

SME Books and Compliances (Pty) Ltd

Services Price List 2026

SA Rand

ACCOUNTING SERVICES	Rate (excl)	
Data Entry - (Cash Book/s, Suppliers, Customers)	R 400,00	Hour
Reconciliations - (General Ledger, Suppliers, Customers & Balance Sheet Accounts)	R 850,00	Hour
Annual Financial Statements - where full bookkeeping function from source documents is provided by SME Books & Compliances	R 8 500,00	
Annual Financial Statements - where client supplies own bookkeeping reports	R 18 800,00	
Management Accounts	R 850,00	Hour
Management Meeting	R 850,00	Hour
Specialised Reporting (Cash Flows, Projections, etc.)	R 850,00	Hour
VAT Report/s and Reconciliation/s	R 850,00	Hour
VAT Verification/Audit Selection by SARS	R 850,00	Hour
VAT201 - Nil Return	R 125,00	
VAT201 - Return - (capturing and payment loading only)	R 250,00	

TAXATION SERVICES	Rate (excl)	
IT12 - individual Income Tax Return - Sole Proprietor	R 2 500,00	
IT12 - Individual Income Tax Return - Sole Proprietor & Rental Income	R 3 000,00	
IT12 - Individual Income Tax Return - with IRP5	R 1 400,00	
IT12 - Individual Income Tax Return - with IRP5 & Rental Income	R 1 900,00	
IT12 - Verification/Audit Selection by SARS	R 850,00	Hour
IT12TR - Income Tax Return - Trust	R 1 700,00	
IT12TR - Income Tax Return - Trust - Nil Return	R 850,00	
IT14 - Income Tax Return - Company or CC	R 2 500,00	
IT14 - Income Tax Return - Company or CC - Nil Return	R 850,00	
IT14/IT12TR - Verification/Audit Selection by SARS	R 850,00	Hour
IRP6 - Provisional Tax Return - 1st Period - (Individual, Company, CC, or Trust)	R 800,00	
IRP6 - Provisional Tax Return - 2nd Period - (Individual, Company, CC, or Trust)	R 800,00	

PAYROLL	Rate (excl)	
Payroll related Consulting Fee	R 850,00	Hour
Payroll Take-on (per employee)	R 300,00	
UIF Declaration (Dept of Labour) UI-19	R 200,00	
EMP201 - Nil Return	R 125,00	
EMP201 - Verification/Audit Selection by SARS	R 850,00	Hour
EMP201 Monthly Declaration	R 250,00	
EMP501 Reconciliation - Bi-annual Return	R 350,00	
IRP5/IT3 Certificate - Per Employee	R 300,00	
Payslip Calculation	R 400,00	Hour
Payslips (calculated per employee per month & batched into 1 file)	R 70,00	
Payslips (calculated per employee per month - provided individually)	R 80,00	
Workman's Compensation - Calculation for ROE Return	R 850,00	Hour

REGISTRATIONS/DEREGISTRATIONS	Rate (excl)
Customs Importer or Exporter (per application)	R 2 500,00
Income Tax - Individual	R 300,00
Income Tax - Legal Entity Deregistration	R 850,00
PAYE - Pay As You Earn	R 200,00
PAYE - Pay As You Earn Deregistration	R 850,00
Provisional Tax - Individual	R 200,00
Provisional Tax - Individual Deregistration	R 200,00
SDL - Skills Development Levies (SARS)	R 200,00
UIF - Unemployment Insurance Fund (Dept of Labour)	R 850,00
UIF - Unemployment Insurance Fund (Dept of Labour) Deregistration	R 850,00
VAT - Value Added Tax (excluding submission to SARS)	R 850,00
VAT - Value Added Tax (including submission to SARS)	R 1 700,00
VAT - Value Added Tax Deregistration	R 1 400,00
WCA - Workman's Compensation	R 400,00
WCA - Workman's Compensation Deregistrtrion	R 800,00

SECRETARIAL	Rate (excl)
CIPC - Amendment to Company Directors or CC Members - CoR39 / CK2	R 1 200,00
CIPC - Amendment to Company or CC Registered Address - CoR21.1	R 400,00
CIPC - Amendment to Memorandum of Incorporation (MOI) - includes CIPC Fee	R 1 600,00
CIPC - Annual Return, Financial Accountability Supplement and Beneficial Ownership Declaration (1st Declaration)	R 4 000,00
CIPC - Annual Return, Financial Accountability Supplement and Beneficial Ownership Declaration (from 2nd Declaration) - Excludes CIPC Fee	R 2 200,00
CIPC - Issue Shares /Transfer Shares	R 1 100,00
CIPC - Name Reservation - Includes CIPC Fee	R 350,00
CIPC - Private Company Registration - Standard (MOI) - Includes CIPC Fee	R 1 600,00
Combined Company Share Register & Minute Book - Approximate cost	R 900,00

GENERAL	Rate (excl)
Travel per kilometre	R 6,00
Courier Fees - Collection/Delivery of Documents	R 200,00
Copies - Black & White	R 15,00
Copies - Colour	R 25,00

TERMS OF PAYMENT
1. Payment is strictly on presentation of invoice
2. Submissions to authorities will not be made unless the account has been settled in full
3. Interest on overdue accounts will be levied as per the maximum Usury Act rate.
4. All accounts older than 60 days will be listed on the ITC and the cost thereof levied
5. Interim invoices will be issued where work is of a continuous nature

Contact:
Gunter Raffel
12 6th Avenue, Edenvale, Gauteng, 1609
Cell.: 072 607 1392
email.: gunter.raffel@outlook.com