

20 August 2018

Valued client

Good day

#### **ELECTRONIC FILING AT WWW.DROPBOX.COM (4)**

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 numerous earlier client notices regarding the use of [www.Dropbox.com](http://www.Dropbox.com), available from [www.sunjomar.co.za](http://www.sunjomar.co.za), refer.

1. The latest version of your Salary Register is still available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to employers using our Salary Register.) (Also including Salary Registers for earlier taxyears.)
2. Your latest Letter of Good Standing from the Workmens Compensation Fund (WCF) is still available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to employers who previously requested our firm to renew these letters annually.)
3. Your latest Tax Clearance Certificate from the South African Revenue Services (SARS) is still available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to taxpayers who previously requested our firm to renew these certificates annually.)
4. Your updated minutes are still available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to companies, co-operatives, close corporations and trusts who previously requested our firm to conclude these corporate secretarial functions.)
5. Your updated incorporation documents are still available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to companies, co-operatives, close corporations, trusts, partnerships, home owners' associations and body corporates who previously requested our firm to conclude these corporate secretarial functions.)
6. Your shared Document Transfer folder is still available at [www.Dropbox.com](http://www.Dropbox.com). (Currently only applicable to certain VAT registered business clients where tax invoices and other source documents are regularly exchanged between our firm and such clients.)
7. Your latest annual financial statements are now available at [www.Dropbox.com](http://www.Dropbox.com). (Also including annual financial statements for earlier taxyears, which will be added to [www.Dropbox.com](http://www.Dropbox.com) throughout the coming taxyear.)
8. Your latest PAIA Manual is now available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to business clients.)
9. Your deceased estate documents are now available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to deceased estates who previously requested our firm to conclude the winding up of these estates.)
10. Your updated estate plan, wills and testaments are now available at [www.Dropbox.com](http://www.Dropbox.com). (Only applicable to individuals who previously requested our firm to conduct these estate planning functions.) (\*Invitations to this folder will proceed as and when your current estate plan, wills and testaments have been revised.)

You should have received a separate invitation\* from our firm to each of the shared folders mentioned above, where such folders are applicable to yourself. (If not, please contact our firm to arrange an invitation\* to such shared folders.)

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

Regards

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