



## DID YOU KNOW?

The name ADVOCA is derived from the Roman translation of "advocated" meaning championed, consolidated, cemented, fueled and enhanced.

pronounced **ad-voh-kah**



**FIXED  
TARIFFS  
2019**

			Excl. VAT	
<b>REGISTRATIONS</b>				
Income Tax Registration	Individuals / Companies/ Trusts / CC's	IT77	R 750	
Income Tax Registration	Via e@syFile – employer PAYE no. needed	IT77	R 300	
PAYE Registration	To pay monthly payroll taxes to SARS	EMP101	R 750	
UIF Registration	To claim unemployment insurance	UI8	R 750	
Workmen's Compensation Registration	To claim in case of occupational injury	WAS2	R 750	
vVAT Registration	To pay VAT to / claim VAT from SARS	VAT101	Time Spent	Minimum of R 2 000
e-Natis Registration		RLV	Time Spent	Minimum of R 1 000
Import / Export Registration (Customs code)	To import / export goods	DA185	Time Spent	Minimum of R 1 000
ITAC Registration	To import / export goods		Time Spent	Minimum of R 1 000
<b>PAYROLL</b>				
Payslips - Monthly / Weekly / Fortnight	0 - 20 payslips		R 70	Per payslip
Payslips - Monthly / Weekly / Fortnight	21 - 30 payslips		R 60	Per payslip
Payslips - Monthly / Weekly / Fortnight	31 - 40 payslips		R 50	Per payslip
Payslips - Monthly / Weekly / Fortnight	41 - 50 payslips		R 40	Per payslip
Payslips - Monthly / Weekly / Fortnight	51 and more payslips		R 30	Per payslip
PAYE Return	Complete & Submit	EMP201	R 400	
PAYE Return	Calculate, Complete & Submit	EMP201	Time Spent	
IRP5 Reconciliation	Complete & Submit	MP501	R 1 500	
Manual IRP5 & IT3(a) Certificate Issued	0 - 20 Certificates	IRP5	R 200	Per certificate
Manual IRP5 & IT3(a) Certificate Issued	21 - 50 Certificates	IRP5	R 180	Per certificate
Manual IRP5 & IT3(a) Certificate Issued	51 and more Certificates	IRP5	R 140	Per certificate
Name Change - Entity			R 400	
<b>UNEMPLOYMENT INSURANCE FUND (UIF)</b>				
Updating details of employees (appointment/dismissal)	0-30 Employees per employee	UI19	R 100	Per employee
Updating details of employees (appointment/dismissal)	more than 30 Employees	UI19	R 75	Per employee
Name Change - Entity			R 400	
<b>COMPENSATION COMMISSIONER</b>				
Return of Earnings	Complete & Submit	WAS8	R 400	
Return of Earnings	Calculate, Complete & Submit	WAS8	Time Spent	Minimum R1 200
Return of Earnings	Verify Assessment		R 300	
Letter of Good Standing			R 540	
Name Change - Entity			R 400	
<b>VALUE ADDED TAX (VAT)</b>				
Montly Processing	Bank Statements & Invoices		Time Spent	
Montly / Bi-monthly VAT Returns	Complete & Submit	VAT201	R 400	
Proof of registration		VAT103	R 400	
VAT Objections & Supporting Docs	Complete & Submit	ADR1	Time Spent	Minimum of R 1 000
VAT Verification/Reviews/Audits - SARS	Handle on behalf of clients		Time Spent	Minimum of R 1 000
Name Change - Entity			R 400	
<b>INCOME TAX</b>				
Personal Balance Sheet	Requirement for directors of companies / members of CC's		Time Spent	Minimum of R 2 850
Income Tax Return - Individuals	Dormant	ITR12	R 350	
Income Tax Return - Individuals	Verify income tax assessment - Dormant	ITA34	R 150	
Income Tax Return - Individuals	Primary salary as only income source	ITR12	R 850	
Income Tax Return - Individuals	Verify income tax assessment - Primary salary	ITA34	R 350	
Income Tax Return - Individuals	More than one salary / income source	ITR12	R 1 100	
Income Tax Return - Individuals	Verify income tax assessment - More than one salary	ITA34	R 400	
Income Tax Return - Individuals	Commission / Rental income statement	ITR12	Time Spent	Minimum of R 1 000
Income Tax Return - Individuals	Verify income tax assessment - Commission / Rental income	ITA34	R 400	
Income Tax Return - Companies / CC's	Dormant	IT14	R 350	
Income Tax Return - Companies / CC's	Verify income tax assessment - Dormant	ITA34	R 150	
Income Tax Return - Companies / CC's	Complete & Submit	IT14	R 1 200	
Income Tax Return - Companies / CC's	Respond to SARS queries	IT14	Time Spent	
Income Tax Return - Companies / CC's	Verify income tax assessment	ITA34	R 400	
Income Tax Return - Trusts	Dormant	IT12TR	R 350	
Income Tax Return - Trusts	Verify income tax assessment - Dormant	ITA34	R 150	
Income Tax Return - Trusts	Complete & Submit	IT12TR	R 1 200	
Income Tax Return - Trusts	Verify income tax assessment	ITA34	R 400	
Income Tax Return - Trusts	Respond to SARS queries	ITA34	Time Spent	
Objection	Complete, Submit & Follow-up	NO01	Time Spent	Minimum of R 1 000
Tax Clearance Certificate	Good standing / Tender	TCC001	Time Spent	Minimum of R 1 000
Foreign Tax Clearance Certificate	Good standing / Tender	FIA001	Time Spent	Minimum of R 1 500
Tax Directive	Fixed percentage tax deduction	IRP3(b)	Time Spent	Minimum of R 1 000
Proof of registration		IT150	R 400	
Name Change - Entity			R 400	



			Excl. VAT	
<b>PROVISIONAL TAX</b>				
Provisional Tax Return	Nil return	IRP6	Time Spent	Minimum of R 300
Provisional Tax Return	Calculate, Submit & Payment	IRP6	Time Spent	Minimum of R 400
<b>ASSURANCE / NON-ASSURANCE SERVICES</b>				
Management Statements	Preparation of Management Statements		Time Spent	
Financial Statements	Preparation of Financial Statements		Time Spent	
Audit	I.T.O. Companies Act and International Standards of Auditing		Time Spent	
Review	I.T.O. Companies Act and International Standards of Review Engagements		Time Spent	
Business Rescue	I.T.O. Companies Act		Time Spent	
Attorneys Trust Account Audit	I.T.O. Attorneys Act and Rules of the Law Society		Time Spent	
Estate Agents Trust Account Audit	I.T.O. Estate Agency Affairs Board Act		Time Spent	
Audit Conveyance Certificate			Time Spent	
<b>DIVIDEND WITHOLDING TAX</b>				
Dividend Witholding Tax Return	Calculate, Submit & Payment	DWT001	Time Spent	Minimum of R 500
<b>OTHER</b>				
Letter / Agreed upon procedures	Confirmation of Income		R 450	
Letter / Agreed upon procedures	Confirmation of Shareholding		R 450	
Letter / Agreed upon procedures	Confirmation of Outstanding Debt on Shares		R 450	
Letter / Agreed upon procedures	BEE		R 450	
Letter / Agreed upon procedures	Confirmation of Directors of Companies		R 450	
Letter / Agreed upon procedures	Confirmation of Members of CC's		R 450	
Letter / Agreed upon procedures	Confirmation of Auditors		R 450	
Letter / Agreed upon procedures	Solvency		R 450	
Letter / Agreed upon procedures	Confirmation of Year End		R 450	
Letter / Agreed upon procedures	Confirmation of Name Change		R 450	
Letter / Agreed upon procedures	Confirmation of Tax Clearance in progress		R 450	
	Assisting banks / other parties on behalf of client		Time Spent	
	Additional Tax Payments		Time Spent	Minimum R400
	CIPC Report on behalf of client		R 150	
Completion of Form on behalf of Entity	Statistics SA		R 1 500	
<b>SECRETARIAL</b>				
<b>CC</b>				
CK2 Change of members			R1 300	
CK2 Name change			R1 600	
CK2A Change of accounting officer / Change of address (CC)			R900	
CK2A Change of address			R1 000	
Conversion of CC to company (incl. long form MOI)			R3 600	
Request of CC documents from CIPC			R800	
Annual return - yearly (excl. CIPC stamp duties)			R500	
Deregistration of CC including tax clearance			R3 000	
<b>COMPANY</b>				
COR 9.1 Name reservation			R800	
COR 10.1 Defensive name reservation			R1 250	
COR 15.1 Name change - Company			R1 600	
COR 39 Change of directors			R1 200	
COR 25 Change of year-end			R900	
COR 44 Appointment as auditors			R900	
COR 21 Change of address			R1 000	
New Private Company (with long form MOI)			R1 750 - R3 500	
Request of company documents from CIPC			R800	
Annual return - yearly (excl. CIPC stamp duties)			R500	
Deregistration of company (including tax clearance)			R3 000	
Share allotment \ transfer (incl. resolutions,share cert.,share reg.)			R550	
- maximum of 2 transfers				
- every transfer thereafter			R250	
<b>TRUST</b>				
Change of trustees			R1 850	
Request of trust documents from Master			R1 200	
<b>DEREGISTERED COMPANY/CC - CIPC</b>				
Restoration costs of a Company/CC (excl. Annual Returns)			R3 000	

\*All prices exclude VAT