



RegistraSwift

## What Makes Us Different

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### Speed & Efficiency

We understand time is money. Our streamlined processes ensure quick turnaround times on all registrations and compliance services, getting your business operational faster.

### Compliance Expertise

Navigate CIPC, SARS, and Department of Labour requirements with confidence. Our specialists ensure every submission meets current regulatory standards.

### Value Pricing

All catalogue prices reflect a 15% discount on standard fees. We believe professional compliance services should be accessible to businesses of all sizes.

### End-to-End Support

From initial registration through ongoing compliance, we're your long-term partner. One point of contact for all your business administration needs.

## 1. Signature Quick-Start Services

*Fast, high-impact services that most new and growing businesses need.*

	<b>Service</b>	<b>Cost</b>
1.	New Company Registration	R750.00
2.	Share Certificates	R500.00
3.	Annual Returns at CIPC (Submission for 1 Year)	R420.00
4.	Tax Clearance Pin Certificate	R850.00

	<b>Service</b>	<b>Cost</b>
5.	UIF / PAYE / SDL Registration	R1,690.00
6.	VAT Registration	R2,550.00
7.	COIDA & Letter of Good Standing (Combo)	R1,860.00
8.	Imports & Exports License (Combo)	R2,370.00
9.	NHRBC Registration (facilitation fee)	R2,540.00

## 2. Company Registration & CIPC Secretarial Services

*Services focused on setting up companies correctly and keeping CIPC records compliant and up to date.*

	Service	Cost
<b>2.1</b>	<b>New PTY Company Registrations &amp; Shelf Companies</b>	
	New Pty Company and Share Certificates Combo	R1,270.00
	Name Reservation	R420.00
<b>2.2</b>	<b>Annual Returns at CIPC (excl. CIPC Fees)</b>	
	Annual Returns at CIPC - Submission Fee for 1 Year	R420.00

Service	Cost
Annual Returns at CIPC - Submission Fee for 2 Years	R590.00
Annual Returns at CIPC – Submission Fee for 3 Years	R840.00
Annual Returns at CIPC – Submission Fee for 4 Years	R1,100.00
Annual Returns at CIPC – 5 or More Years – Price TBC (quoted after scoping)	Price TBC (quoted after scoping)

## 2. Company Registration & CIPC Secretarial Services, cont...

*Services focused on setting up companies correctly and keeping CIPC records compliant and up to date.*

	<b>Service</b>	<b>Cost</b>
<b>2.3</b>	<b>Amendments for a Company or Close Corporation (CC)</b>	
	Registered Office Change (Business Address)	R670.00
	Details of Director or Member Change (e.g. ID, address)	R670.00
	Name Change of a Company (or CC)	R1,440.00
	Defensive Name Reservation	R590.00

<b>Service</b>	<b>Cost</b>
Financial Year End for a Pty or CC	R590.00
Accounting Officer / Company Secretary / Auditor Change	R760.00
Add or Resign Director or Members	R840.00
Special Resolution (Change to Main Objective or MOI)	R1,440.00
Add & Resign Directors (Combo Deal)	R1,270.00

### 3. Share Management & Other CIPC Entity Services

*Services to structure ownership correctly, maintain proper share registers, and manage specialised entity types.*

	Service	Cost
<b>3.1</b>	<b>Shares &amp; Beneficial Ownership</b>	
	Share Certificates	R500.00
	Change Existing Shareholding (Transfer / Allotment / Re-creation)	R670.00
	Increase Authorised Shares in a Pty Company	R840.00
	Re-issue of Lost Share Certificates / Recreate Share History	R670.00

Service	Cost
Electronic Share Register Setup	R420.00
Share Certificate and Electronic Register Setup Combo	R760.00
Beneficial Ownership Register at CIPC	R840.00
Shareholders Agreement	R1,690.00
Add & Resign Directors (Combo Deal)	R1,270.00

### 3. Share Management & Other CIPC Entity Services, cont...

*Services to structure ownership correctly, maintain proper share registers, and manage specialised entity types.*

	<b>Service</b>	<b>Cost</b>
<b>3.2</b>	<b>Other Entities &amp; CIPC Services</b>	
	CC to Pty Conversion	R1,520.00
	New Non-Profit Company Registration (NPC)	R1,520.00
	Pty to NPC Conversion	R1,690.00
	Re-instate Deregistered Company (or CC)	R2,290.00

<b>Service</b>	<b>Cost</b>
Personal Liability Company (Inc.)	R2,540.00
PBO Registration	R6,790.00
Custom MOI prepared by our Law Department	R4,670.00
Trademark Registration (Phase 1: Special Comprehensive Search)	R2,460.00
Custom Trust and Registration	R5,090.00
CIPC Compliance Checklist	R5,090.00

#### 4. SARS & Labour (DOL) Business Compliance Services

Core tax and labour registrations to keep the business compliant with SARS and the Department of Labour.

Service	Cost
SARS Registered Representative	R820.00
Tax Clearance Combo (Includes Registered Representative)	R1,220.00
VAT Registration (Mandatory or Voluntary)	R2,540.00
Personal Income Tax Registration	R1,100.00
UIF, PAYE & SDL Registration (SARS)	R1,690.00

Service	Cost
UIF Registration (Department of Labour)	R1,350.00
Import OR Export License (Single)	R1,690.00
Import and Export License (Combo)	R2,370.00
Import and Export License (Foreigners)	R3,390.00

## 5. Industry & Tender Compliance

*Specialised documents, business plans, and safety documentation to qualify for financing, tenders, and industry-specific requirements.*

	<b>Service</b>	<b>Cost</b>
<b>5.1</b>	<b>Business Plans &amp; Company Profiles</b>	
	Company Profile for Tenders	R960.00
	Entry Level Business Plan (basic financing, tenders, planning)	R3,970.00
	Construction Business Plan (for financing / construction tenders)	R4,820.00
	Logistics Business Plan (for financing / logistics tenders)	R5,490.00

	<b>Service</b>	<b>Cost</b>
	Full Business Plan (for funding of R 1m – R 5m)	R8,690.00
	Advanced Business Plan (for funding above R 5m)	R12,740.00
<b>5.2</b>	<b>Tender Document Support</b>	
	Complete Tender Document Compilation	R3,970.00
	BEE Affidavit	Free Service
	CSD Registration	R500.00

## 5. Industry & Tender Compliance, cont...

*Specialised documents, business plans, and safety documentation to qualify for financing, tenders, and industry-specific requirements.*

	<b>Service</b>	<b>Cost</b>
<b>5.3</b>	<b>Health &amp; Safety Compliance</b>	
	Health & Safety Plan (Site / Project Specific) <ul style="list-style-type: none"><li>• Initiation fee; additional costs may apply based on project scope.</li></ul>	R23,720.00
	Health & Safety File (Comprehensive File) <ul style="list-style-type: none"><li>• Initiation fee; additional costs may apply based on project size and risk</li></ul>	R24,500.00

## 6. Additional Business Services, Due Diligence & Branding

*Value-add services that support transactions, funding readiness, and professional brand presence.*

	Service	Cost
<b>6.1</b>	<b>Additional Business Compliance &amp; Transaction Support</b>	
	Due Diligence <ul style="list-style-type: none"> <li>Initial consultation to scope the work and provide a tailored quote.</li> </ul>	Free Consultation
	Business Valuation <ul style="list-style-type: none"> <li>Initial consultation to define methodology and engagement scope, followed by a custom quote.</li> </ul>	Free Consultation

	Service	Cost
<b>6.2</b>	<b>Marketing, Branding &amp; Digital Presence</b>	
	Professional Logo Design (Custom Design)	From R1,690.00
	Business Website	From R3,390.00
	E-Commerce Solutions	From R5,750.00
	Branding (Business Card / Email Signature / Letterhead)	From R840.00
	Professional Company Profile (5 Pages – R150 per extra page)	From R840.00

## 6. Additional Business Services, Due Diligence & Branding, cont...

*Value-add services that support transactions, funding readiness, and professional brand presence.*

	<b>Service</b>	<b>Cost</b>
	Social Media Setup (Facebook / LinkedIn)	Free Consultation
	Custom Designs (Flyer / Vehicle Branding / Labels / Stickers)	Free Consultation



# RegistraSwift

*Smart Company Admin. Swiftly Done.*



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