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DID YOU KNOW?

FROM JACO'S DESK | OCTOBER 2026

Running a company comes with legal responsibilities beyond submitting tax returns. Here are the essential governance updates every business owner should know.

COMPANY GOVERNANCE

KEEP YOUR CIPC RECORDS UP TO DATE



1 ANNUAL RETURNS

KEEP YOUR COMPANY ACTIVE AND COMPLIANT.

Every company must submit an Annual Return, even if it is dormant.

DEADLINE
Within **30 business days** after your registration anniversary date.

IF NOT DONE
Penalties, final demand notices and possible deregistration.

2 BENEFICIAL OWNERSHIP (BO)

CIPC NEEDS TO KNOW WHO ULTIMATELY OWNS OR CONTROLS YOUR COMPANY.

Confirm BO information annually and report any changes.

DEADLINE
Within **10 business days** of any change.

IF NOT DONE
Can result in penalties, blocked Annual Returns and increased scrutiny from CIPC and other regulators.

3 APPOINTING OR RESIGNING A DIRECTOR

KEEP YOUR DIRECTOR INFORMATION UP TO DATE.

Changes to directors must be reported to CIPC. A resignation letter alone is not enough.

DEADLINE
Within **10 business days** of the change.

IF NOT DONE
Can lead to penalties, compliance issues and problems with banks and other institutions.

4 REGISTERED OFFICE ADDRESS

REPORT A CHANGE BEFORE IT TAKES EFFECT.

A change to your company's registered office address must be filed with CIPC.

DEADLINE
At least **10 business days** before the change takes effect.

IF NOT DONE
Can result in non-compliance penalties and important notices being missed.

5 SHAREHOLDING CHANGES

KEEP YOUR SHAREHOLDING REGISTER ACCURATE.

Report any change in shareholding, especially if it affects beneficial ownership or control.

DEADLINE
Within **10 business days** of the change.

IF NOT DONE
Can lead to penalties, compliance issues and possible delays in future filings.

WHY IT MATTERS

- Keeps your company in good standing and legally compliant.
- Helps you avoid unnecessary penalties and costs.
- Builds credibility with banks, investors and suppliers.
- Reduces the risk of fraud and misuse of your company.
- Ensures you receive important notices from CIPC and other regulators.

Jaco's Advice

Don't wait until a CIPC deadline or a banking transaction reveals that your company records are outdated.

Tell us before making changes to directors, ownership or your registered office. We'll help you keep the business compliant and avoid unnecessary complications.

Thank you for being part of our journey.

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Midnight Moon Accounting

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