



Fee Structure to February 2022

2022

### Tax Compliance Services

	R (VAT Excl)	R (VAT Inc)
IT 12 S (Basic) - IRP5 with Medical expenses, Pension fund and RAF contributions	825	949
IT 12 S - IRP5 with Travel Allowance or Company Car (Valid log book required)	1300	1495
IT 12 S – Any of the Above with Rental income, up to three units, add (includes statement of assets & liabilities)	880	1012
IT 12 S - Various Income earners and expats		POR
IT 12 S - Any of the Above requiring Capital Gains Calculation		POR
plus Statement of Assets & Liabilities	385	443
SARS requires the following persons to submit a detailed statement of assets and liabilities on an annual basis:		
Directors of Companies		
Members of CC's		
Persons earning Business Income		
Submission of Supporting Documentation to SARS	350	403
Assisting with SARS audit		POR
SARS randomly selects tax payers for review and audit. The selection of these tax payers for review and/or audit is beyond our control. Actual time spent to prepare documentation for audit assistance to SARS and/or correspondence with SARS will be charged separately if and when applicable.		
IT 12 TR - Income Tax Return (Active Trust)	2350	2703
IT 12 TR - Income Tax Return (Dormant Trust)	925	1064
IT 14 - Income Tax Return (Active Company/ CC), turnover < R1 mil.	925	1064
IT 14 - Income Tax Return (Active Company/ CC), turnover or nett asset value > R1 mil.	1750	2013
IT 14 - Income Tax Return (Active Company/ CC), turnover or nett asset value >R15 mil / <R20 mil.	3000	3450
IT 14 - Income Tax Return (Active Company/ CC), turnover or nett asset value > R20 mil.	6000	6900
IT 14 - Income Tax Return (Dormant Company/ CC)	430	495
IT 14 SD – VAT/PAYE Registered (if VNR prepared Financial Statements)	1500	1725
Registration for e-filing		FREE
IRP 6 (Dormant)	325	374
IRP 6 (Individual with no trading income)	430	495
IRP 6 (Individual with trading income)	550	633
IRP 6 (Pty/CC/Trust < R1 mil. taxable income)	800	920
IRP 6 (Pty/CC/Trust > R1 mil. taxable income) - Standard	2200	2530
IRP 6 (Pty/CC/Trust > R20 mil. Turnover) - Large	3800	4370
ADR1/ NOO - Objection against assessment based on administrative grounds		POR
ADR1/ NOO - Objection against assessment based complex legal grounds		POR
Application for suspension of payment pending dispute resolution (Payment terms <6months)	650	748
Application for suspension of payment pending dispute resolution (Payment terms >6months)	1300	1495
TCC - Tax Clearance Certificate (application & PIN only)	250	288
IRP3 (a)/(d) - Request for tax deduction directive	2000	2300
VAT 201 - Submission and payment of VAT return	700	805
VAT201 (Dormant Company/CC/Trust/Individual)	325	374
SARS VAT Audit / Review Query	725	834
Dividend Tax Declaration (1-3 Beneficiary stakeholders)	1750	2013
Dividend Tax Declaration - per extra Beneficiary	225	259

### Financial / Statutory Reporting

Annual Financial Statements (General Small Entity - Minimum Charge Company/CC)	6750	7763
Management Statements (Standard - Minimum Charge Company/CC)	3500	4025

## Payroll Administration

Payroll administration per month (1 – 3 employees)	350	403
Payroll administration per employee per month (4 – 10 employees)	95	109
Payroll administration per employee per month (> 10 employees)	75	86
Payroll administration includes the maintenance of the relevant salary and wage records, the issue of periodic payslips, submission and payment of monthly EMP201's including the issuing of annual IRP 5's to employees. UIF UI19 and Workman's Compensation is excluded from this service.		0
Payroll administration - Domestic / Gardener (Includes payslip, reports and UIF submission & request for payment)	285	328
UI19 - UIF Monthly return submission per employee (on written request of client/employer)	135	155
EMP501 Submission (bi-annual submissions)	850	978
EMP501 Submission (bi-annual submissions) (Dormant Company/CC/Trust/Individual)	325	374
SARS requires a periodic (currently, bi-annual) reconciliation between IRP5's and EMP 201's.		0
Issue of IT3 & IRP5 per employee, where VNR is not responsible for monthly payroll	225	259
PAYE Return submission and payment, where VNR is not responsible for monthly payroll	325	374
PAYE Return submission and payment, where VNR is not responsible for monthly payroll (Dormant Company/CC/Trust/Individual)	200	230
WAS 8 - Annual Workman's Compensation Return	1150	1323
COID - Letter of Good Standing	250	288
Workman's Compensation Return Payment Terms Request	1450	1668

## Registrations and Secretarial Services

Private Companies (Standard Short form MOI - COR15.1A) including first minutes and up to 3 share certificates	1950	2243
Unsuccessful name reservation	200	230
Name change (Company/CC)	1325	1524
CIPC Amendments (Change of Directors or yearend)	950	1093
CIPC Amendments (Change of Registered Particulars)	300	345
CIPC Company Disclosure	150	173
CIPC Company Deregistration	1650	1898
Issue of Share certificates, per certificate (Including minutes)	225	259
Share Confirmation Letter	600	690
Submission of Annual Return (excluding CIPC fee)	985	1133
Submission of Annual Return (excluding CIPC fee) (Dormant Company/CC)	495	569
Restoration of CC/Company (Excluding outstanding annual returns)	5500	6325
MOI amendment (to Standard Short form)	1950	2243
CC to PTY Conversion	1950	2243
CK 2 & CK 2A	950	1093
CIPC - Non-Profit Company registration	4950	5693
SARS PBO Registration	3850	4428
NPO Registration with the Department of Social Development (Includes submission and 1 x visit - allow sufficient time for registration, up to 6 months)	1650	1898
Amendment of LOA at Master - Appointment/Removal of Trustees (Administrative)	2500	2875
Amendment of LOA at Master - Appointment/Removal of Trustees (Administrative): Urgent	4950	5693
PAYE Registration	850	978
PAYE Deregistration	850	978
SDL Registration / Activation	800	920
UIF Registration	495	569
UIF Compliance Certificate Application (where all UI-19 forms are submitted and up to date)	550	633
VAT Registration	3250	3738
VAT Deregistration	1250	1438
Customs VAT Registration - Import	1750	2013
Customs VAT Registration - Import & Export	2650	3048
Printing of SARS Registration Certificates	250	288
Workman's Compensation Registration	2150	2473
Change of Bank Details (Appointment with SARS)	1950	2243
Change of Bank Details (Through E-filing)	350	403
Update Name Changes per institution (SARS, UIF, COIDA)	250	288
Minimum Charge for VNR Letter	250	288
Trust formation	8800	10120
Drafting of Last Will & Testament (VNR Executor of Will)		FREE
Drafting of Last Will & Testament (Own Executor)	1000	1150

## Confirmations

Income Confirmation (for existing VNR client)	900	1035
Income Confirmation (for new and non VNR clients)		POR
BBBEE Declaration, for EME's, confirmation (VNR / Standard Form)	450	518

## Business Valuations

Company Valuation - Basic Company	8250	9488
Company Valuation - Medium to Large Enterprise	14250	16388
Company Valuation - More Complex	35200	40480

## Hourly Tariffs

General Secretarial and Administration	250	288
Accountant / Bookkeeper	400	460
Qualified Accountant & Tax Consultant	650	748
Director	1500	1725
Software installation and training	600	690

## Software Subscription Fees

Receipt Bank (per user)	220	253
Sage One Subscription (Company and 2 x Users)	252	290
Sage One Subscription (Additional Company)	239	275
Sage One Subscription (Additional User)	43	49
Sage One Subscription (Multi-Currency Module)	100	115
Sage One Subscription (Time Tracking Module)	100	115
XERO - Standard	\$30	\$30

## Disbursements

Travel costs	R8 per km
Travel will not be charged within a 25km radius	

\* Hourly/ agreed upon fee

### Terms and conditions

This schedule applies unless otherwise agreed

Accounts are payable upon presentation

Software Subscription Fees subject to change in line with provider price increases and exchange rates

Interest may be charged at 1.25% per month on outstanding balances