



# SD MANAGEMENT

ACCOUNTING • TAX • ADVISORY

Office 202, Pine Park  
Forest Drive Service Road  
Pinelands, 7405  
PO Box 23249  
Claremont 7735  
Tel: (021) 879 3628  
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## CURRENT FEES AND RATES: 1 MARCH 2025 TO 28 FEBRUARY 2026

Description	Amount	CIPC/MASTER
BBBEE affidavit - Micro enterprises	R 730	
CIPC annual return	R 1104 *	R 100 +
CIPC beneficial ownership declaration	R 1104	
CoR14.1 – Formation of company	R 2265 * #	R 205
CoR15.1A – Standard MOI	Incl in above	Incl in above
CoR15.1B, C, D & E customized MOI	POR	R 250
CoR15.2 – Change of name	R 1104 *	R 250
CoR18.1 – Conversion of a CC to a Company	R 3105 *	R 125
CoR21 – Change of registered office	R 1104	No fee
CoR25 – Change of financial year end	R 1104 *	R 100
CoR39 – Change of Directors	R 1460	No fee
CoR40.5 – Reinstatement of Company or CC	R 4025 *	R 200
CK2 – Close Corporation amendment	R 1461	R 30
Deregistration of various statutory registrations	R 1461 <	
Dividend declaration and submission – DTR01&2	R 1104 +	
Employment equity report – EEA1	R 3450 +	
EMP501 biannual payroll reconciliation	R 1530	
IT12 individual income tax return submission	R 1461 +	
IT12TR trust income tax return submission	R 1990	
IT14 company income tax return submission	R 1990	
IT14 dormant company tax return submission	R 1104	
Deferred payment arrangement SARS debt	R 1104	
IT144 – Donation’s tax declaration SARS	R 1461	
Letter of good standing - Department of Labour	R 868	
Notice of appeal SARS - ADR2	R 1461	
Notice of objection SARS - ADR1	R 1104	
PAIA & POPIA Act manual & info officer appt	R 2473 +	
Registered representative appointment efilling	R 1104	
Provisional tax 1 and 2 – IRP6 return	R 868 +<	
Provisional tax 3 (top up)	R 1461	
Registration for PAYE, VAT, UIF, COIDA	R 1461 <	
Registration as a Non-Profit Organisation at DSD	R 4025 +	
Register with Customs (SARS) - Import & export	R 3450 +<	
Registration for tax exemption & Sec18(A) at SARS	R 5405 +	



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Resolution compiled/passed: Trust/Company/CC	R 868	
Request for penalty remission - SARS	R 1104	
Share register compilation & issue - electronic	R 1461 ^	
Solvency certificate – entities	R 1461	
Statistics SA returns	R 2415 +	
Tax directive – e-filing	R 1104	
Tax clearance application – Local	R 868	
Tax clearance application – Foreign investment	R 2473 +	
Trust formation: Master of the High Court	R 6900 *+	R 250
Trust: change of trustee/beneficiary/trust deed	R 2875	
Turnover Tax application - TT01	R 1461	
Turnover Tax payment - TT02	R 868	
Turnover Tax return - TT03	R 868	
U Filing monthly UIF return – U17	R 437	
VAT return submission – VAT201	R 437	
W As 8 annual COIDA return of earnings	R 1461	

## PAYROLL

Basic charge for EMP201 submission – per month	R 437
Monthly employees: 1 to 10	R 95each
Monthly employees: 11 to 40	R 85each
Monthly employees: 41 to 99	R 75each
100 + as well as weekly/fortnightly rates	POR

All the above-mentioned fees are VAT inclusive @ 15%.

CIPC and the Master Fees are non-vatable.

Fees donated with \* exclude CIPC and Master Fees.

# Price includes share register & appointment of 2 directors + R242 per extra director.

^ Price includes 2 shareholders/share certificates + R242 per extra share certificate.

+ denotes minimum fee.

< denotes price per each.

POR denotes price available on request.





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## OTHER SERVICES

These are based on hourly time spent rates that vary from R437 p/h to R1 820 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.
- Secretarial services and compliance
- Independent reviews for companies.
- Management accounting and reporting.
- Business valuations.
- Due diligence.
- Tax planning and advice.

**Please note this list is not exhaustive**