

ADDITIONAL SERVICES CHECKLIST

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Management statements (not ending on end of February)	
Time spent on audit queries by SARS (per hour)	
Personal balance sheet for business owner	
SARS PAYE registration	
UIF registration	
SARS VAT registration includes 2 x interviews	
WCA / COIDA registration	
Additional consultations charged per hour	
Issuing of additional IRP5 (2 x per year) - (charged per IRP5)	
PAYE reconciliation (2 x per year) - (charged per recon)	
Additional tax clearance certificate requests	
Registration of employees for income tax – charged per employee	
Changing of employee detail at UIF – charged per employee	
Cash flow statement - 12 months	
Cash flow statement - 36 months	