



# SD MANAGEMENT

ACCOUNTING • TAX • ADVISORY

18 Toffie Lane  
Claremont 7708  
PO Box 23249  
Claremont 7735  
Tel: (021) 001 7188  
Fax: (086) 274 1029  
Email: admin@sdmanagement.co.za  
www.sdmanagement.co.za  
CK1995/031453/23

## CURRENT FEES AND RATES: 1 MARCH 2019 TO 28 FEBRUARY 2020

| Description  | Amount        | CIPC/MASTER   |
|--|---------------|---------------|
| Annual fee: Entities only (annual charge in March) | R 1577        |               |
| BBBEE affidavit - Micro enterprises                | R 476         |               |
| CIPC annual return                                 | R 674 *       | R 100 +       |
| CK2 – CC change of members                         | R 904 *       | R 30          |
| CK2 – CC change of address                         | R 561 *       | R 30          |
| CoR9.1 – Co name reservation                       | R 561 *       | R 50          |
| CoR9.2 – Renewal of Co name reservation            | R 561 *       | R 30          |
| CoR14.1 – Co notice of incorporation               | R 1577 *      | R 175         |
| CoR15.1A – Co memorandum of incorporation          | Incl in above | Incl in above |
| CoR15.1B,C,D & E MOI                               | POR           | R 250         |
| CoR15.2 – Change of name                           | R 561 *       | R 250         |
| CoR18.1 – Conversion of a CC to a Company          | R 1599 *      | R 125         |
| CoR21 – Change of registered office                | R 561         | No fee        |
| CoR25 – Change of financial year end               | R 561 *       | R 100         |
| CoR39 – Change of Directors                        | R 904         | No fee        |
| CoR40.5 – Reinstatement of Company or CC           | R 1725 *      | R 200         |
| All other company form submissions                 | POR           | POR           |
| Deregistration of various statutory registrations  | R 904         |               |
| Dividend declaration and submission – DTR01&2      | R 690 +       |               |
| Employment equity report – EEA1                    | R 1706 +      |               |
| EMP501 biannual payroll reconciliation             | R 1016        |               |
| IRP5/IT3 issue (each)                              | R 25          |               |
| IT12 individual tax return submission              | R 904 +       |               |
| IT12TR trust tax return submission                 | R 1240 +      |               |
| IT14 company tax return submission                 | R 1240        |               |
| IT14SD company supplementary declaration           | R 1240 +      |               |
| Letter of good standing - Department of Labour     | R 561         |               |
| Notice of appeal SARS - ADR2                       | R 674         |               |
| Notice of objection SARS - ADR1                    | R 674         |               |
| PAIA Information Act manual                        | R 1706        |               |
| Provisional tax 1 and 2 – IRP623                   | R 561 +       |               |
| Provisional tax 3 (top up)                         | R 904         |               |
| Registration for various statutory requirements    | R 904         |               |
| Register with Customs (SARS)                       | R 2887 +      |               |



# SD MANAGEMENT

ACCOUNTING • TAX • ADVISORY

18 Toffie Lane  
 Claremont 7708  
 PO Box 23249  
 Claremont 7735  
 Tel: (021) 001 7188  
 Fax: (086) 274 1029  
 Email: admin@sdmanagement.co.za  
 www.sdmanagement.co.za  
 CK1995/031453/23

|  |           |       |
|--|-----------|-------|
| Registration as taxpayer: individual - IT77    | R 449     |       |
| Resolution compiled/passed: Trust/Company/CC   | R 561     |       |
| Request for penalty remission - SARS           | R 561     |       |
| Request for payment suspension - SARS          | R 561     |       |
| Shelf company (SDMC number ....)               | R 1812 #  |       |
| Share register issue                           | R 850 ^   |       |
| Solvency certificate                           | R 904     |       |
| Statistics SA returns                          | R 904 +   |       |
| Tax directive – e-filing                       | R 561     |       |
| Tax clearance application – Local              | R 561     |       |
| Tax clearance application – Foreign investment | R 1128 +  |       |
| Trust formation: Master of the High Court      | R 5300 *+ | R 100 |
| Trust: change of trustee/beneficiary           | R 904     |       |
| Turnover Tax application - TT01                | R 904     |       |
| Turnover Tax payment - TT02                    | R 561     |       |
| Turnover Tax return - TT03                     | R 561     |       |
| U Filing monthly UIF return – U17              | R 278     |       |
| VAT registration                               | R 2 887 + |       |
| W As 8 annual COIDA return                     | R 904     |       |

## PAYROLL

|  |           |
|--|-----------|
| Basic charge for EMP201 submission – per month | R 278     |
| Monthly employees: 1 to 10                     | R 64 each |
| Monthly employees: 11 to 40                    | R 59 each |
| Monthly employees: 41 to 99                    | R 51 each |
| 100 + as well as weekly/fortnightly rates      | POR       |

All the above mentioned fees are VAT inclusive @ 15%.

CIPC and Masters Fees are non-vatable.

Fees donated with an \* exclude CIPC and Masters Fees.

# Price includes share register & appointment of 1 director + R112 per extra director.

^ Price includes 1 shareholder/share certificate + R112 per extra share certificate.

+ denotes minimum fee.

POR denotes price available on request.





# SD MANAGEMENT

ACCOUNTING • TAX • ADVISORY

18 Toffie Lane  
Claremont 7708  
PO Box 23249  
Claremont 7735  
Tel: (021) 001 7188  
Fax: (086) 274 1029  
Email: admin@sdmanagement.co.za  
www.sdmanagement.co.za  
CK1995/031453/23

## OTHER SERVICES

These are based on hourly time spent rates that vary from R252 p/h to R1235 p/h depending on the level of expertise required.

Examples of other services offered are as follows:

- Accounting and compliance services.
- Bookkeeping and all statutory returns.
- Consulting and advisory services.
- Independent reviews for companies.
- Management accounting and reporting.
- Business valuations.
- Due diligence.
- Tax planning and advice.

**Please note this list is not exhaustive**