

SERVICES CHECKLIST

SUBMISSION OF RETURNS

Annual tax return company	
Annual tax return director	
Provisional tax return - 31 August (company & director)	
Provisional tax return - 28 February (company & director)	
Annual return for WCA / workmans compensation fund / COIDA / RMA	
PAYE reconciliation - 31 August	
PAYE reconciliation - 28 February	
Bi-monthly VAT return	
Monthly PAYE return	
Monthly PAYE and UIF calculation and submission of return	

PREPARATION OF ANNUAL FINANCIAL STATEMENTS

Financial statements for the year ending 28 February	
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ANNUAL INFORMATION REQUIRED

Letter of good standing – WCA	
Tax clearance certificate	
Issuing of 10 IRP5 certificates (2 x per year)	

MONTHLY ACCOUNTING AND SECRETARIAL WORK TO BE DONE

Monthly summarising of accounting information - VAT processing	
Issuing 10 of payslips	

OTHER

Annual return at CIPC (registrar of companies) - (turnover above R20 million needs to be revised)	
Sage One accounting subscription	
Two 1-hour consultations	