

BUDGET REVIEW'2009/10 (RSA)

Introduction

Herewith the budget review for South-Africa for 2009/10.

This document shall replace earlier notices to clients with regard to budget announcements and tax updates.

Due to time constraints, this document is distributed to clients in its conceptual form. The content thereof will be further detailed during the coming year.

Please forward any suggestions in this regard to mr Johan de Kock at johandekock@sunjomar.co.za.

Budget Speech and Important Announcements

On Wednesday, 11 February 2009, the Minister of Finance, mr Trevor Manual, delivered his Annual Budget Speech. Amidst the current world economic crisis, the minister introduced, and put emphasized on topics, such as the increased VAT threshold to R1,0m, the new micro business turnover tax, and dividend tax. Generally speaking, there were no major changes introduced.

Current Rates, Amounts, Tables, Formulas and Calendar Dates

The following rates, amounts, tables, formulas and calendar dates apply:

	Date	2009/10	2008/09
Income Tax (IT)			
• Individuals			
• Rates			
	1/3/09	R0 - R132000: R0 + 18%	R0 - R122000: R0 + 18%
	1/3/09	R132000-R210000: R23760+25%	R122000-R195000: R21960+25%
	1/3/09	R210000-R290000: R43260+30%	R195000-R270000: R40210+30%
	1/3/09	R290000-R410000: R67260+35%	R270000-R380000: R62710+35%
	1/3/09	R410000-R525000: R109260+38%	R380000-R490000: R101210+38%
	1/3/09	Over R525000: R152960+40%	Over R490000: R143010+40%
• Rebates			
• Primary	1/3/09	R9756 p a	R8280 p a
• Secondary (Over 65 years)	1/3/09	R5400 p a (Total = R15156 p a)	R5040 p a (Total = R13320 p a)
• Tax Thresholds			
• Persons below age 65 years	1/3/09	R54200 p a	R46000 p a
• Persons 65 years and older	1/3/09	R84200 p a	R74000 p a
• Interest only (<age 65 years)	1/3/09	R75200 p a	R65000 p a
• Interest only (>age 65 years)	1/3/09	R114200 p a	R101500 p a
• Tax Rate Break-throughs			
• 28% (Company Tax)	1/3/09	R556634	R510583
• 34.55% (Co+Dividend Tax)	1/3/09	R1225615	R1114000

• Companies			
• Normal			
• Rates	-	28%	28%
• Rebates	-	R0 p a	R0 p a
• Small Business Corporations			
• Rates			
	1/4/09	R54200-R300000: R0+10%	R46000-R300000: R0+10%
	1/4/09	Over R300000: R24580+28%	Over R300000: R25400+28%
• Rebates	1/4/09	R54200 p a	R46000 p a
• Classification			
• Turnover	-	R14,0m p a	R14,0m p a
• Employment Companies			
• Rates	-	33%	33%
• Rebates	-	R0 p a	R0 p a
• Foreign Companies			
• Rates	-	33%	33%
• Rebates	-	R0 p a	R0 p a
• Passive Closely Held Co			
• Rates	-	Not yet introduced.	Not yet introduced.
• Rebates	-	Not yet introduced.	Not yet introduced.
• Trusts & Estates			
• Special Trusts			
• Rates	1/3/09	Same as tax rates for individuals.	Same as tax rates for individuals.
• Rebates	-	R0 p a	R0 p a
• Other Trusts			
• Rates	-	40%	40%
• Rebates	-	R0 p a	R0 p a
• Estates			
• Rates	-	Same as tax rates for individuals.	Same as tax rates for individuals.
• Rebates	-	R0 p a	R0 p a
• PBO's & Recreational Clubs			
• Rates	-	28%	28%
• Rebates	-	R0 p a	R0 p a
• Exemptions			
• > of			
• Taxable: Gross Income	-	5%	5%
• Basic			
• PBO	1/3/09	R150000 p a	R100000 p a
• Recreational Club	1/3/09	R100000 p a	R50000 p a
• Exemptions			
• Domestic Interest			
• Individuals (Below age 65)	1/3/09	R21000 p a	R19000 p a
• Individuals (Over 65 years)	1/3/09	R30000 p a	R27500 p a
• Domestic Dividends			
• Individuals	-	100%	100%
• Foreign Interest & Dividends			
• Individuals	1/3/09	R3500 p a	R3200 p a

• Deductions			
• Pension Fund Cont (PF)			
• Employees			
• Current (No excess fwd)			
• > of			
• RF Employment	-	7,5%	7,5%
• Basic	-	R1750 p a	R1750 p a
• Arrear (Excess fwd)			
• Basic	-	R1800 p a	R1800 p a
• Employers (PF & RAF)	-	10%	10%
• Retirement Fund Cont (RAF)			
• Employees			
• Current (Excess fwd)			
• > of			
• Non-RF Employment	-	15%	15%
• After PF Contributions	-	R3500 p a	R3500 p a
• Basic	-	R1750 p a	R1750 p a
• Arrear (Excess fwd)			
• Basic	-	R1800 p a	R1800 p a
• Employers (PF & RAF)	-	10%	10%
• Sec18A-donations to PBO's	-	10%	10%
• Medical Expenses			
• Persons below age 65			
• Medical Scheme Cont			
• One Beneficiary	1/3/09	R625 p m	R570 p m
• Two Beneficiaries	1/3/09	R1250 p m	R1140 p m
• Additional Beneficiaries	1/3/09	R380 p m per person	R345 p m per person
• Actual Medical Expenses	-	7,5%	7,5%
• Persons 65 years and older			
• Medical Scheme Cont	-	100%	100%
• Actual Medical Expenses	-	100%	100%
• Disabled Persons			
• Medical Scheme Cont	-	100%	100%
• Actual Medical Expenses	-	100%	100%
• Learnerships			
• Normal Employees			
• Existing Employee Enter	-	R20000 per contract	R20000 per contract
• New Employee Enter	-	R30000 per contract	R30000 per contract
• Completion	-	R30000 per contract	R30000 per contract
• Disabled Employees			
• Existing Employee Enter	-	R40000 per contract	R40000 per contract
• New Employee Enter	-	R50000 per contract	R50000 per contract
• Completion	-	R50000 per contract	R50000 per contract

• Capital Allowances			
• Buildings			
• Urban Development Zone			
• Low-cost Residential			
• Construction	-	25:13%x5:10	25:13%x5:10
• Refurbishments	-	25% p a	25% p a
• Other (All Types)			
• Construction	21/10/08	20% 1st year, 8% p a	20% 1st year, 5% p a
• Refurbishments	-	20% p a	20% p a
• Residential (>4 units)			
• Low-cost Residential	21/10/08	10% p a	10% p a
• Other (Residential)	21/10/08	5% p a	5% p a
• Hotel			
• Construction	-	5% p a	5% p a
• Refurbishments	-	20% p a	20% p a
• Industrial (Manufacturing)	-	5% p a	5% p a
• Commercial	-	5% p a	5% p a
• Equipment (Plant&Machine)			
• Farming	-	50:30:20	50:30:20
• Hotel	-	20% p a	20% p a
• Aircraft & Ships	-	20% p a	20% p a
• Manufacturing			
• Plants	-	40% 1st year, 20% p a	40% 1st year, 20% p a
• Small Business Corp	-	100% p a	100% p a
• Other Manufacturing	-	20% p a	20% p a
• Small Business Corp			
• Manufacturing	-	100% p a	100% p a
• Assets (<R5000)	-	100% p a	100% p a
• Other	-	50:30:20	50:30:20

• Fringe Benefits			
• Use of Company Car	-	2,5%	2,5%
• Medical Aid Contributions			
• Persons below age 65			
• Medical Scheme Cont (>)			
• One Beneficiary	1/3/09	R625 p m	R570 p m
• Two Beneficiaries	1/3/09	R1250 p m	R1140 p m
• Additional Beneficiaries	1/3/09	R380 p m per person	R345 p m per person
• Long Service & Bravery			
• Value of award (>)	-	R5000 p a	R5000 p a
• Low Interest / Interest Free			
• Loan Amount (>)	-	R3000 p a	R3000 p a
• Bursaries & Scholarships			
• Remuneration (<)	-	R100000 p a	R100000 p a
• Bursary Amount (>)	-	R10000 p a	R10000 p a
• Payroll Allowance			
• Daily Allowance			
• RSA			
• Incidental Costs	1/3/09	R80,00 p d	R73,50 p d
• Meals & Incidental Costs	1/3/09	R260,00 p d	R240,00 p d
• International	1/3/09	Refer to detailed schedule.	\$215,00 p d
• Traveling			
• Deemed Private Use	-	18000km p a	18000km p a
• Deemed Max Business Use	-	14000km p a	14000km p a
• Tax-free Reimbursement			
• Maximum Rate (<)	-	292c per km	292c per km
• Maximum Km's (<)	-	8000km p a	8000km p a
• Lump-sum Payments			
• Resignation (from Fund)			
• Exemption	1/3/09	R22500 per lifetime	R1800 per lifetime
• Retrenchment			
• Exemption	-	R30000 per lifetime	R30000 per lifetime
• Retirement			
• Rates			
	1/3/09	R0 - R300000: R0+18%	R0 - R300000: R0+18%
	1/3/09	R300000-R600000: R54000+27%	R300000-R600000: R21960+25%
	1/3/09	Over R600000: R135000+36%	Over R600000: R25400+28%
• Rebates	-	R0 p a	R0 p a
• Pension, Provident, Retirement			
• Rates			
	1/3/09	R0 - R300000: R0+18%	R0 - R300000: R0 + 18%
	1/3/09	R300000-R600000: R54000+27%	R300000-R600000: R21960+25%
	1/3/09	Over R600000: R135000+36%	Over R600000: R25400+28%
• Rebates	-	R30000 per lifetime	R30000 per lifetime
• Death			
• Rebates	1/10/07	R30000 per lifetime	R30000 per lifetime

• Private-use: Farmers (Products)			
• Farming Unit	1/3/09	R3000+VAT p a per farming unit	R6000+VAT p a per farming unit
• Household	1/3/09	R2000+VAT p a per household	Not yet introduced.
• Provisional Tax Payments			
• Registration Thresholds			
• Individuals (Over 65 years)	1/3/09	R120000 p a	R80000 p a
• Investment Inc Exemption			
• Individuals	-	R20000 p a	R20000 p a
• Minimum Payments/Receipts	-	R100	R100
• Employees Tax Payments			
• SITE Threshold	-	R60000 p a	R60000 p a
• Traveling Allowance (SITE)	-	60%	60%
Turnover Tax			
• Micro Businesses			
• Rates			
	1/3/09	R100000 - R300000: R0+1%	Not yet introduced.
	1/3/09	R300000 - R500000: R2000+3%	Not yet introduced.
	1/3/09	R500000 - R750000: R8000+5%	Not yet introduced.
	1/3/09	R750000-R1,0m: R20500+7%	Not yet introduced.
• Rebates	1/3/09	R1000 p a	Not yet introduced.
• Registration Requirements			
• Threshold	1/3/09	R1,0m p a	Not yet introduced.
• Emigration From and To	1/3/09	3 years	Not yet introduced.
Capital Gains Tax (CGT)			
• CGT Inclusion Rate			
• Individuals & Special Trusts	-	25%	25%
• Legal Entities	-	50%	50%
• CGT Exemption			
• Individuals & Special Trusts	1/3/09	R17500 p a	R16000 p a
• Individuals (Date of Death)	-	R120000 per lifetime	R120000 per lifetime
• Legal Entities (Non-SBC)	-	R0 p a	R0 p a
• Primary Residence Exclusion			
• Individuals (or)			
• Capital Gain	-	R1,5m per sale	R1,5m per sale
• Disposal Amount	1/3/09	R2,0m per sale	Not yet introduced.
• Legal Entities	-	R0 per sale	R0 per sale
Dividend Tax (STC)			
• STC Rate	-	10%	10%
• Dividend Tax Rate	-	Not yet introduced.	Not yet introduced.

Value Added Tax (VAT)			
• VAT Standard Rate	-	14%	14%
VAT Registration Thresholds			
• Compulsory Registration (>)	1/3/09	R1,0m p a	R300000 p a
Compulsory De-registration			
• Commercial Rental (<)	-	R60000 p a	R60000 p a
• Other Taxable Supplies (<)	1/3/10	R50000 p a	R20000 p a
Large Enterprises			
• Monthly Submission (C) (>)	-	R30,0m p a	R30,0m p a
Small Enterprises			
• Payments Base Submission	-	R2,5m p a	R2,5m p a
• Four-monthly Submission (F)	1/3/09	R1,5m p a	R1,5m p a
• Six-monthly Submission (D)	1/3/09	R1,5m p a	R1,5m p a
Small Transactions			
• VAT Reg Nr of Recipient (>)	-	R3000 per invoice	R3000 per invoice
• No Tax Invoice (<)	-	R50 per invoice	R50 per invoice
Fuel Levies			
Fuel Levies			
• Petrol	2/4/09	150,0c per liter	127,0c per liter
• Diesel	2/4/09	135,0c per liter	111,0c per liter
Road Accident Fund Levies			
• Petrol	2/4/09	64,0c per liter	46,5c per liter
• Diesel	2/4/09	64,0c per liter	46,5c per liter
Diesel Rebates			
• Farmers	1/3/09	90,9c per liter	83,5c per liter
Electrical Levies			
• Electrical Levies	-	Not yet introduced.	Not yet introduced.
Plastic Bag Levies			
• Plastic Bag Levies	1/4/09	4c per bag	3c per bag
Alcohol & Tobacco Levies			
• Malt Beer	1/3/09	79c per 340ml can	72c per 340ml can
• Unfortified Wine	1/3/09	R1,98 per liter	R1,84 per liter
• Fortified Wine	1/3/09	R3,72 per liter	R3,40 per liter
• Spirits	1/3/09	R25,05 per 750ml	R21,84 per 750ml
• Cigarettes	1/3/09	R7,70 per packet 20's	R6,82 per packet 20's
Estate Duty			
• Estate Duty Rate	-	20%	20%
• Estate Duty Exemption	-	R3,5m per lifetime	R3,5m per lifetime
Donations Tax			
• Donations Tax Rate	-	20%	20%
Donations Tax Exemption			
• Individuals	-	R100000 p a	R100000 p a
• Legal Entities	-	R10000 p a	R10000 p a

Transfer Duty			
• Transfer Duty Rates			
• Individuals			
	-	R0-R500000: R0+0%	R0-R500000: R0+0%
	-	R500001-R1000000: R0+5%	R500001-R1000000: R0+5%
	-	Over R1,0m: R25000+8%	Over R1,0m: R25000+8%
• Legal Entities	-	8%	8%
Workmen's Comp Fund Cont			
• WC Fund Rates	-	Refer to detailed schedule.	Refer to detailed schedule.
Unemployment Ins Fund Cont			
• UIF Rates			
• Employers	-	1%	1%
• Employees	-	1%	1%
• UIF Ceiling	-	R149736 p a	R149736 p a
Skills Development Levies			
• SDL Rate (Employers)	-	1%	1%
• SDL Exemption (Payroll)	-	R500000 p a	R500000 p a
Regional Council Serv Levies			
• RCS Rates	-	Abolished	Abolished
Securities Tax			
• Listed/Unlisted Shares			
• Issue	-	Abolished	Abolished
• Change in Ownership (CM42)	-	0,25%	0,25%
• Cancellation	-	0,25%	0,25%
• Exemption			
• Securities Tax Payment (<)	1/1/09	R100	Not yet introduced.
Stamp Duty			
• Lease Agreements			
• Fixed Property (>5 years)	-	Abolished	0,5% (>R500)
• Fixed Property (<5 years)	-	Abolished	Abolished
• Secretarial Forms			
• Name Reservation (Co & CC)	-	R50	R50
• Incorporation (CC)	-	R100	R100
• Amendment (CC)	-	R30	R30
• Annual Returns (Co & CC)			
• Turnover (<R50,0m)	-	R100	R100
• Turnover (>R50,0m)	-	R4000	R4000

Tax on Retirement Funds			
• Tax on Retirement Funds Rate	-	Abolished	Abolished
Tax on International Air Travel			
• SACU Countries (Departing)	1/10/09	R80 per person per flight	R60 per person per flight
• Other Countries (Departing)	1/10/09	R150 per person per flight	R120 per person per flight
Exchange Control			
• Individuals			
• General Offshore Allowance	11/2/09	R500000 p a	R2,0m p a
• Foreign Capital Allowance	-	R2,0m p a	R2,0m p a
• Travel Allowance (Adults)	-	Abolished	R160000 p a
• Travel Allowance (<18 years)	11/2/09	R160000 p a	R50000 p a
• Study Allowance (Student)	-	Abolished	R160000 p a
• Study Allowance (S +Spouse)	-	Abolished	R320000 p a
• Travel Allowance (Student)	-	Abolished	R50000 p a
• Travel Allowance (S+Spouse)	-	Abolished	R100000 p a
• Maintenance & Alimony	-	Abolished	R9000 p m
• Gifts	-	Abolished	R30000 p a
• Wedding & Celebrations	-	Abolished	R50000 per occasion
• Emigrating			
• Foreign Capital Allowance			
• Single Person	-	R2,0m	R2,0m
• Family Unit	-	R4,0m	R4,0m
• Companies			
• Shares in Foreign Entity	-	25%	25%
• Individuals & Companies			
• Small Transactions	-	R20000 per transaction	R20000 per transaction
Interest			
• Sec89(quat) Interest (SARS)			
• Individuals (>)	-	R50000 p a	R50000 p a
• Legal Entities (>)	-	R20000 p a	R20000 p a
• Interest Rates			
• Official Rate (SARS)	1/9/08	13% p a	12% p a
• Interest Received from SARS	1/9/08	11% p a	10% p a
• Interest Paid to SARS	1/9/08	15% p a	14% p a
• Prime Rate (SARB)	23/7/09	11% p a	14% p a

Calendar Dates (RSA)			
• Financial Year-end			
• Individuals	-	28/29 February	28/29 February
• Legal Entities	-	Any month-end.	Any month-end.
• First Provisional Tax			
• Individuals	-	31 August	31 August
• Legal Entities	-	Six months before year-end.	Six months before year-end.
• Second Provisional Tax			
• Individuals	-	28/29 February	28/29 February
• Legal Entities	-	On year-end.	On year-end.
• Third Additional Tax			
• February year-end	-	30 September	30 September
• Other year-ends	-	Six months after year-end.	Six months after year-end.
• VAT Returns			
• Manual Submission	-	25th	25th
• SARS eFiling	-	Month-end.	Month-end.
• EMP Returns	-	7th	7th
• UIF Returns	-	7th	7th
• WC Fund Returns	-	31 March	31 March
• SITE & PAYE Reconciliation	1/3/09	1 April to 31 May	1 July tot 31 August
• IT Returns (Electronic)			
• Individuals (IT12)	1/3/09	1 July to 20 November	1 September to 21 November
• Trusts (IT12TR)	1/3/09	1 July to 20 November	1 September to 19 December
• Legal Entities (IT14)	-	Twelve months after year-end.	Twelve months after year-end.
• Extension for IT Returns			
• Individuals (IT12)	1/3/09	Abolished	5 February
• Trusts (IT12TR)	1/3/09	Abolished	5 February
• Legal Entities (IT14)	1/3/09	Abolished	Twelve months after year-end.
• STC Returns	-	Month-end (following month).	Month-end (following month).
• CIPRO Annual Returns	1/9/08	Month-end (following month).	Not yet introduced.
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*Notes

To be completed.

Current Topics

- The VAT threshold increases from R300000 to R1,0m, and special deregistration rules apply.
- The new micro business turnover tax is introduced, but few taxpayers benefit.
- STC-credits fall away, and companies have limited time to utilize these.
- New building allowances introduce special deductions for residential housing, commercial property and industrial property, with emphasis on urban development zones, low cost housing and manufacturing, and replacing the current allowance on housing for farm workers.
- Further allowances introduce special deductions and grants, supporting government's strategic industrial policy projects, mainly including energy efficiency, green fields projects and environmental incentives.
- Recreational Clubs gets further extension to register for tax-free status, but few clubs make use of this.
- Major administrative penalties introduced, may become more costly to taxpayers than taxes itself.

Coming Soon

- SITE-system may be abolished.
- Travel Allowance to be deductible, only if supported by a log book.
- STC to be replaced by Dividend Tax at a rate of 10%.
- Passive Closely Held Company to be introduced, and taxed at a rate of 40%.
- Electrical Levies to be introduced.
- Relaxation to the lifelong exemption from estate duty of up to R3,5m per spouse.
- Some discretionary relaxation of penalties on under-estimated second provisional tax payments.
- More utility legislation amendments, to facilitate the electronic submission and payment of taxes.

Exclusive Topic

Both individuals and legal entities may donate up to 10% of their taxable income to public benefit organizations (PBO's), provided that such PBO's may supply the taxpayer with Sec 18A-receipts, and utilize these donations as tax-deductions. This may effectively reduce the taxpayers tax burden by more than 10%, while the donation is exempt from donations tax and estate duty.

Many taxpayers simply do not use this tax-deduction, as it implies that money is flowing out of their pockets, without receiving any benefit from the PBO's in return, and while only receiving a portional tax-benefit from SARS. This cause taxpayers to choose to pay higher income tax, rather than loosing a donation of say R1000 to receive a tax-benefit of say R120.

While the theory, of gaining a tax-deduction and proportional tax-benefit, by making donations to registered PBO's, and the theory of loosing much more than the benefit in the process, sounds like two irreconcilable concepts, there exists an interesting bargaining field between these two suggested opposites.

The fact of the matter is that most taxpayers are anyway involved in some kind of charity work, but often do not benefit from this in terms of Sec 18A-donations.

The main reason for this is that most taxpayers limit, in their thinking, donations to PBO's to cash donations, excluding goods and services donated to the PBO's. Any such goods or services, may be donated to PBO's, where the donation amount is equal to the open market value of the goods or services.

However, before donating any such goods and services, the taxpayer should ensure that the PBO is entitled to issue Sec 18A-receipts (not all PBO's may issue Sec 18A-receipts), that the PBO will accept the goods and services in return for Sec 18A-receipts (not all PBO's are familiar with this concept), that the founding statement of the PBO does not exclude the goods, services or taxpayer from receiving Sec 18A-receipts (some PBO's disallow remuneration for services rendered by officials), and, most important, that the goods and services do not form part of your usual business activities (as this will be both taxable and tax-deductible (thus neutral)).

This interesting bargaining field allows taxpayers to attend to certain charities, while receiving some financial benefit in return. The taxpayer is also indirectly, in this process, able to channel taxpayer funds from national government (SARS) to issues which the taxpayer relates to (local charities). In limited cases, the taxpayer may even be able to indirectly channel taxpayer funds to issues which will benefit the individual or legal entity directly. Such charities include organizations catering for the elderly, disabled, persons effected with HIV/AIDS, organizations involved with health care, residential care to the poor and elderly, education and skills development, and environmental conservation.

For example, if you are assisting your local elderly home, where your parent or grandparent resides, or your local school, where your child is educated, you are effectively re-directing taxpayer funds to a charity "closer to home", while you and your family may indirectly receive a benefit from your service to the elderly home or school, while your parent, grandparent or child may directly benefit from your service, while you may also receive a tax-deduction (assuming such is registered as PBO's).

For more detail on this matter, contact your local charities, and investigate ways to benefit from benefiting your charities.

For even more benefits, request collated parties to follow suite, as such combined donations, being either cash, goods or services, to one PBO will almost certainly reduce the fees charged by such PBO. For example, should you theoretically be able to convince all parents to donate R1000 per child to your local school, the management of the school may surely re-think increasing school fees by R1000 per scholar, effective replacing a non-tax-deductible personal expense (school fees) for a tax-deduction (Sec 18A-donation) (assuming such is registered as a PBO).

Finally, if all this is simply to time consuming for you, remember to always ask for a Sec 18A-receipt when donating money to any charity (including money donated on contribution lists, at bazaars, etc). Most of these charities should be able to convert all such donations into tax-benefits.

Semi-automated Internal Processes of Sun Jomar Rekenmeesters

The following services will automatically be rendered by Sun Jomar Rekenmeesters, in cases where you contracted us to do so:

	<u>Clients</u>	<u>Dates</u>
Taxation Department		
• Income Tax (IT)		
• Income Tax (General)		
• Extensions	All Taxpayers	After Receipt of Return
• Submit Return (IT12/IT14)	All Taxpayers	After Completion of Financials
• Check Assessment (IT34)	All Taxpayers	On Receipt of Assessment
• Conclude Objections	When Disagree with Assessment	After Receipt of Assessment
• Conclude Enquiries & Questionnaires	When Requested by SARS	After Receipt of Enquiry
• Conclude Administrative Matters	All Taxpayers	When Need Arises
• Tax Planning & Other Consultation	When Need Arises	After Completion of Financials
• Provisional Tax		
• Submit First Provisional Tax (IRP6(1))	All Provisional Taxpayers	Refer to above Calendar Dates
• Submit Second Provisional Tax (IRP6(2))	All Provisional Taxpayers	Refer to above Calendar Dates
• Submit Third Provisional Tax (IRP6(3))	Certain Provisional Taxpayers	Refer to above Calendar Dates
• Employees Tax		
• Submit Return (EMP201)	Certain Employers	Refer to above Calendar Dates
• Conclude Objections	When Disagree with Assessment	After Receipt of Assessment
• Conclude Enquiries & Questionnaires	When Requested by SARS	After Receipt of Enquiry
• Submit Reconciliation (EMP501)	Certain Employers	Refer to above Calendar Dates
• Prepare IRP5- & IT3(a)-certificates	Certain Employers	Refer to above Calendar Dates
• Value Added Tax (VAT)		
• Submit Return (VAT201)	All VAT Vendors	Refer to above Calendar Dates
• Conclude Objections	When Disagree with Assessment	After Receipt of Assessment
• Conclude Enquiries & Questionnaires	When Requested by SARS	After Receipt of Enquiry
• Conclude Administrative Matters	All VAT Vendors	When Need Arises
• Workmen's Comp Fund Cont		
• Submit Return (W.As.9)	All Employers	Refer to above Calendar Dates
• Check Assessment (W.As.6))	All Employers	On Receipt of Assessment
• Conclude Objections	When Disagree with Assessment	After Receipt of Assessment
• Conclude Enquiries & Questionnaires	When Requested by Workm Comp	After Receipt of Enquiry
• Unemployment Ins Fund Cont		
• Submit Return (UF3)	All Employers	Refer to above Calendar Dates
Secretarial Department		
• Annual Inspection		
• Scrutinize Statutory Documents	All Companies, CC's & Trusts	January
• Update Statutory Documents	Certain Companies, CC's & Trusts	January
• Annual Return		
• Submit Annual Return	All Companies & CC's	Month of Incorporation
• Annual General Meeting		
• Conclude Secretarial Matters	All Companies, CC's & Trusts	After Completion of Financials
• Submit Statutory Notices	When Need Arises	After Completion of Financials

Legal Department		
• Contracts & Forms		
• Conclude Trading Contracts & Forms	When Requested by SARS	When Need Arises
Audit Department		
• Audit		
• Request Information & Documentation	All Audit Clients	When Need Arises
• Conclude Further Investigative Procedures	All Audit Clients	When Need Arises
• Prepare Report of Auditor	All Audit Clients	After Completion of Financials
• Management Letter		
• Prepare Management Letter	When Need Arises	After Completion of Financials
Financial Statement Department		
• Annual Financial Statements		
• Update Bookkeeping & Financials	All Clients	When Need Arises
• Request Information & Documentation	All Clients	When Need Arises
• Prepare Report of Accountant	All Clients, except CC's & Audits	After Completion of Financials
• Prepare Report of Accounting Officer	All Close Corporations	After Completion of Financials
Service Bureau Department		
• Management Statements		
• Request Information & Documentation	All Businesses	When Need Arises
• Prepare Management Statements	Certain Businesses	Thirty Days after Month-end
• Statistics		
• Submit Questionnaire	Certain Businesses	On Receipt of Questionnaire
• Other Routine Services		
• Other Services Requested by Client	Certain Clients	After Requested by Client
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