



OUR SERVICES

We Partner with SMEs from Start to Finish, Amplifying Your Vision



REGISTER

We'll startyour journey with a FREE Business Consultation to understand exactly what your business needs to start trading.



EMPOWER

Next,we'll guide youthrough the compliance documents for your specific industry, and other business needs.



As yourCompanygrows, we offer various Bookkeeping & Accounting Services, and Document Renewals.

Our Specialists will help you get your Company Documentation in order. From CIPC, SARS, COID, CIDB and NHBRC processes to deliver each Company Service ASAP.



OUR TOP 10 CLIENT FAVOURITE SERVICES

For ALL Services simply scroll down to the relevant Category of the service you are looking for.

New Company Registration Package	R 790
2024 Shelf Company with Tax Clearance	R 2499
Share Certificates	R 390
Annual Returns at CIPC (Submission for 1 Year)	R 300
Tax Clearance Pin Certificate	R 590
UIF / PAYE / SDL Registration at SARS	R 2090
VAT Registration	R 3990
COIDA & Letter of Good Standing (Combo)	R 1990
Imports & Exports License (Combo)	R 2990
NHRBC Registration (facilitation fee)	R 3190

Want to see More Top Services?

View our full list of Most Popular Services nd Popular Packages



CIPC & COMPANY SECRETARIAL **SERVICES**

From Company Registration services to updating and maintaining your company at CIPC.



New PTY Company Registrations & Shelf Companies

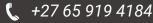
New Company Registration Package	R 790
New Pty Company (Shelf Name)	R 790
• 2024 Shelf Company (incl. Name Change and TCC)*	R 2499
 2024 Shelf Company (incl. Name Change, TCC and PAYE)* 	R 990
 2024 Shelf Company (with Import / Export)* 	R 19990
• 2010 Shelf CC (Old Company Format)*	R 16500
Older Shelf Entities (2014 - 2023)	Price TBC
New Pty Company and Share Certificates Combo	R 1590
New External Company	R 2990
Name Reservation	R 290
*Shelf Companies subject to stock availability.	

Annual Returns at CIPC (Incl. CIPC Fees)

 Annual Returns at CIPC (Submission Fee for 1 Year) 	R 300
Annual Returns at CIPC (Submission Fee for 2 Years)	R 590
Annual Returns at CIPC (Submission Fee for 3 Years)	R 990
Annual Returns at CIPC (Submission Fee for 4 Years)	R 1190
Annual Returns at CIPC - 5 or More Years	Price TBC

Amendments for a Company or CC

Registered Office Change (Business Address)	R 490
Details of Director or Member Change	R 490
Name Change of a Company (or CC)	R 1390
Financial Year End for a Pty or CC	R 690
 Accounting Officer / Company Secretary / Auditor Change 	R 990
Add or Resign Director or Members	R 660
Special Resolution (Change to Main Objective or MOI)	R 1090
Defensive Name Reservation	
Add & Resign Directors (Combo Deal)	R 590
,	R 1090
Remove Director(s) Forcefully	R 990





SHARE MANAGEMENT & MORE CIPC SERVICES

Effective Share Management to ensure you comply with The CompaniesAct, as well asother entity registrations at CIPC.



Shares & Beneficial Ownership

Share Certificates	R 390
Change Existing Shareholding (Transfer / Allotment / Re-creation)	R 890
Increase Authorised Shares in a Pty Company	R 1090
Re-issue of Lost Share Certificates / Recreate share history	R 890
Electronic Share Register Setup	R 590
Electronic Share Register Update(Existing Register)	R 590
Share Certificate and Electronic Register Setup Combo	R 990
Beneficial Ownership Register at CIPC	R 990
Trust Beneficial Ownership Register	R 1090
Shareholders Agreement	R 1290

Other Entities & CIPC Services

Certificate of Confirmation (alternativetoCK1orCor14.3 Document)	R 690 R
Original Registration Documents (CopyofCK1orCor14.3 Document)	1490 R
CC to Pty Conversion	1990 R
Deregister a Pty or CC	1790 R
New Non-Profit Company Registration (NPC)	1990 R
NPO Registration (Non-Profit Organisation)	1490 R
PTY to NPC Conversion	2290 R
Re-instate Deregistered Company (or CC)	2990 R
Personal Liability Company (Inc.)	3290 R
Register a Co-Operative (Co-Op)	2290 R
PBO Registration	2690 R
Custom MOI prepared by our Law Department	5490 R
Trademark Registration (Phase1:SpecialComprehensive Search)	2990 R
Custom Trust and Registration	13990 R
ClPC Compliance Checklist	5990







BUSINESS COMPLIANCE SERVICES

Ensure your company remains upto date and compliant with government regulations.



SARS & DOL Registrations

SARS Registered Representative	R 990
Tax Clearance Combo (Includes Registered Representative)	R 990
VAT Registration (Mandatory or Voluntary)	R 2990
VAT De-registration	R 3290
Personal Income Tax Registration	R 1490
UIF, PAYE & SDL Registration (SARS)	R 2290
UIF Registration (Department of Labour)	R 1690
Import OR Export License (Single)	R 2290
Import and Export License (Combo)	R 2990
Import and Export License (Foreigners)	R 4490
RLA Migration	R 2990

TAX & VAT Returns

IRP6 Provisional Tax Returns (dormant)	R 590
IT14 Tax Returns for business (dormant)	R 690
IRP6 Provisional Tax Returns for business (trading)	R 1690
IT14 Tax Returns for business (trading)	R 2490
VAT Returns	R 1690
Annual Financial Statement Setup and Submission (Basic Fee)	R 9990
EMP501 Return Submission	R 1490
EMP501 Audit	R 1690
Personal Tax Returns	R 1290

COIDA & Letter of Good Standing

COIDA Registration (Workmans Compensation)	R 1890
 Letter of Good Standing (Workmans Compensation) 	R 990
 Return of Earnings Submission (Assessment fees not included) 	R 790
COIDA Package (Registration & Letter of Good Standing)	R 2290







INDUSTRY & TENDER COMPLIANCE

Services to ensure you stay compliant with your chosen industry, and ensure you can apply for tenders.



Construction / Building Certificates/Security Company Registrations

CIDB Registration Level 1 (New or Renewals)
 CIDB Registration Level 1 Electrical Engineering (Class EB)
 CIDB Registration Level 2-9 (New or Renewals)
 NHBRC Registration
 NHBRC Renewals
 PSIRA Registration
 R 2290
 R 3290
 R 1490
 R 9990

Tender Documents

BEE Affidavit

CSD Registration

Free Service

FREE Consultation

R 690

Business Plans / Company Profile

PSIRA individual Grading (Grades E - A)

Company Profile/Portfolio	R 790
Basic Business Plan	R 990
Entry-level Business Plan	R 1490
Standard Business Plan	R 2490
Comprehensive Business Plan (Investor-ready)	R 8500
Custom/Feasibility Plan (For deeper analysis)	R 14500
Professional CV/Resume/Cover Letter (Additional fees apply)	R 149

Research & Data Analysis Services

Data Clashing & Drangration (Additional face annly)

Data Cleaning & Preparation (Additional rees apply)	From R 499
Surveys & Data Collection (Additional fees apply)	From R 1990
Market Research (Additional fees apply)	From R 5499
Data Analysis & Reporting (Additional fees apply)	From R 8990

Monitoring & Evaluation (M&E) Services

M&E Framework Design (Additional f Apply)

Outcome & Impact Evaluation (Additional fees apply)

• Report Writing (Additional fees apply) - depending on the number of pages



From R 7990 From R 24990

From R 990

OTHER ZOEMINDS BUSINESS **SERVICES**



Website & Online Store Services

•	Web Design & Development (Basic) (Additional fees apply)	R 3490
•	Web Design & Development (with SEO Optimization) (Additional fees apply)	R 7290
•	Online Store (Additional fees apply)	R 6090

ZoeMinds Kids' Books & Learning Kits

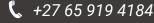
 Custom Activity Books (Ages 2 - 8) 	From R 190
Home Learning Kits (Grade R - 12)	From R 290
Personalized Books	Free Consultation
Bulky Supply for Schools & Creches	Free Consultation

ZoeMinds Marketing & Branding

Professional Logo Design (Custom Design)	From R 490
Web & App Graphics	From R 990
E-Commerce Solutions	From R 6090
Branding (BusinessCard/EmailSignature/ Letterhead)	From R 590
 Professional Company Profile (5 Pages - R150 per extra page) 	From R 690
Social Media Setup (Facebook / Linkedin /Instagram)	From R 890
Custom Designs (Flyer/poster / Labels / Stickers/product	Free Consultation
packaging/menu/certificates/book cover)	From R 390
Content Creation & Strategy	. / 6/// 11 0 0 0

Zoeminds Traffic Department Services

 Traffic Register (IndividualBusiness) 	Free Consultation
 Vehicle License Disc Renewals 	Free Consultation
Change of Ownership	Free Consultation
 Traffic Fine Reductions 	Free Consultation



MONTHLY ACCOUNTING & BOOKKEEPING SERVICES









Your Dedicated Accountant is registered at SAIBA / CIMA / SAIT and is a Tax Practitioner at SARS.

We specialize in offering a diverse selection of Accounting Packages tailored specifically for small businesses in South Africa. Our trusted Accountants cover all of your Monthly Accounting and Bookkeeping requirements.

Custom Accounting Solutions

- Monthly accounting up to Management Accounts
- IRP6 Provisional Tax Returns (August & February)
- IT14 Tax Returns (July)
- Tax Clearance Pin Renewal Annually
- VAT Processing and Returns
- VAT Audits
- Annual Financial Statements
- Personal Taxes & Director Tax Returns
- Accounting Software License Included (SmartEdge)
- Monthly Accounting Report (On work completed)
- Monthly Accountant Feedback Sessions
- Dedicated Helpline SAIT/SAIBA Registered Accountants





We'll create a tailor-made package that fits your Business and budget. No matter how big or small your Business – our contract with you is month-to-month and can thus be adjusted at any time.