



# Compliance Service Offering



# Meet The Team



**CINDY SPANNENBERG**

*TAX COMPLIANCE ASSISTANT*

BA Hons



**JUANITA VAN DER MERWE**

*MANAGER: TAX COMPLIANCE*

MCom (Taxation), HDip in Tax  
Procedural Law, BCom Hons in  
Taxation, Chartered Tax Adviser



**LAUREN LEE MATTHEWS**

*TAX COMPLIANCE ASSISTANT*

BA



**MEGAN LANDERS**

*MANAGER: CROSS BORDER*

BAcc.LLB, BCom Hons in Taxation,  
Advocate of the High Court of  
South Africa, General Tax  
Practitioner

# What we offer



We assist with compliance-related requirements, which include various return submission obligations

## **GENERAL**

Assisting with various tax registrations, updating of registered particulars, applications to change VAT periods and related compliance requirements.

## **TAX RETURNS**

Preparing and filing of provisional and annual income tax returns, and dividends tax returns. Furthermore, we assist with preparing, reviewing and/or filing PAYE returns and reconciliations for employers and VAT returns for vendors.

## **TRANSACTION TAX COMPLIANCE**

Preparing the required tax documentation to ensure compliance with South African tax law on your transactions.

## **REGISTERED REPRESENTATIVE**

Where companies do not internally have the capacity or skills to appoint a senior person in this role as required by legislation, our experienced team can act as the registered representative/public officer.

## **VERIFICATIONS, AUDITS AND REVIEWS**

Assistance with and managing tax verifications, audits and reviews conducted by SARS including corresponding with SARS and preparing the required submissions.

# Fees\*

## TAX COMPLIANCE: PROVISIONAL TAX

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Preparation and submission of 1st provisional tax return	R750
Preparation and submission of 2nd provisional tax return	R1,150
Preparation and submission of 3rd provisional tax return	R750 – Fixed minimum
Preparation and submission of supporting documents to the South African Revenue Service based on request for additional relevant material	R750 – Fixed minimum
Attending to various email and telephone correspondences	Time-spent basis



## TAX COMPLIANCE ANNUAL RETURN

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Preparation and submission of annual income tax return as well as review of assessment issued by the South African Revenue Service	R1,350 (Individuals) – Single salaried employee with medical and RA R2,050 (Individuals) – Other R1,500 (Companies & trusts: Dormant) R3,000 (Companies & trusts with turnover of less than R20 million) R6,200 (Companies & trusts with turnover of more than R20 million)
Attend to verification request and further escalation via the South African Revenue Service Call Centre and eFiling	R750 (Request for escalation upon lapse of 21 business days) R450 (Formal complaint)
Attend to further calculations and advice in relation to your annual income tax return	Time-spent basis
Preparation and submission of supporting documents to the South African Revenue Service based on request for additional relevant material	R750 – Fixed minimum
Preparation and submission of CFC return	R2,300 per CFC R5,800 per CFC return – Fixed minimum
Attending to various email and telephone correspondences	Time-spent basis

## TAX COMPLIANCE TCS STATUS

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Attend to a request confirming your tax compliance status (TCS Letter)	R1,000 – Fixed minimum
Attend to a request for an AIT application (Approval International Transfer)	R6,200 – Fixed minimum
Attend to the update of registered particulars with SARS/appointment as registered representative/public officer via a SARS appointment	R4,050 – Fixed minimum
Attending to various email and telephone correspondences	Time-spent basis

## TAX COMPLIANCE AIT APPLICATION

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Preparation and submission of an AIT application (Approval International Transfer)	R6,200 - Applications not exceeding R10 million
Preparation and submission of an AIT application (Approval International Transfer) (Special Clearances)	Time-spent basis - Applications exceeding R10 million
Preparation and submission of supporting documents to the South African Revenue Service based on request for additional relevant material	R750 – Fixed minimum
Attending to various email and telephone correspondences	Time-spent basis

**TAX COMPLIANCE VDP APPLICATION**

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Attend to preparation and submission of a VDP application	R12,500 – R17,500 (Fee estimate)
Preparation and submission of supporting documents to the South African Revenue Service based on request for additional relevant material	R750 (For readily available information) R2,050 (Completion and submission of VDP return) Alternatively, time-spent basis
Attending to various email and telephone correspondences post VDP application submission	Time-spent basis



# TAX COMPLIANCE VAT

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Preparation and submission of monthly VAT201 return via eFiling	R1,150 per return
Review of a sample of ten VAT invoices	Time-spent basis
Preparation and submission of supporting documents to the South African Revenue Service based on request for additional relevant material	R750
Attending to various email and telephone correspondences	Time-spent basis

## TAX COMPLIANCE PAYE

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Preparation and submission of monthly EMP201 return via eFiling	R1,150 (1 to 5 employees) More than 5: Time-spent basis
Preparation and submission of bi-annual EMP501 recon via eFiling	R1,150 (1 to 5 employees) More than 5: Time-spent basis
Preparation and submission of an application for a tax directive	Time-spent basis
Preparation and submission of supporting documents to the South African Revenue Service based on request for additional relevant material	R750 – Fixed minimum
Attending to various email and telephone correspondences	Time-spent basis

## TAX COMPLIANCE REGISTRATIONS

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Attending to application for VAT registration	R8,500 – Fixed minimum
Attending to application for PAYE registration	R5,000 – Fixed minimum
Attending to application for Income Tax registration	R8,500 – Fixed minimum (Primarily Trusts) R3,200 – Fixed minimum (When an appointment is required for individuals)
Preparation and submission of supporting documents to the South African Revenue Service based on request for additional relevant material	R750 – Fixed minimum
Attending to various email and telephone correspondences	Time-spent basis

## TAX COMPLIANCE DIVIDEND DECLARATION

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Preparation and submission of DTR01 data return	R1,850 - Fixed minimum (excluding beneficiary declarations)
Preparation and submission of DTR02 return	R1,850 - Fixed minimum (excluding beneficiary declarations)
Attending to various email and telephone correspondences	Time-spent basis

# TAX RESIDENCY CHANGE

DESCRIPTION	FEES FOR 1 MARCH 2023 TILL 29 FEBRUARY 2024
Preparation and submission of a declaration form and accompanying covering letter to the South African Revenue Service on your behalf	R6,200 - Fixed
Attend to follow up correspondences, escalations and formal complaints via the South African Revenue Service Call Centre and eFiling	R750 - Request for escalation upon lapse of 21 business days R450 - Formal complaint
Preparation and submission of a letter requesting the South African Revenue Service to confirm your residency status	R4,800 - Fixed minimum


**\*ALL FEES ARE EXCLUSIVE OF VAT**



# Stay Connected

## Main Contact:

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