

# 2015/2016 Important Annual Notice



**Vincent Laubscher and Associates**  
Taxation, Business & Investment Consultants

1 April 2015

Dear Client

To our existing clients, we thank you for all your continued support and welcome all new clients to VL & A. We will continue to provide you with an efficient, streamlined and professional service in 2015/2016.

In order for you to budget for any services which you may require from us during the current year, kindly refer to our **fee structure** overleaf.

## ANNUAL FEES

To streamline our administration, and to avoid the issuing of small invoices at various times during the year, we levy an annual fee for all Companies/Close Corporations/Trusts and Provisional taxpayers whether **dormant or not**. The fee will cover the year ending February 2016. Invoices for the annual fee are payable on receipt.

### **Annual fee – Applicable to 2015/2016 Year of Assessment Includes:**

#### **Completion & Submission of 1st, 2nd & 3rd Provisional Tax Returns;**

Includes 1st recalculation on client's request; 2nd and further recalculations will be charged for at a hourly rate. Information received within 10 days of submission date will be charged an additional amount of R100 per return. Submission and payment of provisional returns are always due on 31 August (1st), 28 February (2nd) and 20 September (3rd and optional). Unless your company has a year end other than 28 February.

**Maintaining Secretarial Records, Registered & Postal Address (where applicable);  
General & Telephonic Correspondences, Photocopies, Faxes, Confirmations & items of a  
Sundry Nature.**

## PAYMENTS AND BANK DETAILS

We require payment for all work completed by us to be made on a **COD Basis**. The fee for these services should be discussed with staff prior to collection and/or signing of the documents or financial statements to enable payment to be made on delivery. No documents will be handed over unless payment arrangements have been made. In the event of any queries please contact us at your convenience.

If accounts are outstanding for 60 days or more we may withhold submission or discontinue further services until the account is rectified. We are sure that you understand the necessity for such procedures. **Interest** will be charged on all accounts paid later than 30 days.

### **Our bank Account details are:**

\*Mercantile Bank      \* Account No.: 1400012295      \* Sandton Branch Code: 450 905

Kindly use your **account or invoice number as a reference at all times** & send us proof of payment.

### **VLA WEBSITE, FACEBOOK AND TWITTER**

We request that you make use our internet communication for updates and new tax and SARS related news.

Please notify us of any changes in personal and/or business particulars at any time during the year. We also request that you please advise us of your email address.

We look forward to your continued support during 2015/2016 and wish you the best for a safe, healthy and successful year ahead. Assuring you of the best attention at all times from all staff at VL & A.

Yours faithfully

**VINCENT LAUBSCHER & ASSOCIATES CA(SA)**

## VINCENT LAUBSCHER & ASSOCIATES FEE STRUCTURING FOR 2015/2016

### ANNUAL FEE:

Refer to Annual News Letter

Companies & CC's currently trading	R 1,100
Companies & CC's currently dormant	R 525
Individual Provisional taxpayers	R 1,050
Trusts currently active	R 1,150
Trusts currently dormant	R 525

### HOURLY CHARGES:

Rate per hour, dependant of complexity

	From
Partner	R 1,350
Audit Manager	R 850
Audit Supervisor	R 650
Clerk	R 450
Bookkeeping	R 375

### AUDITS: ANNUAL FINANCIAL STATEMENTS; INTERIM FINANCIAL STATEMENTS; MONTHLY MANAGEMENT ACCOUNTS.

Dependant on complexity, requirements & time spent. (Estimated quotes may be requested - payable on collection)

### CIPRO REGISTRATIONS & RETURNS:

Rate per hour, dependant of complexity & specific requirements.

	From
Standard Company registrations	R 3,500
Amendments to Companies	R 1,900
Advance Company registrations	R 4,000
Amendments to CC's	R 950

### CIPRO ANNUAL RETURNS

Dependent on annual turnover.

Companies	R 600
Close Corporations	R 750

### REGISTRATIONS:

Rate per hour, dependant of complexity & specific requirements.

	From
Registration of Individual tax	R 600
Registration of Company tax	R 750
Registration of VAT	R 1,700
Registration of PAYE/SDL/UIF (SARS)	R 1,000
Registration of UIF (UIF Dep)	R 500
Registration of Workman's Comp	R 1,000

### DIRECTIVES

Rate per hour, dependant of complexity

	From
Tax Directives for Individuals	R 1,000
Tax Clearance for Foreign Investments	R 2,000
Tax Clearance for Good Standing	R 1,300
Clearing Summons	R 1,250

### RETURNS:

Rate per hour, dependant of complexity & specific requirements.

	From
VAT returns	R 750
PAYE/SDL & UIF returns (SARS)	R 470
UIF (UIF department)	R 400
Workman's compensation returns	R 1,000
VAT Nil returns	R 350
PAYE/SDL & UIF Nil returns (SARS)	R 275
Provisional returns (if not charged in annual fee)	R 300

Returns are done on e-filing, charges may differ if hand delivered to SARS office is required.

### TAX RETURNS:

Rate per hour, dependant of complexity

1st Submission:	From
Individual Tax returns	R 1,100
Individual Nil Tax returns	R 350
Individual Tax audit & queries	R 750
Companies/CC trading (> 10 Mil)	R 1,750
Companies/CC trading (< 10 Mil)	R 1,050
Companies/CC dormant	R 450
Trusts tax returns	R 1,500
Objections/queries re: tax returns	R 800
Tax/Financial & investment Consulting via email or tel: charged per hourly rate	

### OTHER CHARGES:

	From
Attending to queries at SARS	R 750
Confirmation of income If not included in annual fee	
Salary Structuring If not included in payroll administration Charged minimum or time spent	R 900
IRP5 & Reconciliations Charged per staff member & return done	
Telephone & email Consultations by any staff member - Minimum or time spent	R 300
Payment on behalf of clients Charged per payment	R 200
Collecting registered mail Minimum or time spent	R 150
Travel - Charged per kilometer	R 4

**ALL FEES ARE PAYABLE PRIOR TO DELIVERY  
ALL FEES QUOTED EXCLUDE VAT**