



# 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 2021 TO 28 FEBRUARY 2022

Description	Amount	CIPC/MASTER
Annual fee: Entities only (annual charge in March)	R 1700	
BBBEE affidavit - Micro enterprises	R 524	
CIPC annual return	R 799 *	R 100 +
CK2 – CC change of members	R 995 *	R 30
CK2 – CC change of address	R 621 *	R 30
CoR9.1 – Co name reservation	R 590 *	R 50
CoR9.2 – Renewal of Co name reservation	R 621 *	R 30
CoR14.1 – Co notice of incorporation	R 1610 *	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 621 *	R 250
CoR18.1 – Conversion of a CC to a Company	R 1763 *	R 125
CoR21 – Change of registered office	R 621	No fee
CoR25 – Change of financial year end	R 621 *	R 100
CoR39 – Change of Directors	R 949	No fee
CoR40.5 – Reinstatement of Company or CC	R 1900 *	R 200
All other company form submissions	POR	POR
Deregistration of various statutory registrations	R 995	
Dividend declaration and submission – DTR01&2	R 759 +	
Employment equity report – EEA1	R 1897 +	
EMP501 biannual payroll reconciliation	R 1121	
IRP5/IT3 issue (each)	R 27	
IT12 individual tax return submission	R 995 +	
IT12TR trust tax return submission	R 1369 +	
IT14 company tax return submission	R 1369	
IT14SD company supplementary declaration	R 1369 +	
Letter of good standing - Department of Labour	R 621	
Notice of appeal SARS - ADR2	R 760	
Notice of objection SARS - ADR1	R 760	
PAIA Information Act manual	R 1884	
Provisional tax 1 and 2 – IRP623	R 621 +	
Provisional tax 3 (top up)	R 995	
Registration for various statutory requirements	R 995	
Register with Customs (SARS)	R 995 +	



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Registration as taxpayer: individual - IT77	R 495	
Resolution compiled/passed: Trust/Company/CC	R 621	
Request for penalty remission - SARS	R 621	
Request for payment suspension - SARS	R 621	
Share register issue	R 995 ^	
Solvency certificate	R 995	
Statistics SA returns	R 1208 +	
Tax directive – e-filing	R 621	
Tax clearance application – Local	R 621	
Tax clearance application – Foreign investment	R 1380 +	
Trust formation: Master of the High Court	R 5300 *+	R 100
Trust: change of trustee/beneficiary	R 995	
Turnover Tax application - TT01	R 995	
Turnover Tax payment - TT02	R 621	
Turnover Tax return - TT03	R 621	
U Filing monthly UIF return – U17	R 307	
VAT registration	R 995 +	
W As 8 annual COIDA return	R 995	

## PAYROLL

Basic charge for EMP201 submission – per month	R 307
Monthly employees: 1 to 10	R 71 each
Monthly employees: 11 to 40	R 65 each
Monthly employees: 41 to 99	R 57 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 2 directors + R118 per extra director.

^ Price includes 2 shareholders/share certificates + R118 per extra share certificate.

+ denotes minimum fee.

POR denotes price available on request.





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## OTHER SERVICES

These are based on hourly time spent rates that vary from R282 p/h to R1300 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**