

Secretarial Fee Schedule 2016

COMPANY AMENDMENTS

New client take-on with statutory audit	R 3 600
Change of Director (1 – 4 Directors)	R 3 000
Removal of a Director	R 4 800
Change in Company Secretary / Auditor	R 2 300
Change in Public Officer	R 2 300
Name Reservation	R 950
Change of Name	R 2 600
Change in Registered Office	R 1 300
Change in place where records are held	R 1 300
Change in financial year-end	R 1 300
Change in local Representative	R 2 000
Increase / Decrease in Authorised Share Capital	R 300
Allotment of Shares (1 – 4 transactions)	R 1 700
Transfer of Shares (1 – 4 transactions)	R 1 700
Conversion of Shares	R 2 600
Share buy-back (1 – 4 transactions)	R 1 700
Declaration and Indemnity for lost Share Certificate	R 1 300
Endorsement of Non-Resident Share Certificate	R 3 000
Adoption of Memorandum of Incorporation	TBA
Changes to Memorandum of Incorporation	R 2 600
Preparation of Power of Attorney	R 1 200
Preparation of Board / Shareholder Resolution	R 650
Dividend Resolution	R 650
Disclosure Certificate	R 370

COMPANY FORMATIONS

Shelf company	R 3 000
Formation of a Private Company	R 9 000
Formation of an External Company	R 12 900
Formation of a Non-Profit Company	R 11 300
Formation of a Incorporated Company	R 14 600

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ANNUAL COMPLIANCE

Annual Returns	R 1 800
Annual General Meeting Minutes	R 1 300
Disclosures of Directors Interests (per Director)	R 400
Annual Storage Fee	R 1 800
Domiciliation (Registered Address) Annual fee (optional)	R 6 000

CLOSE CORPORATION AMENDMENTS

Annual Returns	R 1 800
Amendment to name / members' interest / year-end	R 1 800
Amendment to Accounting Officer / Registered Office	R 1 800
Conversion of Close Corporation to Private Company	R 11 300

DE-REGISTRATION AND VOLUNTARY LIQUIDATIONS

Deregistration of a Company	R 5 000
Tax Clearance Certificate for Deregistration	R 1 800
Restoration of Company	R 4 000
Voluntary Liquidation	R 11 300