

7 January 2016

Valued client

Good day

## **SALARY REGISTER - 2016, VERSION 0009**

All employers, please read further:

If you are not an employer, you do not need to read further.

This is compulsory reading for all employers.

Only relevant to South African circumstances.

No afrikaans version of this e-mail available.

Version 0009 of your Salary Register for the 2016 tax year is now available at [www.Dropbox.com](http://www.Dropbox.com).

### This upgrade includes:

- Bug fixes.

### How to proceed:

- Remember to update your Salary Register with details of annual bonuses, annual increases, overtime, leave, staff loans, etc.
- Enable Macro's (In OpenOffice.org 4.1.1 Calc, go to Tools, then Options on the horizontal drop-down menu, and then to OpenOffice, Security on the Options menu, then click "Macro Security", and choose "Medium", "OK", "OK").
- Remember to use only OpenOffice.org 4.1.1 Calc with this Salary Register.
- Remember to update OpenOffice.org 4.1.1 Calc regularly.
- Please use [www.Dropbox.com](http://www.Dropbox.com) only through your internet browser (e g Google Chrome, MS Internet Explorer, Mozilla Firefox, etc) (and not by means of the desktop application).
- Please report all possible bugs on the current Salary Register.
- Please make suggestions to improve the current Salary Register.

We trust that you will find this in order.

Please contact us, should you require any further advice or assistance.

Regards

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at

SUN JOMAR ACCOUNTANTS

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