



Companies and Intellectual
Property Commission

a member of **the dtic** group

Business Step-by-Step Guidelines For Status Report Submissions

Status Report


Purpose

The purpose of this document is to demonstrate the steps to submit a Status Report for a company that is in Business Rescue. The report will be submitted by one of the appointed Business Rescue Practitioners in the company.

1. Login and select Status Report under the Business Rescue Menu

The screenshot displays the CIPC Electronic Self Service web application. At the top, the header includes the text "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A "Logout" button is located in the top right corner. Below the header is a navigation menu with icons and labels for "Home", "Services", "Amendments", "Business Rescue", and "Financials". The "Business Rescue" menu is expanded, showing a list of options: "Proceedings", "Practitioner Appointments", "Practitioner Licensing", and "Status Reports". The "Status Reports" option is highlighted with a red rectangular box. Below the menu, there are two buttons: "Cancel" and "New Application". The main content area shows a table titled "Business Rescue Proceedings - Enterprise Application". The table has a "Selected Filter: Default" and a "Fields" dropdown menu. The table columns include "ID", "DATE", "TYPE", "ENTERPRISE", "APPLICATION", "APPLICATION AP", "NULLITY OF", "NULLITY F", and "NULLITY APPROVAL". The table contains several rows of data, including entries for "Termination Substantial Implementation", "NON PROFIT C...", "DUTH A...", "ERAL SE...", "D PART...", "PRIVATE COMP...", and "RIA 12". At the bottom of the page, a URL is visible: <https://k2qa.cipc.co.za/Customers/Runtime/Form/CIPC.BusinessRescue.Form.StatusReport.Application.Landing>

2. Select New Application

CIPC Electronic Self Service Welcome,  Logout

[Home](#) [Services](#) [Amendments](#) [Business Rescue](#) [Financials](#)


Business Rescue Status Report

[View Application](#) [Cancel](#) [New Application](#)

Selected Filter: Default Quick Search: All fields

DATE	REFERENCE NUMBER	ENTERPRISE TYPE	ENTERPRISE NAME	ENTERPRISE STATUS	APPLICATION STATUS
05/09/2024	60000024296	Private Company		In Business	Approved
30/08/2024	60000024250	Non Profit Company		Business Rescue	Approved
30/08/2024	60000024249	Non Profit Company		Business Rescue	Approved
19/08/2024	60000023964	Close Corporation		In Business	Approved
19/08/2024	60000023961	Private Company		Business Rescue	Approved
19/08/2024	60000023960	Private Company		Business Rescue	Approved
19/08/2024	60000023958	Private Company		Business Rescue	Approved
19/08/2024	60000023957	Private Company		Business Rescue	Approved

3. Click on Selection under Search Options, then the Dropdown under Selection, and then Select the Enterprise you want to file a Status Report for.

CIPC Electronic Self Service Welcome, 

[Logout](#)

Home Services Amendments **Business Rescue** Financials

Enterprise Information

Enterprise Search Options Selection Search **Note:**
Choose "Selection" to pick from enterprises on your profile OR "Search" for an enterprise by Reg No

Selection:

Search by Reg No:

Type: (07) Name: Status: (10)

Application Information


Application

Has the meeting of Creditors been conducted? YES NO

Was the Plan Approved? YES NO

javascript;

4. Fill in the required information.

CIPC Electronic Self Service Welcome, 

[Logout](#)

Home Services Amendments **Business Rescue** Financials

Application

Has the meeting of Creditors been conducted? YES NO


Was the Plan Approved? YES NO

What actions were approved and when are the actions to be implemented?
1. Action 1 - 24 Nov 2024
2. Action 2 - 29 Nov 2024
3. Action 3 - 10 Mar 2025

What is outstanding in terms of the plan?
1. Action 1
2. Action 2
3. Action 3

What measures have been taken to address the above and when will they be implemented?
1. Shareholder meeting - 25 Oct 2024

5. Click on the Add button and attach the Report and Supporting Documents.

CIPC Electronic Self Service Welcome, 

[Logout](#)

[Home](#) [Services](#) [Amendments](#) [Business Rescue](#) [Financials](#)

What measures have been taken to address the above and when will they be implemented?

1. Shareholder meeting - 25 Oct 2024

Supporting Documents

[+ Add](#) [x Remove](#)

FILE NAME	DOCU FILE CONTENT
<i>No items to display.</i>	
<< < 1 > >>	

[Submit](#) [Cancel](#)

Companies and Intellectual Property Commission
06 SEP 2024 09:45:59 AM

6. Click on (Click her to attach a file).

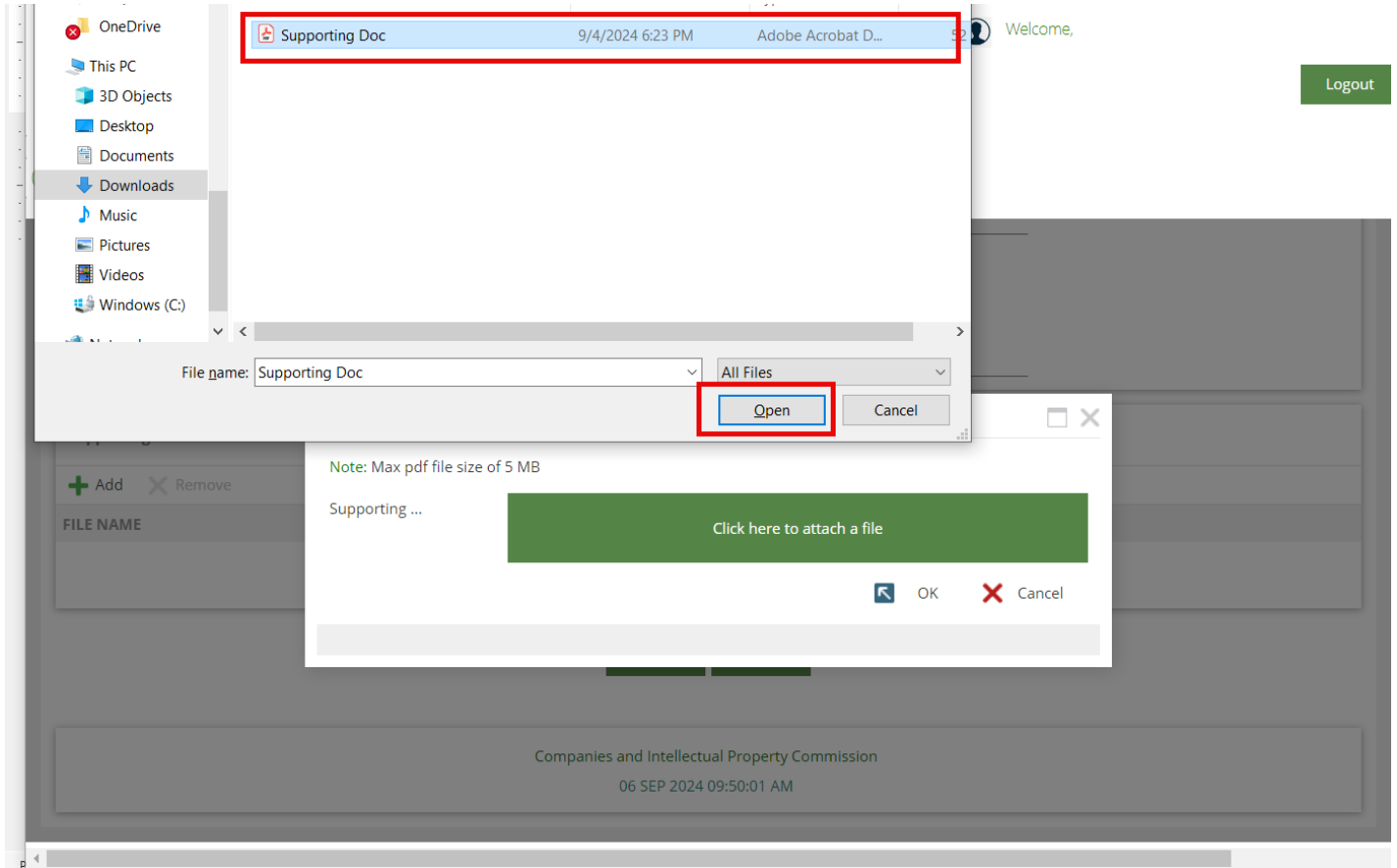
The screenshot displays the CIPC Electronic Self Service web application. At the top, the header includes the text "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A green "Logout" button is positioned in the top right corner. Below the header is a navigation menu with icons and labels for "Home", "Services", "Amendments", "Business Rescue" (which is highlighted in green), and "Financials".

The main content area is partially obscured by a "SUPPORTING DOCUMENT" dialog box. The dialog box has a title bar with a close button (X) and contains the following text: "Note: Max pdf file size of 5 MB", "Supporting ...", and a button labeled "Click here to attach a file" which is highlighted with a red rectangular box. At the bottom of the dialog box are "OK" and "Cancel" buttons.

In the background, a form is visible with a question: "What measures have been taken to address the above and when will they be implemented?". Below this question is a text input field containing "1. Shareholder meeting - 25 Oct 2024". To the left of the dialog box, there is a "Supporting Documents" section with "+ Add" and "X Remove" buttons, and a table with a "FILE NAME" header.

At the bottom of the page, the footer text reads "Companies and Intellectual Property Commission" and "06 SEP 2024 09:47:29 AM".

7. Navigate to your documents, select a document and click Open.



8. Click on OK then repeat the steps by clicking on Add to continue adding all the required documents.

The screenshot displays the CIPC Electronic Self Service web application. At the top, the header includes the text "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A green "Logout" button is positioned in the top right corner. Below the header is a navigation menu with icons and labels for "Home", "Services", "Amendments", "Business Rescue" (which is highlighted in green), and "Financials".

The main content area is partially obscured by a "SUPPORTING DOCUMENT" dialog box. The dialog box contains the following elements:

- A note: "Note: Max pdf file size of 5 MB"
- A list of supporting documents with a header "Supporting ...". One document is listed: "Supporting Doc.pdf (PDF File) 51.94 KB".
- Buttons for "OK" (highlighted with a red box) and "Cancel".

The background interface shows a form with a question: "What measures have been taken to address the above and when will they be implemented?". The answer field contains the text "1. Shareholder meeting - 25 Oct 2024". Below the form is a "Supporting Documents" section with "Add" and "Remove" buttons and a table with a "FILE NAME" header. At the bottom of the page, the footer text reads "Companies and Intellectual Property Commission" and "06 SEP 2024 09:51:37 AM".

9. Click on the Submit Button.

The screenshot displays the CIPC Electronic Self Service interface. At the top, the header includes the text "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A "Logout" button is located in the top right corner. Below the header is a navigation menu with icons and labels for "Home", "Services", "Amendments", "Business Rescue" (which is highlighted in green), and "Financials".

The main content area contains a form with the following elements:

- A text input field with the question: "What measures have been taken to address the above and when will they be implemented?". The input contains the text: "1. Shareholder meeting - 25 Oct 2024".
- A section titled "Supporting Documents" with "+ Add" and "X Remove" buttons.
- A table with two columns: "FILE NAME" and "DOCU FILE CONTENT". It contains one row with "Supporting Doc.pdf" in both columns.
- Navigation arrows below the table: "<< < 1 > >>".
- Two buttons: "Submit" (highlighted with a red box) and "Cancel".

At the bottom of the page, there is a footer with the text: "Companies and Intellectual Property Commission" and "06 SEP 2024 09:54:09 AM". A small "javascript;" error message is visible in the bottom left corner of the browser window.

10. Click on the OK button to File the report.

The screenshot displays the CIPC Electronic Self Service interface. At the top, the header includes "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A "Logout" button is located in the top right corner. Below the header is a navigation menu with icons and labels for "Home", "Services", "Amendments", "Business Rescue" (which is highlighted in green), and "Financials".

The main content area is a form titled "What measures have been taken to address the above and when will they be implemented?". It contains a text input field with the text "1. Shareholder meeting - 25 Oct 2024". Below this is a section for "Supporting Documents" with "+ Add" and "X Remove" buttons. A table lists a document with the "FILE NAME" "Supporting Doc.pdf".

A modal dialog box is centered on the screen, titled "CIPC". It contains a question mark icon and the text "Are you sure you want to Submit the Status Report?". At the bottom of the dialog are two buttons: "OK" (highlighted with a red border) and "Cancel".

At the bottom of the page, there are "Submit" and "Cancel" buttons. The footer text reads "Companies and Intellectual Property Commission" and "06 SEP 2024 09:55:19 AM".

11. Click on the OK button to Finalise the submission.

The screenshot displays the CIPC Electronic Self Service web application. At the top, the header includes the text "CIPC Electronic Self Service" and a user profile icon with the text "Welcome,". A green "Logout" button is positioned in the top right corner. Below the header is a navigation menu with icons and labels for "Home", "Services", "Amendments", "Business Rescue" (which is highlighted in green), and "Financials".

The main content area is partially obscured by a modal dialog box. The dialog box has a title bar that says "CIPC" and a close button (X). It contains a question mark icon and the text "Application for Status Report is successfully submitted". At the bottom of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border, indicating it is the target for the next step.

In the background, a form is visible with a question: "What measures have been taken to address the above and when will they be implemented?". Below this is a text input field containing "1. Shareholder meeting - 25 Oct 2024". There is also a "Supporting Documents" section with an "Add" button, a "Remove" button, and a table with one entry: "Supporting Doc.pdf".

At the bottom of the page, the footer text reads "Companies and Intellectual Property Commission" and "06 SEP 2024 09:56:43 AM".

12. Your application will have Status Submitted and will be processed by the back office.

CIPC Electronic Self Service Welcome, Logout

Home Services Amendments **Business Rescue** Financials

Business Rescue Status Report

View Application Cancel New Application

Selected Filter: Default Quick Search: All fields

DATE	REFERENCE NUMBER	ENTERPRISE TYPE	ENTERPRISE NAME	ENTERPRISE STATUS	APPLICATION STATUS
06/09/2024	60000024306	Private Company	MAKING PRETORIA 12	Business Rescue	Submitted
05/09/2024	60000024296	Private Company		In Business	Approved
30/08/2024	60000024250	Non Profit Company		Business Rescue	Approved
30/08/2024	60000024249	Non Profit Company		Business Rescue	Approved
19/08/2024	60000023964	Close Corporation		In Business	Approved
19/08/2024	60000023961	Private Company		Business Rescue	Approved
19/08/2024	60000023960	Private Company		Business Rescue	Approved
19/08/2024	60000023958	Private Company		Business Rescue	Approved
19/08/2024	60000023957	Private Company		Business Rescue	Approved
19/08/2024	60000023953	Private Company		In Business	Approved

13. The filing Business Rescue Practitioner will receive an email that the submission has been approved after the Back Office has completed the process with no queries.

