

# BatziGraphix Business Consultancy & Branding

## BUSINESS COMPLIANCE & SUPPORT SERVICES FOR SMEs

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Address: Florida, Johannesburg | Registered SARS Tax Practitioners | SAIT Member & SAIPA Registered Accountant

### 1. SARS & Tax Compliance Services

| Service Description                            | Price (ZAR)  |
|------------------------------------------------|--------------|
| SARS Registered Representative Setup           | R 845        |
| Tax Clearance Certificate (incl. Rep Setup)    | R 1,287      |
| VAT Registration (Manual / Interview Assist)   | R 975        |
| VAT De-registration                            | R 585        |
| PAYE / UIF / SDL Registration Combo            | R 975        |
| UIF Registration only (Department of Labour)   | R 975        |
| Import & Export License Registration           | R 2,340      |
| IRP6 Provisional Tax Return (Dormant)          | R 585        |
| IRP6 Provisional Tax Return (Trading)          | R 1,820      |
| IT14 Corporate Income Tax Return (Dormant)     | R 845        |
| IT14 Corporate Income Tax Return (Trading)     | R 1,820      |
| VAT Returns Submission (Per Month)             | R 1,430      |
| EMP501 Reconciliations & Submission            | R 1,677      |
| EMP501 SARS Audit & Verification Assistance    | R 1,937      |
| Personal Income Tax Returns (Salaried)         | R 1,105      |
| Company Director Complex Tax Returns           | R 1,677      |
| SARS Turnover Tax Registration (SME Incentive) | R 1,250      |
| SARS Tax Dispute & Objection Lodgements (NOO)  | From R 2,500 |

### 2. Financial Reporting & Accounting Services

| Service Description                               | Price (ZAR)  |
|---------------------------------------------------|--------------|
| SME Annual Financial Statements (AFS) Compilation | From R 4,500 |

|                                                     |                      |
|-----------------------------------------------------|----------------------|
| Micro-Business Management Accounts & Report Pack    | <b>From R 4,500</b>  |
| Independent Financial Reviews (Statutory Framework) | <b>From R 12,000</b> |

### 3. Trust, Cooperatives & Funding Facilitation

| Service Description                                                                                                                                                                | Price (ZAR)    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Primary Cooperative Registration (CIPC Legal Entity Setup)                                                                                                                         | <b>R 1,850</b> |
| Trust Registration (Inter Vivos / Business Protection Trust)                                                                                                                       | <b>R 3,950</b> |
| SME Business Loan Facilitation & Readiness Pack (incl. Finfind Database Profiling, 12-Month Financial Forecasting, Compliance Check, and Application Assembly for funding streams) | <b>R 4,500</b> |

### 4. Occupational Health & Safety (OHS) Compliance

| Service Description                                                                                                                            | Price (ZAR)         |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| SME Site Safety File Preparation (incl. Risk Assessments, OHS Policies, Appointment Letters, Safe Work Procedures, and Incident Logs)          | <b>From R 3,500</b> |
| Letter of Good Standing / COIDA Combo Upgrade (Full Workman's Compensation registration paired with a compliant project safety file framework) | <b>R 4,250</b>      |

### 5. Company Registration & Core CIPC Services

| Service Description                                | Price (ZAR)    |
|----------------------------------------------------|----------------|
| Pty Ltd Company Registration (incl. MOI & COR14.3) | <b>R 975</b>   |
| CIPC Name Reservation Only                         | <b>R 225</b>   |
| NGO / Non-Profit Company Setup                     | <b>R 1,200</b> |
| CC to Pty Ltd Conversion                           | <b>R 2,385</b> |
| Defensive Name Reservation                         | <b>R 1,035</b> |
| Re-instate Deregistered Company Profile            | <b>R 975</b>   |
| Deregistration of Company                          | <b>R 975</b>   |
| Personal Liability Company (Inc.)                  | <b>R 4,485</b> |
| Annual Return Filing (1 Year)                      | <b>R 375</b>   |
| Annual Return Filing (2 Years)                     | <b>R 675</b>   |
| Annual Return Filing (3 Years)                     | <b>R 825</b>   |
| Annual Return Filing (4 Years)                     | <b>R 975</b>   |

|                                 |         |
|---------------------------------|---------|
| Business Address Change         | R 525   |
| Director/Member Details Change  | R 675   |
| Add or Remove Director (Single) | R 675   |
| Add & Remove Directors (Combo)  | R 1,350 |
| Company Name Change             | R 975   |
| Financial Year End Change       | R 675   |
| Special Resolution              | R 1,800 |
| MOI Amendment (Main Objective)  | R 1,800 |
| Certificate of Confirmation     | R 885   |

## 6. Shareholders & Beneficial Ownership (BO) Register

| Service Description                    | Price (ZAR) |
|----------------------------------------|-------------|
| Share Certificate (per shareholder)    | R 375       |
| Shareholding Change                    | R 1,485     |
| Lost Share Certificate Re-issue        | R 375       |
| Electronic Share Register Setup        | R 375       |
| Electronic Register Update             | R 375       |
| Share Cert + Electronic Register Combo | R 1,485     |
| Beneficial Ownership Register (BO)     | R 675       |
| Trust BO Register                      | R 2,985     |
| Shareholders Agreement Framework       | R 975       |

## 7. COIDA & Letters of Good Standing

| Service Description                 | Price (ZAR) |
|-------------------------------------|-------------|
| COIDA Registration (Workman's Comp) | R 825       |
| Letter of Good Standing             | R 825       |
| Return of Earnings Submission       | R 825       |
| COIDA Combo (Reg + LOGS)            | R 1,650     |

## 8. Tender & Industry Compliance

| Service Description                   | Price (ZAR)   |
|---------------------------------------|---------------|
| CIDB Registration Level 1             | R 1,275       |
| CIDB LEVEL 3 (financials, cidb)       | From R 12,750 |
| NHBRC Registration (Reg fees incl)    | R 5,250       |
| PSIRA Registration                    | R 3,750       |
| BEE Affidavit                         | FREE          |
| BEE Certificate (SANAS)               | From R 1,125  |
| Company Profile for Tenders           | R 975         |
| Business Plan (Entry Level)           | R 3,750       |
| Business Plan (Construction/Security) | R 3,750       |
| Comprehensive Business Plan           | R 6,750       |

## 9. Marketing & Branding Services

| Service Description           | Price (ZAR)   |
|-------------------------------|---------------|
| Company Profile (Design Only) | From R 1,800  |
| Logo Design (Professional)    | From R 1,650  |
| Business Website              | From R 5,250  |
| E-Commerce Website            | From R 10,155 |
| Social Media Setup            | From R 1,485  |
| Electronic Stationery         | From R 1,800  |

## 10. Monthly Compliance Retainer Packages

| Service Description                                                                       | Price (ZAR) |
|-------------------------------------------------------------------------------------------|-------------|
| Starter Retainer (Monthly reporting, direct access to dedicated SAIT/SAIPA accountant)    | R 1,950 p/m |
| Growth Retainer (Starter Tier + Monthly VAT Returns Submission)                           | R 3,000 p/m |
| Full Compliance Retainer (Growth Tier + EMP501 Submissions & Annual Financial Statements) | R 5,250 p/m |