



ZoeMinds
Your Vision, Amplified



OUR SERVICES

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



REGISTER

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



EMPOWER

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



GROW

As your company grows, 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.



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OUR TOP 10 CLIENT FAVOURITE SERVICES

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

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

Want to see More Top Services?

View our full list of Most Popular Services and Popular Packages

Pricelist - pricing is subject to change. T's and C's Apply.



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	R 590
• Add & Resign Directors (Combo Deal)	R 1090
• Remove Director(s) Forcefully	R 990

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SHARE MANAGEMENT & MORE CIPC SERVICES

Effective Share Management to ensure you comply with
The Companies Act, as well as other 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 (alternative to CK1 or Cor14.3 Document)	R 690 R
• Original Registration Documents (Copy of CK1 or Cor14.3 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 (Phase 1: Special Comprehensive Search)	2990 R
• Custom Trust and Registration	13990 R
• CIPC Compliance Checklist	5990

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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

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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) R 2290
- CIDB Registration Level 1 Electrical Engineering (Class EB) R 2790
- CIDB Registration Level 2-9 (New or Renewals) Free Consultation
- NHBRC Registration R 3290
- NHBRC Renewals R 1490
- PSIRA Registration R 9990
- PSIRA individual Grading (Grades E - A) FREE Consultation

Tender Documents

- BEE Affidavit Free Service
- CSD Registration R 690

Business Plans / Company Profile

- 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 Cleaning & Preparation (Additional fees 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 fees apply) From R 7990
- Outcome & Impact Evaluation (Additional fees apply) From R 24990
- Report Writing (Additional fees apply) - depending on the number of pages From R 990

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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 packaging/menu/certificates/book cover) Free Consultation
- Content Creation & Strategy From R 390

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

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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

SMARTEDGE

Sage xero

***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.***