

# **MLEK ADVISORY SERVICES (PTY) LTD**

## **AVAILABLE SERVICES**

### **LEGAL ENTITY REGISTRATIONS**

- Name Reservations;
- Private Companies (Pty) Ltd;
- Co-Operatives;
- Non-Profit Organizations;
- Non-Profit Companies;
- Trust Registration;
- Share Certificates;
- SARS Tax registrations.

### **ANNUAL COMPLIANCE**

- Annual Cipro Returns;
- B-BBEE Certificates;
- UIF;
- COID & Letter of Good-standing;
- CIDB.

### **ACCOUNTING SERVICES**

- Monthly Bookkeeping;
- Monthly Management Accounts;
- Quarterly and Annual Financial Statements;
- Debtors and Creditors Management;
- Cash Flow Management;
- Compiling of Budgets;
- Inventory Management.

### **TAX CONSULTING**

- E-filing
- Vat Administration
- Income Tax returns
- PAYE/SITE returns
- Tax concessions
- Import & export license
- SADC Certificate
- Tax Clearance Certificates

### **BUSINESS DEVELOPMENT & ADVISORY**

- Company Profiles
- Business Plans
- Marketing Plans
- Statutory Registrations
- Business Strategy
- New Venture Creations
- Business Marketing & Advertising

**HUMAN RESOURCES****CONSULTING**

- HR policy & procedures
- Labour Relations
- Compensation & benefits
- Training & development

**PAYROLL ADMINISTRATION**

- Preparing of Salary Slips
- Calculations of PAYE/SDL/UIF
- EMP 201 & 501 returns
- IT 3's IRP 5's Preparations

**PRICING PACKAGES - MEMBERS**

For persons who apply to become Members of MLEK Advisory Services, and who pay an annual membership fee of R750, you will be entitled to the following services:

Year 1	Year 2 onwards
<ul style="list-style-type: none"><li>➤ One Name Reservation;</li><li>➤ One New Company Registration; and</li><li>➤ Share Certificate/s for above Company.</li><li>➤ Tax Registration and Tax Number;</li><li>➤ E-filing Registration;</li><li>➤ Tax Clearance Certificate; and</li><li>➤ B-BBEE Certificate.</li></ul>	<ul style="list-style-type: none"><li>➤ Payment of Annual Cipro Fees for One Entity;</li><li>➤ Annual Update of B-BBEE Certificate;</li><li>➤ Annual Update of Tax Clearance Certificates</li><li>➤ Any Changes to:<ul style="list-style-type: none"><li>○ Directors;</li><li>○ Accountant;</li><li>○ Auditors;</li><li>○ Registered Office;</li><li>○ Financial Year End;</li><li>○ Company Secretary;</li><li>○ Name Change.</li></ul></li></ul>

## **COMPANY REGISTRATION PRICING PACKAGES – NON MEMBERS**

### **Option 1**

- Name Reservation;
- New Company Registration; and
- Share Certificate/s.

Price – R650

### **Option 2**

- Name Reservation;
- New Company Registration;
- Share Certificate/s; and
- Tax Registration and Tax Number.

Price – R750

### **Option 3**

- Name Reservation;
- New Company Registration;
- Share Certificate/s;
- Tax Registration and Tax Number; and
- B-BBEE Certificate.

Price – R1000

### **Option 4**

- Name Reservation;
- New Company Registration;
- Share Certificate/s;
- Tax Registration and Tax Number;
- E-filing Registration; and
- Tax Clearance Certificate.

Price – R1250

### **Option 5**

- Name Reservation;
- New Company Registration;
- Share Certificate/s;
- Tax Registration and Tax Number;
- E-filing Registration;
- Tax Clearance Certificate; and
- B-BBEE Certificate.

Price – R1500

### **Option 6**

- Name Reservation;
- New Company Registration;

- Share Certificate/s;
- Tax Registration and Tax Number;
- E-filing Registration;
- Tax Clearance Certificate;
- B-BBEE Certificate; and
- Bank Account.

Price – R2000

If a customer would like one of the above mentioned services and not a package, this service is available upon request.