

8 December 2017

Valued client

Good day

## **FESTIVE SEASON**

All clients, please read further:

If you are not a client, you do not need to read further.

This is not compulsory reading for all clients.

Only relevant to South African circumstances.

No afrikaans version of this e-mail available.

Our office will officially close for the festive season on Thursday, 14 December 2017 at 15:00, and will officially re-open on Monday, 15 January 2018 at 08:00.

A few practical announcements regarding the festive season:

1. We shall finalise all VAT-returns for December by 22 December 2017. Submissions and payments will be done on SARS eFiling on either 22 December 2017 (default) or 29 December 2017 (on request). Please provide us with your updated bookkeeping before 18 December 2017.
2. We shall finalise all EMP-returns for January by 13 December 2017. Submissions and payments will be done on SARS eFiling on either 15 December 2017 (default) or 5 January 2018 (on request). Please provide us with your updated Salary Register before 13 December 2017.
3. We shall finalise all IT-payments for December by 15 December 2017. Please inform us before 11 December 2017, should we not make such payments (only taxpayers who received notification thereof) on SARS eFiling.
4. We shall finalise all CIPC-returns for December by 14 December 2017. Please pay the applicable deposit before 11 December 2017 (only corporates who received notification thereof).

My staff and I would again like to use this opportunity to thank you for your ongoing support, and wish you, your staff and your family a merry Christmas and a happy new year.

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

Regards

Mr Johan de Kock

at

SUN JOMAR ACCOUNTANTS

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