

Tel: 81 332 2116.

Email: Drostdyacc@gmail.com

Agreement BETWEEN

REG. NO: _____

AND

Drostdy Accounting (PTY) Ltd
REG. NO: Pending

APPOINTMENT AS TAX PRACTITIONER / ACCOUNTANT / REPRESENTATIVE

This serves to confirm that _____ Drostdy Accounting (PTY) Ltd engagement as Tax Technician, Accountant and/or representative and consultant. Drostdy Accounting will be the representative with full power of Attorney to act on behalf of

_____, with respect to all CIPC, Secretarial, Compliance, Administrative and Tax affairs. Specifically relating to such matters as SARS work, completing, signing and submitting returns and/or other documentation.

The duties of Drostdy Accounting will be as follows:

- 1) Doing the bookkeeping on a monthly basis. Capturing from bank statements.
- 2) VAT reconciled and submitted on a bi-monthly basis. As SARS requires.
- 3) PAYE, UIF, SDL, reconciliation and submission on a monthly basis. As SARS requires.
- 4) EMP201 monthly and EMP501 every 6 months.
- 5) Recording payments and receipts on a monthly basis.
- 6) Drawing up the Trial balance every month.

To provide the above (1-6) we need the following:

- 1) Bank statements in CSV format by the 5th of each following month. (i.e., for July by 5th Aug)
- 2) Copy of all invoices to debtors and from creditors, scanned and emailed to Drostdy Accounting. By 5th of the following month.
- 3) Yearly company Tax reconciliation and submission. (IT14)(Supporting Docs – SD)
- 4) Annual Financial Statements. (AFS)

Not included: Other ad hoc duties, i.e.: meetings at SARS, _____ offices, etc. All ad hoc work will be done via a quote before commencement.

Drostdy Accounting will charge a set fee of R_____ P.m. Yearly escalations are every beginning of March.
The agreement can only be cancelled in writing. Both parties agree to one calendar month notice if agreement is to be terminated.

For:

AC Anderson
For: Drostdy Accounting