

Service List

Accounting Services

- Monthly processing and reconciliation of all accounts and transactions
- Preparation of management accounts
- Maintaining and updating fixed asset registers
- Preparation of annual financial statement

Tax Services

- Preparation and submission of VAT returns to SARS
- On-going risk analysis and feedback on compliance and tax structures
- Preparation and submission of bi-annual provisional tax returns
- Preparation and submission of annual company tax return
- Handling any and all SARS inquiries/ audits to your VAT and Taxation *

Payroll Services

- Preparation and submission of monthly PAYE/UIF/SDL returns to SARS
- Preparation and submission of UIF returns and updating UI19 returns
- Preparing and submitting bi-annual employee IRP5 certificates and EMP501 returns
- Completion and submission of Annual workman's compensation returns
- Handling any and all SARS inquiries/ audits to your payroll *

Statutory Services

- New Company Registrations *
- Shelf Company purchases *
- Amendments to statutory details (directors/members etc.) *
- Annual CIPC returns
- Statutory registrations (Income Tax / VAT / PAYE / UIF / SDL / WCC) *
- Tax clearance certificates *

Please note that our fee structure is to be determined after we have done a thorough evaluation of the scope of the work involved to efficiently manage your account. After this evaluation we shall propose a monthly fee which we expect you, our client, to be pleased with when compared to industry standards.

Services marked with a * are not included in the monthly fee and will be quoted separately when required.

Backlog work will be billed by the hour at a rate of R250 per hour spent to get the books up to date.

Please consider that backlog work may, depending on circumstances, include:

- Bookkeeping to current
- Payroll
- VAT
- Annual Financial Statements
- Provisional Tax
- Income Tax
- Tax compliance
- Statutory compliance

We will advise as to what has to be done on the account and the estimated costs involved.

