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**GENERAL CUSTOMER SERVICE REQUEST FORM - 2018**

**05**

\* E-FILING, \*TAX CLEARANCE, \* TAX RETURNS \*SHARE CERTIFICATE \* CIPC ANNUAL RETURNS

Business Name			
Trade Name			
Registration Number			
Income Tax Ref No.:		VAT Number	
Contact Person (Names)			
Telephone Number			
Cell Number			
Email Address			
Physical Address			
Postal Address			
Business activities:			

DIRECTORS/MEMBERS of the COMPANY		
NAME AND SURNAME	ID NUMBER	SHARE/ PERCENTAGE

AUTHORISED PERSON		
Name and Surname		
Cell Number	Email Address	

<p><b>PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTS:</b></p> <ul style="list-style-type: none"> <li>PTY / CC / NPC (CIPC) Registration Documents.</li> <li>NPO Certificate. (NPO's only)</li> <li>ID Copy of main member/director/chairperson.</li> </ul>	<p>MEMBERSHIPS and AFFILIATION</p>
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**SERVICE REQUIRED**

**NEW COMPANY REGISTERED PAST 12 MONTH**

ITEM/SERVICE	DETAILS	FEE AMOUNT	PLEASE TICK
<b>Efiling Registration</b>	Registering on SARS e-filing – <b>ALL NEW CLIENTS.</b>	<b>175.00</b>	<input type="checkbox"/>
<b>IT14 Tax Returns Filing</b>	Filing of Tax Return (for one year only).	<b>175.00</b>	<input type="checkbox"/>
<b>Tax Clearance Certificate</b>	Apply for company Tax Clearance Certificate.	<b>175.00</b>	<input type="checkbox"/>
<b>Share Certificate</b>	Share Certificate per each Director (PTY/NPC) only.	<b>75.00</b>	<input type="checkbox"/>
<b>CIPC Annual Returned</b>	Service Fee only for Annual Returns – Payment to CIPC excluded.	<b>75.00</b>	<input type="checkbox"/>

PRICES SUBJECT TO CHANGE WITH OUT PRIOR NOTICE

**TOTAL AMOUNT OF SERVICE/SERVICES REQUIRED: R** \_\_\_\_\_

Signature:..... Date:.....

ORDERING AND PAYMENT DETAILS	
<p><b>BANK DETAILS:</b>            Msamanzi Financial Services            First National Bank            Acc. No: <b>62599607292</b> - BRANCH CODE: 250655            Deposit Ref: Your Company Name</p>	<p><b>SUBMIT YOUR ORDER:</b>            Scan and Email this form and supporting documents to:            Email: dumie@absamail.co.za            Fax: 086-682-2238            Post: P.O. Box 90291, Bertsham, 2013</p>

**OTHER SERVICES – PLEASE REQUEST FORMS SEPARATELY FOR SERVICES NOT STATED ABOVE**