

EXCLUSIVE SERVICE LIST



**Exclusive Company
Compliance Services
for Exclusive Clients**

REGISTER



We REGISTER New Companies,
Shelf Companies and other
Entity's at CIPC.

EMPOWER



Our Online Management System
will EMPOWER your team and
provide them with:

- An Online Management System to outsource CIPC and Company Secretarial Services;
- Full access and control over outsourced service on your profile;
- And a dedicated consultant for every service through the system.

GROW



More time and control will enable
you to GROW your Business.

OUR EXCLUSIVE DEPARTMENT

Saving You Time & Money!

Accountants, Auditors, and Businesses that require assistance with company secretarial, business registration and industry compliance services for a **large business or multiple companies and clients**, can benefit greatly from our **Exclusive Client Service**.

Via a simple and secure online platform you can create **multiple company portfolios** to manage each company's compliance registrations & documents, while we handle the company secretarial work on your behalf.

Exclusive Client Benefits

- ✓ **Comprehensive Service Range:** Expand your service range and outsource the time consuming work. You have access to over 50 Specialists with experience in compliance for all industries.
- ✓ **Great Price & Cost-effective Outsourcing:** You can charge up to 100% mark-up on our services after it has been discounted, and still be market related.
- ✓ **Premium Personal Service:** You get a Dedicated "Account Manager". Direct Support Line or call us on 0800 007 269 (TOLL FREE).
- ✓ **Dedicated CRM:** You get a login to our system to easily manage multiple company services and Secure Document Storage.
- ✓ **Flexible Payments Methods:** 30-day Statement Options. You have to qualify and apply formally.

**Outsource your CIPC, Company Secretarial and Business Services
(CIPC, SARS, COID, Customs, NHBRC, CIDB & more)**

**Book an appointment with our Exclusive Client Manager
to discuss your business needs.**

CIPC & COMPANY SECRETARIAL SERVICES

New PTY Company Registrations & Shelf Companies

• New Pty Company (Shelf Name)	R 690.00
• New Pty Company (New Name)	R 690.00
• 2022 Shelf Company (with Name Change)	R 1690.00
• 2022 Shelf Company (incl. Name Change and Tax Clearance)	R 2490.00
• Older Shelf Entities	Price TBC
• New Pty Company (New Name) and Share Certificates Combo	R 990.00
• New External Company	R 2290.00
• Name Reservation	R 290.00

Annual Returns at CIPC

• Annual Returns at CIPC (Our Submission Fee for 1 Year)	R 290.00
• Annual Returns at CIPC (Our Submission Fee for 2 Years)	R 490.00
• Annual Returns at CIPC (Our Submission Fee for 3 Years)	R 690.00
• Annual Returns at CIPC - 4 or More Years	Price TBC

Amendments for a Company or CC

• Registered Office Change (Business Address)	R 390.00
• Details of Director or Member Change	R 490.00
• Name Change of a Company (or CC)	R 790.00
• Financial Year End for a Pty or CC	R 490.00
• Accounting Officer / Company Secretary / Auditor Change	R 490.00
• Add or Resign Director or Members	R 390.00
• Special Resolution (Change to Main Objective or MOI)	R 890.00
• Defensive Name Reservation	R 690.00
• Add & Resign Directors (Combo Deal)	R 590.00
• Change to Main Objective CC	R 390.00
• Add Member to a CC (Trust)	R 390.00
• Remove Director(s) Forcefully	R 790.00

Nov 2023 - pricing is subject to change.



Shares & Beneficial Ownership

• Share Certificates	R 390.00
• Change of Existing Shareholding (Transfer OR Allotment OR Re Creation of Share History)	R 390.00
• Increase Authorised Shares in a Pty Company	R 790.00
• Re-issue of Lost Share Certificates / Recreate share history	R 390.00
• Electronic Share Register Setup	R 490.00
• Electronic Share Register Update (Existing Register)	R 490.00
• Share Certificate and Electronic Register Setup Combo	R 890.00
• Beneficial Ownership Register at CIPC	R 490.00
• Trust Beneficial Ownership Register	R 590.00
• Shareholders Agreement	R 1,790.00

Other Entities & CIPC Services

• Certificate of Confirmation from CIPC (alternative to CK1 or Cor14.3 Document)	R 190.00
• Original Registration Documents (Copy of CK1 or Cor14.3 Document)	R 590.00
• CC to Pty Conversion	R 1290.00
• Deregister a Pty or CC	R 990.00
• New Non-Profit Company Registration (NPC)	R 1290.00
• NPO Registration (Non-Profit Organisation)	R 1990.00
• PTY to NPC Conversion	R 1490.00
• Re-instate Deregistered Company (or CC)	R 1990.00
• Personal Liability Company (Inc.)	R 1990.00
• Register a Co-Operative (Co-Op)	R 1490.00
• PBO Registration	R 6990.00
• Custom MOI prepared by our Law Department	R 3990.00
• Long MOI Registration	R 2790.00
• Trademark Registration (Special Comprehensive Search)	R 2490.00
• Standard Trust Registration	R 2490.00
• Custom Trust and Registration	R 5990.00
• Trustee Amendments in a Trust	R 2490.00
• Trustee amendments in a Trust(Provinces outside of Cape Town)	R 2590.00
• CIPC Compliance Checklist	R 5990.00

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BUSINESS COMPLIANCE SERVICES

SARS & Department of Labour Registration

• SARS Registered Representative	R 490.00
• Tax Clearance Combo (Includes Registered Representative)	R 990.00
• VAT Registration (Mandatory or Voluntary)	R 2690.00
• VAT De-registration	R 2990.00
• Personal Income Tax Registration	R 990.00
• UIF, PAYE & SDL Registration (SARS)	R 1890.00
• UIF Registration (Department of Labour)	R 1590.00
• UIF Registration of Employee	R 890.00
• Import OR Export License (Single)	R 1790.00
• Import and Export License (Combo)	R 2490.00
• Import and Export License (Foreigners)	R 3490.00
• RLA Migration	R 2,490.00

TAX & Accounting

• IRP6 Provisional Tax Returns (dormant)	R 590.00
• IT14 Tax Returns for business (dormant)	R 890.00
• IRP6 Provisional Tax Returns for business (trading)	R 1290.00
• IT14 Tax Returns for business (trading)	R 1890.00
• VAT Returns	R 1290.00
• Annual Financial Statement Setup and Submission (Basic Fee)	R 9990.00
• EMP501 Return Submission	R 990.00
• EMP501 Audit	R 1490.00
• Personal Tax Returns	R 1290.00

COIDA & Letter of Good Standing

• COIDA Registration (Workmans Compensation)	R 1490.00
• Letter of Good Standing (Workmans Compensation)	R 790.00
• Return of Earnings Submission (Facilitation Fee which excludes the Return to COID)	R 490.00
• COIDA Package (Registration & Letter of Good Standing)	R 1550.00
• Tender Compliance Letter	R 890.00

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INDUSTRY & TENDER COMPLIANCE

Construction / Building Certificates

- *CIDB Registration Level 1 (New or Renewals)* (excl. CIDB annual charges) R 1990.00
- *CIDB Registration Level 1 Electrical Engineering (Class EB)* R 2490.00
- *CIDB Registration Level 2-9 (New or Renewals)* Free Consultation
- *NHBRC Registration* (Facilitation Only) R 3490.00
- *NHBRC Renewals* (Facilitation Only) R 1890.00

Security Company Registrations

- *PSIRA Registration* (Facilitation Fee) R 3490.00
- *PSIRA individual Grading (Grades E - A)* Starting at R 1990.00

Business Plans / Company Profile

- *Company Profile For Tenders* R 990.00
- *Business Plan (For Financing, Tenders and Planning)* R 3490.00
- *Construction Business Plan (For Financing / Tenders)* R 3990.00
- *Security Business Plan (For Financing / Tenders)* R 3990.00
- *Comprehensive Business Plan* R 7,990.00
- *Specialised Business Plan (Includes Industry Research)* R 13990.00

Tender Documents

- *BEE Affidavit* Free Service
- *BEE Certificate (SANAS)* Free Consultation
- *CSD Registration* R 590.00

Health and Safety

- *Health and Safety Plan (Meet Tender Requirements)* (Initiation Fee) R 2790.00
- *Health and Safety File* (Initiation Fee) R 2990.00

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Other Business Services

Transport & Trading Compliance

- Cross Border Permit for Minibus (Passengers) R 9900.00
- Cross Border Permit for Bus (Passengers) R 12900.00
- AGOA Trade Agreement R 650.00
- EUR 1 Certificates R 1990.00

Additional Compliance

- POPI Compliance Certificate R 3990.00
- Comprehensive POPI Implementation (for trading companies) R 2690.00
- Due Diligence Free Consultation
- Business Valuation Free Consultation

Marketing & Branding

- Professional Logo Design (Custom Design) Starting at R 1990.00
- Business Website Starting at R 3990.00
- E-Commerce Solutions Starting at R 6770.00
- Branding (Business Card / Email Signature/ Letterhead) Each at R 990.00
- Company Profile (5-Pages) R 990.00
- Social Media Setup (Facebook / LinkedIn) R 990.00
- Custom Designs (Flyer / Vehicle Branding / Labels / Stickers) Free Consultation

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Get the assistance you need from an Experienced Business Expert and Let's Do Business Better, Together!



Crystal Hendricks
Exclusive Client Manager

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Call 021 913 5627 / 068 583 8612