



## SECRETERIAL FEES

CIPC Annual Return Fee	Depends on individual client, from R100
Annual Return fee submission CIPC 2016	300.00
Application name change	600.00
Applied for name reservation	200.00
Appointment of Directors	500.00
Appointment of company Secretary with CIPC	500.00
Change of MOI	1,500.00
Change of Auditors	500.00
Change of financial year end	1,000.00
Change of registered address	300.00
Drafting a letter confirming shareholding	500.00
Drafting a resolution	300.00
Registration of new company, with name reserved. Add R50 per name	
* private	400.00
* public	800.00
* non profit	400.00
* personal liability	800.00
Converting CC to a profit company	1,000.00
Solvency letter	1,000.00
Accountants letter (confirming turnover, ownership, etc)	1,000.00
Completion and submission of tax clearance certificate - tenders	400.00
Completion and submission of the income tax return-IT14	1,000.00
Completion and submission of the income tax return-IRP6	500.00
Completion and submission of tax clearance certificate - tenders (includes collection & delivery to client)	800.00

**COMPANY REGISTRATION PACKAGES**

Company Registration, Income Tax Number, BEE Eme Affidavid	400.00
Company Registration, Income Tax Number, BEE Eme Affidavid & tax clearance certificate	600.00
Company Registration, Income Tax Number, BEE Eme Affidavid, tax clearance certificate, share certificates and share register	900.00
Company Registration, Share Certificate, Income Tax Number, Tax Clearance Certificate, CSD registration and BEE EME Affidavid	1,200.00

CIDB Registration- level 1	1,200.00
CIDB Registration- level 2	3,500.00
Workmen's compensation registration	800.00
Letter of good standing	500.00
Combo- Workmen's compensation registration and letter of good standing	1,000.00

**TAX REGISTRATIONS**

Vat registration	1,500.00
Paye registration	1,500.00
Income tax registration	500.00
Import and export licence	1,500.00
Uif registration (department of labour only)	500.00