



## *LIST OF SERVICES*

### **ADMINISTRATIVE**

Consultation Fee  
Letter application

### **SARS / UIF / COMPENSATION**

SARS – Assistance with Biometrics  
SARS Verification: INDIVIDUAL & BUSINESSES  
SARS PROFILE updating  
SARS Registered Representative  
SARS Tax Merging  
PAYE Registration  
VAT Preparation & Registration  
UIF  
Workmen Compensation (includes correspondence fees)

### **CIPC**

#### **CLOSE CORPORATION**

Name Reservation  
Registration CK2  
Registration CK2A  
Drafting of Resolution and Minutes (per one)  
Certificate of Disclosure  
Combined Electronic CC Register / Take on  
Re-instatement of CC

### **COMPANIES**

New company Registration / Shelf Company (CIPC MOI)  
Duplicate Share Certificate (Per Certificate)  
Share Transfer and Share Certificate (per Certificate)  
CoR 18.1 Conversion of CC to Company  
Registration of CoR 39  
Registration of CoR 21.1  
Registration of CoR 44  
Registration of CoR22  
Allotment of shares  
Drafting of Resolution and Minutes (per one)

CoR 15.2 Drafting of Special Resolution (Change of name resolution must be submitted separately from other Special Resolution, therefore there may be a charge for more than one.)

CoR25 – Change of year end (excl. any expenses such as courier fees etc)

Combined Electronic Company Register / Take on

Urgency Fee

Certificate of Disclosure

Re-instatement of Company

**MASTER OF THE HIGH COURT**

**TRUSTS**

Trust Registrations

Changing a Trustee of a Trust

Correspondence Fee

Duplicate of Trust documents

Amendments to Trust Deeds (excl. any expenses such as courier fees or correspondent's fees, etc)

Courier Fees (per collection)

**Annual Return Fee CC – CIPC**

**This fee includes:**

CIPC FEE

OUR FEE for submission of Annual Return

Submission of Annual Financial Supplement

Submission of Beneficial Ownership Registers

Storage and Maintenance fee: (only for existing annual clients)

Electronic Company Register

Storage of documents and Maintenance of file

**Annual Returns Companies – CIPC**

**This fee includes:**

CIPC FEE

OUR FEE for submission of Annual Return

Submission of Annual Financial Supplement

Submission of Beneficial Ownership Registers

Storage and Maintenance fee: (only for existing annual clients)

Electronic Company Register

Storage of documents and Maintenance of file