



**ACCOUNTING, TAXATION AND
SECRETARIAL SERVICES**

84C Barnard Street, Oakdale, Bellville, 7530
PO Box 285, CAPE GATE, 7562
Tel: 021 802 0597
Fax: 086 590 2473
Email: admin@vsb.co.za

ADHOC SERVICE FEES 2016

These fees are applicable for the period 01 March 2016 to 28 February 2017

ANNUAL ACCOUNTING AND TAX COMPLIANCE		
Annual Financial Statements (draft from trial balance)	R3 000*	per year (turnover < R1.2m)
Annual Financial Statements and accounting write-up <i>(incl. Processing of bank statements, customer & supplier invoices and AFS)</i>	R8 000*	per year (turnover < R1.2m)
Accounting and Tax Clean-up <i>(incl. Processing of bank statements, customer & supplier invoices, AFS, submission of all outstanding SARS returns)</i>	R10 000*	per year (turnover < R1.2m)
TAX ADMINISTRATION		
SARS Tax Status Enquiry	R200*^	per enquiry
Income tax assessment review / objection	R500 ^	per review / objection
Income tax return – Individual (salary only)	R400	per return
Income tax return – Individual (salary + allowances)	R800	per return
Income tax return – Individual (trade/ commission/ rental/ directors)	R1 200	per return
Income tax return – Close corporation/ Company/ Trust	R1 200*^	per return
Apply for Tax Clearance Certificate (on Efiling)	R500*^	per application
Collection of Tax Clearance certificate from SARS	R500	per SARS visit
Visit to SARS branch	R500	per SARS visit
STATUTORY REGISTRATIONS		
Income tax registration - Close corporation/ Company/ Trust	R1 000*^	per registration
Unemployment Insurance Fund (UIF)	R500*^	per registration, plus R50 per employee
Compensation Commissioner / Workmen's Compensation (COID/WCA)	R1 000 ^	per registration
SARS Employees Tax (PAYE)	R1 000 ^	per registration
SETA Skills Development Levies (SDL)	R2 000 ^	per registration
Value-added Tax (VAT)	R2 000 ^	per registration
Application for Import/ Export Permit	R2 000 ^	per application
Government Supplier Database Registration (Quadrem/ Tradeword)	R2 000*^	per registration
COMPANY SECRETARIAL SERVICES		
CIPC Certificate of Confirmation	R200*^	per certificate
Close Corporation – Acceptance of Accounting Officer Appointment	R300*^	per appointment
Close Corporation / Company – Annual Return	R500*^	per return, excl CIPC Fees
New Company Registration	R1 000	per company
Company Directors change / CC Member change	R1 000*^	Basic fee, plus R100 per director
BEE CERTIFICATES		
B-BBEE Exempt Micro Enterprise Certificate	R1 000*^	per verification

Discounts applicable:

* 50% fee discount for entities with an annual turnover of less than R300,000

^ 20% fee discount for entities with an annual turnover of less than R1,200,000

*Exclusive Access Trading 671 (Pty) Ltd
Reg.No: 2008/026819/07*

Director: BH VAN STAADEN - Chartered Accountant (S.A.)



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PROFESSIONAL FEES / CHARGE OUT RATES		
Time spend – Chartered Accountant	R1 000 *^	per hour
Time spend – Accountant	R750 *^	per hour
Time spend – Assistant Accountant	R400 *^	per hour
Time spend – Payroll Administrator	R300 *^	per hour
Time spend – Accounting clerk (senior)	R250 *^	per hour
Time spend – Accounting clerk (junior)	R150 *^	per hour
Time spend – Cashbook clerk	R150 *^	per hour
Time spend – Data capturer	R100 *^	per hour

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