



## **SERVICE OFFERING (Page 1/3)**

We do not compromise on our fees , as we believe we offer a TOP NOTCH PERSONALISED SERVICE based on our vast experience and knowledge that we have gained over the past 34 years

REMEMBER , do not compare us with other accountants , because if you are wanting to PAY PEANUTS , YOU WILL GET MONKEYS doing your work .

### **Company Formations / Trust Formations**

Company Formations - including 1 set of name submissions		R1 250,00
- take note that new legislation as of May 2024 requires you to submit a		
Beneficial Ownership (BO) declaration within 10 days of forming a new company		
It is therefore best to budget for R1250.00 (new company formation cost) +		
BO Submission Costs of R 750.00 when forming a new company		
Alterations to Companies - name changes / director changes	per change	R300,00
address changes		
S21 Company - Association Not For Gain		R4 250,00
Company Documents - Download from CIPC		R100,00
Company Documents - Old Companies - prior to 2014		R1 250,00
Beneficial Ownership Declaration		R750,00
BEE Certificate - CIPC / BEE Affidavit		R150,00
Formation of a Trust		R8 750,00
Annual Returns (Monthly / Non Monthly Clients)	<u>turnover &lt; R 1m</u>	R450,00
- take note that Annual Returns can only be submitted if BO's are up to date	<u>turnover R 1m to R 10m</u>	R850,00
	<u>turnover &gt; R 10m</u>	R3 750,00



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### **Monthly Bookkeeping / Accounting Fees**

<b><i>Small Business - Turnover under R 1m</i></b>	<b><u>per month</u></b>	<b>R1,210.00</b>
includes monthly submissions of PAYE / annual financial statements / submission of company tax returns / submission of directors personal tax returns /	<u>starting at</u>	
1 set of financials for banking purposes		
All work performed outside of the month fee retainer will be charged for at the hourly rate , or part thereof		
<b><i>Medium Sized Business - Turnover exceeds R 1m</i></b>	<b><u>per month</u></b>	<b>R4,235.00</b>
includes VAT Calculations & Submissions / PAYE submissions annual financial statements / submission of company tax returns / submission of directors personal tax returns /	<u>starting at</u>	
1 set of financials for banking purposes		
All work performed outside of the month fee retainer will be charged for at the hourly rate , or part thereof		
<b><i>Management Accounts</i></b>		
Monthly Clients	<u>per set</u>	R750.00
Non-Monthly Clients	<u>per set</u>	R2,500.00
<b><i>Financial Statements</i></b>		
Monthly Clients – 1 <sup>st</sup> Set	<u>per set</u>	n/c
Monthly Clients – 2 <sup>nd</sup> / 3 <sup>rd</sup> or 4 <sup>th</sup> Set	<u>per set / starting at</u>	R2,000.00
Non-Monthly Clients	<u>per set / starting at</u>	R 5,000.00

### **LIQUIDATIONS / SEQUESTRATIONS**

Price available after consultation and assessment of individual clients needs .

Due to the complex nature of these applications , each situation will be assessed on their individual merits .



## **SERVICE OFFERINGS (Page 3 / 3)**

### **Miscellaneous Fees**

Consultation - Monthly Clients - BMS	<u>per hour</u>	n/c
Consultation - Non-Monthly Clients - BMS (Business Coach) Book on website – <a href="http://www.coachq.co.za/book-a-consultation/">www.coachq.co.za/book-a-consultation/</a>	<u>per 45 mins</u>	R 350.00
Consultation – Non-Monthly Clients (Business Coach) Book on Website – <a href="http://www.coachq.co.za/book-a-consultation/">www.coachq.co.za/book-a-consultation/</a>	<u>per 90 mins</u>	R500.00
Drafting of Letters	<u>per letter</u>	R250.00
Travelling per KM		R5.00
Photocopies / Print - Per Page		R2.00
Efiling Profile Creation	<u>depending on</u> <u>complexity</u>	R 750 - R 1000
Public Officer / Representative Taxpayer Registration		R750.00
Payslips	<u>each</u>	R50.00
Legal Matters - Attending to / Advising / Instructing Attorneys	<u>per hour</u>	R450.00

**All work performed outside of the scope of the Monthly Fee Retainer , will be charged for at the hourly rate , or part Thereof .**