

**2009 ANNUAL TAXATION AND STATUTORY ADMINISTRATION CHARGE EXCLUDING VAT
AS RECOMMENDED BY THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS:**

| | Company /CC | Individual Provisional Taxpayer | Trust | Dormant Company /CC |
|--|----------------|---------------------------------------|----------------|---------------------------|
| | R | R | R | R |
| The use of our offices as a Registered Office | | | | |
| - for tax purposes | 435 | 435 | 435 | 385 |
| - for statutory purposes | 435 | - | - | 385 |
| Administration of tax extensions | 315 | 315 | 315 | - |
| Checking of original tax assessments | 315 | 315 | 315 | - |
| Maintenance of tax file | 410 | 410 | 410 | - |
| Maintenance of PAIA Manual | 125 | - | - | - |
| Maintenance and storage of statutory records to comply with statutory responsibilities | 925 | - | 200 | 450 |
| Preparation and submission of first and second provisional tax returns* | 775 | 650 | 650 | - |
| Calling and minuting trustees meeting | - | - | 2 150 | - |
| Preparation of standard annual minutes | 865 | - | - | - |
| Submission of annual return (CIPRO) | 555 | - | - | 495 |
| Recommended Annual Administration fee (excl VAT and COD Discount) | 5 155 | 2 125 | 4 475 | 1 715 |
| COD Discount if payment made on or before 20 January 2009 | (2 455) | (625) | (1 975) | (1 015) |
| Annual Administration charge (excl VAT, incl COD Discount) | 2 700 | 1 500 | 2 500 | 700 |

Please note that the COD Discount will only apply if the invoice is settled within 20 days of the invoice date. Failing which the annual charge will automatically be reversed and the services included in the annual charge will be charged as and when performed at the quoted rate excluding the COD Discount.

The following charges are not included in the fee and would be billed separately as and when they occur:

- Preparation of income tax return and supporting schedules
- Preparation and submission of third provisional tax return
- Attending to tax queries
- Structuring of individual's salaries and group affairs

All other services relating to the performance of taxation services and statutory duties are charged as and when they occur based on the hourly charge out rate of the staff member engaged for the assignment or on a standard tariff rate as recommended by the South African Institute of Chartered Accountants, where applicable. As in previous years our hourly charge out rates have increased at 01 January in line with inflationary factors and based on the level of expertise of the staff member. These rates are available on request.

* Based on the current legislation; if changes requiring payment of 90% of the full years tax liability, then we require reasonable estimates from you; if MD performs the estimate, time spent greater than 0.5 hours will be chargeable.