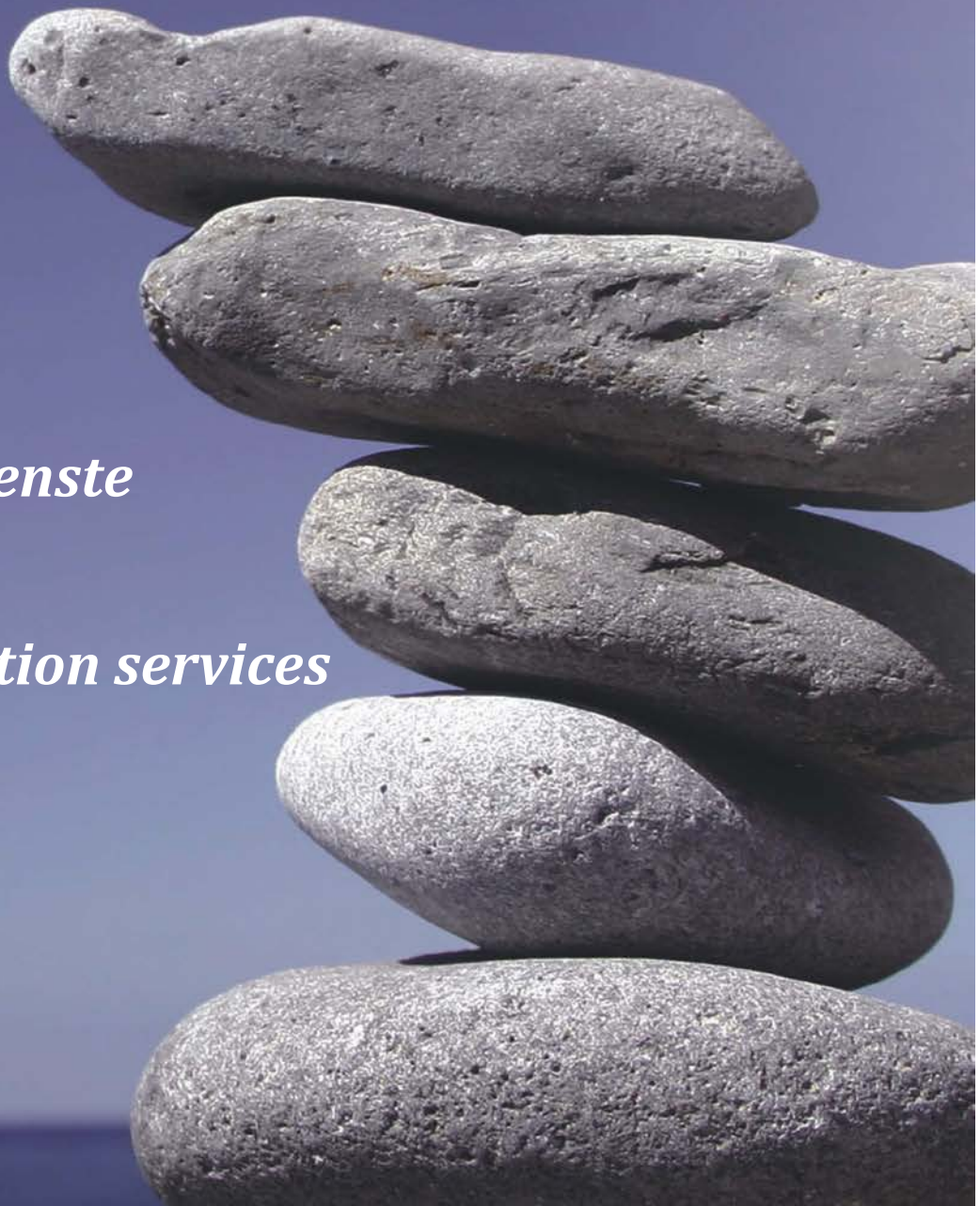
LOGISTA



Belasting-administrasiedienste

Tax administration services

Mei/May

2011

An Independent Member of BKR International.

BKR INTERNATIONAL

Belastingadministrasiedienste

Logista lewer steeds 'n omvattende belastingadministrasiediens aan kliënte. Die diens is as een produk beskikbaar en gevolglik sal afsonderlike fooie vir elke onderafdeling van die diens nie gehef word nie. Die koste van die diens, BTW uitgesluit, is as volg:

- Salaristrekkers wat nie voorlopige belastingpligtiges is nie	R1,500 per jaar
- Alle ander individue as bogenoemde	R2,700 per jaar
- Maatskappye, trusts en beslote korporasies	R3,350 per jaar
- Dormante maatskappye, trusts en beslote korporasies	R 950 per jaar

Die koste van die deurlopende diens sal eenmalig gedurende Mei gefaktureer word en is betaalbaar binne 30 dae na faktuurdatum. Die fooi sluit alle relevante aktiwiteite in vir die periode Mei 2011 tot April 2012. Die fakturering van die diens sal geskied via Logista Trust (Edms) Bpk wat deel is van die Logista groep van maatskappye.

Logista Trust het 'n nuwe debietorderstelsel geïmplementeer. Hierdie stelsel is hoofsaaklik vir administratiewe doeleindes om die betalingsproses te vergemaklik. Indien u die debietorder gaan gebruik het u 'n keuse om die fooi oor 1 of 2 maande te betaal. Die eerste betaaldatum sal wees einde Junie 2011. Die debietorder is slegs van toepassing op u jaarlikse belastingadministrasiefooi. Indien daar addisionele dienste gelewer word sal dit afsonderlik gefooi word. Voltooi en teken asseblief die debietordervorm en stuur so gou moontlik aan ons terug.

Dié diens sluit slegs die volgende aktiwiteite in:
- Posbusfasiliteite t.o.v. alle inkomstebelasting aangeleenthede (let wel: nie BTW en LBS nie);
- Voltooi en indien van jaarlikse inkomstebelastingopgawe;
- Berekening van die voorlopige belasting vir die eerste tydperk;
- Nagaan van inkomstebelastingaanslag; en
- Rekonsiliasie van die inkomstebelastingverpligting.

Dié diens sluit die volgende aktiwiteite uit:
- Tyd spandeer op navrae vanaf SARS;
- Aanteken van beswaar en beredenering van foutiewe aanslae;
- Paaiementreëlings;
- Verkryging van aanwysings- en vrystellingsertifikate;
- Belastingberekening;
- Persoonlike staat van bates en laste (individue);
- Rekenkundigedienste;
- Ouditeringsdienste;
- Konsulteringsdienste; en
- Berekening, voltooiing en indiening van die tweede en derde voorlopige belasting.
- Opdatering van bankbesonderhede.

Sperdatums vir indiening van belastingopgawes

SARS het tot op hede nog geen aanduiding gegee vir die sperdatums van toepassing vir die indiening van 2011 belastingopgawes nie.

U moet asseblief vroegtydig reëlings tref vir die lewering van alle inligting wat ons benodig om u inkomstebelastingopgawe te finaliseer. Dit bly u verantwoordelikheid om te verseker dat die inligting volledig en korrek is en dat ons die inligting betyds ontvang ten einde u opgawe voor die sperdatum te kan indien.

Indien u nie van voorneme is om voortaan van ons belastingadministrasiediens gebruik te maak nie, moet u ons asseblief voor die einde van Junie 2011 skriftelik daarvan in kennis stel, en ook u adres by SARS na u verkose adres wysig.

Besoek gerus ons webtuiste www.logista.co.za of skakel ons by 012 362 1431of via epos info@logista.co.za, indien u enige navrae in die verband het.

Tax administration services

A comprehensive tax administration service is still rendered to clients by Logista. This service is available as one product and separate fees will not be raised for sub sections of the service. The cost of the service, VAT excluded, is as follows:

- Employees earning salaries that are not provisional taxpayers	R1,500 per annum
- Any other individuals as mentioned above	R2,700 per annum
- Companies, trusts and close corporations	R3,350 per annum
- Dormant companies, trusts and close corporations	R 950 per annum

The cost of the continuous service will be invoiced as a once-off fee during May and is payable within 30 days after invoice date. The fee includes all relevant activities for the period May 2011 to April 2012. Invoicing of this service will be done through Logista Trust (Pty) Ltd which is part of the Logista group of companies. Logista Trust implemented a new debit order system which is primarily for administration purposes to simplify the payment process. If you choose to make use of the debit order system you have the option to pay the fee over a period of 1 or 2 months. The first payment date will be at the end of June 2011. The debit order is only applicable on the annual tax administration fee. Additional fees will be invoiced separately. Kindly complete and sign the debit order instruction form and return to us as soon as possible.

The service only includes the following activities:
- PO Box facilities for all income tax matters (N.B.: not for VAT and PAYE);
- Completion and submission of yearly income tax returns;
- Calculation of the provisional tax payment for the first tax period;
- Checking of income tax assessment; and
- Reconciliation of income tax liability.

The service excludes the following activities:
- Time spent on enquiries from SARS;
- Notification of complaints and reasoning of faulty returns;
- Organising of installments;
- Procuring of information and exemption certificates;
- Tax calculations;
- Personal statement of assets and liabilities (individuals);
- Accounting services;
- Auditing services; and
- Consulting services;
- Calculation, completion and submission of the second and third provisional tax returns;
- Updating of bank information;

Due date for submitting income tax returns

To date SARS has not given any indication of the due dates applicable for submitting the 2011 tax returns.

Kindly furnish us with the necessary information in good time in order to finalise your income tax return. It remains your responsibility to timeously supply us with the complete and correct information to enable us to submit your return before the due date.

If in future you do not intend using our income tax administration services, you must please notify us in writing before the end of June 2011 and also notify SARS of your new address.

For more information in this regard, visit our website at www.logista.co.za or contact us via email info@logista.co.za or telephone 012 362 1431.

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