



## Gemson (Pty) Ltd

Reg no: 2012/048150/07

PO Box 908109,  
Montana,  
Pretoria,  
0151

### ACCOUNTING AND TAX SERVICES

#### TAX RETURNS

<b>VAT Returns</b>	(2 monthly)	R	599
<b>EMP201 Returns (PAYE/SDL/UIF)</b>	(monthly)	R	350
<b>EMP501 Recon</b>	(bi-annual)	R	1,590
<b>Individual / Business Provisional Tax (no calc)</b>	(bi-annual)	R	325
<b>Individual / Business Provisional Tax (calculation)</b>	(bi-annual)	R	495
<b>Personal Income Tax</b>			
IRP5 (Salary) / Annuity / Medical aid	Basic	(annual)	R 530
Basic		(annual)	R 770
+ Travel allowance / Commission		(annual)	R 1,460
Basic		(annual)	R 1,660
+ Rental income		(annual)	R 640
Basic		(annual)	R 750
+ Sole proprietor business			R 1,350
Balance Sheet (Member / Director)			
Summary of Expense Slips			
Create logbook from client info			
<b>Business Income Tax</b>			
(Submission of F/S with IT14 now compulsory)			
CC Income Tax		(annual)	R 2,135
PTY (LTD) Income Tax		(annual)	R 2,500
Trust Income Tax		(annual)	R 1,500
<b>SARS Queries (any tax type)</b>			
SARS audits on returns		R	400
Submit Notice of Objection / Appeal		R	400
In branch queries – per hour		R	500

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### ACCOUNTING WORK

#### Processing up to Trial Balance

<b>Bank statements – hardcopy / manual / PDF format</b>	(monthly)		
0 – 50 transactions per month		R	510
51 – 100 transactions per month		R	1,173
100 – 250 transactions per month		R	1,642

#### Bank statements – electronic format – excel (CSV)

	(monthly)		
0 – 50 transactions per month		R	372
51 – 100 transactions per month		R	856
100 – 250 transactions per month		R	1,198

#### Petty Cash

	(monthly)		
Sorting petty cash per hour		R	500
0 – 20 transactions per month		R	290
21 – 40 transactions per month		R	560

#### Debtors

0 – 15 invoices per month		R	290
16 – 30 invoices per month		R	560
31 – 45 invoices per month		R	830
Per Customer Statement		R	25

#### Creditors

0 – 25 invoices per month		R	380
26 – 50 invoices per month		R	760
51 – 75 invoices per month		R	1,140
Per manual Supplier Recon		R	225

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#### Financial Statements based on final Trial Balance

<b>Individual</b>		R	2,500
<b>Company / CC</b>			
Small	Turnover: under 1mil	R	3,400
Medium	Turnover: 1mil - 5mil	R	9,500
Large	Turnover: 5mil - 10mil	R	13,500
Macro	Turnover: 10mil +		per quote
<b>Trust</b>	Dormant	R	1,500
<b>Trust</b>	Active	R	4,500
<b>Adjustments to Trial Balance received - per hour</b>		R	500

#### CIPC - Secretarial Work

<b>Name Reservation</b>	R	330
<b>Company Registration</b>	R	1,650
<b>Annual Returns</b>	R	440
<b>Change of CC / Company Details</b>		on request
<b>CIPC Confirmation</b>	R	220

#### Payroll Services

<b>Monthly Payslips (per payslip)</b>	per month	R	70
(includes PAYE/UIF monthly returns - provided that the monthly payslips exceed R490 p.m)			
<b>Weekly wages</b>	per week	R	25
<b>Clock card processing</b>			on request
<b>Commission calculations</b>			on request

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#### Compensation Commissioner

<b>Annual WCC Return</b>	R	800
<b>Letter of Good Standing</b>	R	440

#### Registrations

<b>VAT</b>	R	2,120
<b>PAYE / SDL / UIF</b>	R	1,550
<b>Income Tax</b>	R	575
<b>Compensation Commissioner</b>	R	1,500

#### Other Services

<b>Monthly Management Pack</b>			
Small	Turnover: under 1mil	R	700
Medium	Turnover: 1mil - 5mil	R	1,450
Large	Turnover: 5mil - 10mil	R	2,100
Macro	Turnover: 10mil +	R	3,000
<b>Tax Clearance Certificate</b>		R	450
<b>BEE Certificate</b>		R	2,300
<b>PAIA Manual</b>	Basic	R	1,800
<b>Public Officer Appointment - SARS</b>		R	450
<b>Address changes at SARS</b>		R	450
<b>Tax Directive (fixed percentage)</b>		R	500
<b>Consultations</b> (charged per hour after the first completed hour)		R	500
<b>Website package</b>		R	4,000
Basic 3 Page website: Domain name (1year), hosting (1year), 5 email addresses (R100 per additional email address)			

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### SECRETARIAL SERVICES

#### Name Reservations and Transfers

<b>Reservation of Name</b>	CoR 9.1	R	330
<b>Extension of Name Reservation</b>	CoR 9.2	R	250
<b>Registration of Defensive Name</b>	CoR 10.1	R	600
<b>Renewal of Defensive Name</b>	CoR 10.2	R	250
<b>Transfer Reserved / Registered Name</b>	CoR 11.1	R	250

#### Company Registration and Amendments

<b>Company Registration: Short Articles / Non-Profit Company</b>	CoR 15.1 A,B,C	R	1,650
<b>Company Registration: Long Articles (Personal Liability/Public)</b>	CoR 15.1 D,E	R	2,750
<b>Change of Company Name</b>	CoR 15.2	R	1,050
<b>Amendments to the Memorandum of Incorporation</b>	CoR 15.2	R	1,050
<b>Change to new MOI</b>	CoR 15.2	R	870
<b>Conversion from CC to PTY (LTD)</b>	CoR 15.1 A,B,C	CoR 18.1	R 1,350
<b>Conversion from CC to PTY (LTD)</b>	CoR 15.1 D,E	CoR 18.1	R 1,900
<b>External Company Registration</b>	CoR 20.1	R	2,050
<b>Change of Registered Office</b>	CoR 21.1	R	590
<b>Change of Year End</b>	CoR 25	R	870
<b>Change of Directors (1 - 4)</b>	CoR 39	R	590
5+ Directors @ R75 per director			

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#### Company Registration and Amendments (continued)

<b>Transfer of Shares (1-4) and New Share Certificates</b>	R	590
<b>Allotment of Shares and New Share Certificates</b>	R	590
<b>Deregistration of Company</b>	R	900
<b>Annual Return Submission (CIPC)</b>	R	440
<b>Penalty Fee for late Lodgement of Annual Return</b>	R	175

#### Close Corporation Amendments

<b>Amended Close Corporation</b>	R	890
Name; Financial Year; Members; Business Description (CK2)		
<b>Amended Close Corporation</b>	R	550
Accounting Officer; Postal and Registered Addresses (CK2A)		
<b>Re-Instatement of Deregistered CC</b>	R	2590
<b>Annual Return Submission</b>	R	440
<b>Penalty Fee for Late Lodgement of Annual Return</b>	R	175

#### Other

<b>Deed Search</b>	R	400
<b>CIPC Full Disclosure</b>	R	220

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