

Please complete this form to help us prepare your quote and onboard your business.
Fields marked with an asterisk (*) are required.

COMPANY / ENTITY DETAILS

Registered Company Name *

Trading Name (if different)

Company Registration Number (CIPC) *

Income Tax Number

VAT Number (if registered)

PAYE Reference Number (if registered)

UIF Reference Number (if registered)

COIDA Registration Number (if registered)

Financial Year End *

Nature of Business / Industry *

Registered Address *

Trading / Physical Address (if different)

Postal Address

DIRECTORS / MEMBERS / SHAREHOLDERS

If there are more than two, please attach details on a separate sheet.

Director / Shareholder 1

Full Name *

ID Number *

Contact Number *

Email Address *

% Shareholding

Director / Shareholder 2

Full Name

ID Number

Contact Number

Email Address

% Shareholding

PRIMARY CONTACT PERSON (for day-to-day queries)

Full Name *

Position

Cell Number *

Email Address *

BANKING DETAILS

Bank Name *

Branch Name

Account Number *

Branch Code

Account Type:

☐ Cheque / Current☐ Savings

ACCOUNTING SYSTEMS & RECORDS

Current Accounting Software (if any)

Record-Keeping Method To Date

Preferred Bookkeeping Software:

☐ DNA's software☐ Own software (please specify below)

Number of Bank Accounts to be Reconciled

Number of Monthly Transactions (est.)

EMPLOYEES & PAYROLL (current status)

Do you currently have, or plan to have, employees?

☐ Yes☐ No

Number of Employees

Payroll Frequency (Monthly / Weekly)

Are employees engaged as:

☐ Employees (payroll)☐ Independent Contractors

SERVICES REQUIRED — please tick all that you would like us to quote for

Monthly Bookkeeping

Our software

Your software

Payroll

Payslips

UIF filing

EMP201 filing

→ **Number of Employees**

No. of employees:

VAT Returns

Monthly

Bi-Monthly

Annual Financial Statements

Provisional Tax Returns (IRP6 - bi-annual)

Annual Income Tax Return (ITR14)

COIDA - Annual Return of Earnings

CIPC Annual Return & Beneficial Ownership Filing

Company Secretarial (director / share changes, CIPC amendments)

Management Accounts (monthly / quarterly)

Budgeting & Cash Flow Forecasting

Shareholder / Loan Account Management & Advisory

Tax Planning & Advisory

Other (please specify)

SUPPORTING DOCUMENTS REQUIRED

Certified copy of ID / passport - all directors, members and shareholders

CIPC registration documents (CoR14.3 / CoR14.1) and Memorandum of Incorporation

Proof of registered / trading address (lease agreement or utility bill)

Proof of business banking details (bank confirmation letter)

SARS Notice of Registration - Income Tax

SARS Notice of Registration - VAT (if applicable)

SARS Notice of Registration - PAYE / UIF (if applicable)

Shareholders' / Members' register

Prior year financial statements (if transferring from another accountant)

Letter of authority / SARS eFiling access handover (if transferring)

Existing shareholder / director loan agreements

HOW TO SUBMIT THIS FORM

Please upload your documents through our Client Portal, or as advised by your consultant.