

To whom it may concern,

REGISTRATION OF PRIVATE COMPANIES

1. DOCUMENTS REQUIRED

In order to register a private company, the following documents will be required:

- Certified ID Copies for all the company's directors and shareholders
- Proof of payment

2. SERVICE FEE

Our fee for the registration of a new company is payable in advance. The standard fee of R499.00 covers the following:

- ONE name reservation (4 possible names) – Note that in the case that all the names has not been approved, an additional cost of R 75.00 will be applicable for every additional name reservation (4 possible names) that needs to be submitted.
- Registration of the private company using the short standard MOI template, CoR15.1A.
- First minutes of meeting
- Issuing of share certificates
- Preparing of the company's register of shareholders

The following additional services can be added as part of your registration:
(Please mark the applicable services you require)

Service	Additional charges
Tax Clearance Certificate	R 225.00
PAYE Registration	R 225.00
VAT Registration	R 799.00
Workmans Compensation Fund Registration	R 1900.00
Postage Fee via SA Post Office	R 40.00
Postage Fee via Courier Services	R 80.00

3. DETECTION OF FRAUD, ERROR AND NON-COMPLIANCE WITH LAWS AND REGULATIONS

The primary responsibility for safeguarding the assets of the business and the prevention and detection of fraud, error and non-compliance with laws or regulations rests with management. One Stop Secretarial (Pty) Ltd will therefore not accept any responsibility what so ever should the business not supply complete financial information or for any fraud, error and non-compliance with laws and regulations.

4. EXCLUSIONS AND LIMITATIONS ON OUR LIABILITY

The maximum liability of One Stop Secretarial (Pty) Ltd or any individual partner, member, or employee, as the case may be, in respect of direct economic loss or damage suffered by you or by other beneficiaries arising out of or in connection with the services shall be limited to two times the fees charged and paid for these services. The maximum liability will be an aggregate liability for all claims arising, whether by contract, negligence, or otherwise.

Should you therefore wish to discuss anything set out in this letter, please do not hesitate to contact us.

Yours faithfully



Henry Coetzee
SAIBA

Accepted by:

Signature

Date

