT.

CIPC WILL UTILISE THE CHECKLIST TO MONITOR AND REGULATE PROPER COMPLIANCE WITH THE COMPANIES ACT AND IF TRENDS OF NON COMPLIANCE APPEAR, TO ACT ACCORDINGLY

THE CHECKLIST BECOME MANDATORY ON 1 JAUNARY 2020 TO COMPLETE THE COMPLIANCE CHECKLIST BEFORE SUBMITTING ANNUAL RETURNS

TERMS AND CONDITIONS.

(1)  Section 215(2) (e) of the Companies Act – A person commits an offence who knowingly provides false information to the CIPC.

(2)  Section 216 (b) – Any person convicted of an offence in terms of the Companies Act is liable to a fine or to imprisonment for a period not exceeding 12 months, or to both a fine and imprisonment.

(3)  Compliance with these minimum specific sections does not constitute permission not to comply with the entire Companies Act/ Schedules and Regulations.

|  |  |  |  |
| --- | --- | --- | --- |
| **CO ACT/ SECTION / RUGULATION** | **YES** | **NO** | **N/A** |
| **Did the company comply with section 4 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 15 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 26 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 27 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 28 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 29 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 30 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 32 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 33 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 44 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 45 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 50 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 61 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 66 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 69 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 70 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 71 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 86 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 90 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 92 during the previous calendar year?** |  |  |  |
| **Did the company comply with section 94 during the previous calendar year?** |  |  |  |
| **Did the company comply with regulation 21 during the previous calendar year?** |  |  |  |
| **Did the company comply with regulation 43 during the previous calendar year?** |  |  |  |
| **Did the company comply with schedule 1 during the previous calendar year?** |  |  |  |