



# 2025 Pricelist

Our fees reflect the minimum charge, and include VAT and disbursements

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# Accounting Officer

Service Type	Fee
Body Corporate - Accepting appointment as Accounting Officer	575.00
Body Corporate - Accepting appointment as Auditor	575.00
CC - Consent to Act as Accounting Officer	1,840.00
CC - Annual Financial Statements (Dormant - Minimum)	1,725.00
Company – Annual Financial Statements (Dormant - Minimum)	5,750.00
Client Cash Consultation - New Client once-off consultation fee	1,150.00
Will Safe Custody and Acceptance fee	345.00

# Registrations

Service Type	Fee
Income Tax – Registration (all entities)	1,035.00
Income Tax – Deregistration (including VAT, PAYE, etc.)	Time spent
Housing Scheme	1,207.50
Import VAT	862.50
PAYE - Employer	862.50
Provisional Tax – registration	977.50
Social Security – Per Employee (registration/deregistration)	460.00
Social Security - Employer (registration/deregistration)	862.50
Social Security – Employee Compensation Fund (registration/deregistration)	977.50
VAT registration on ITAS	1,495.00
VET (Vocational Education and Training Levy) Registration	862.50

# Submissions and Administration

Service Type	Fee
Asycuda Report Extract	241.50
Bookkeeping Resignation - File Transfer Fee	1,219.00
Confirmation letter – of non-registered taxpayer NamRA	747.50
Good Standing Certificate – Social Security	747.50
Good Standing Certificate - NamRA	747.50
Import VAT Return	402.50
Objection Submission	Time spent
PAYE Reconciliation	Time spent
PAYE Return	690.00
Provisional Tax Return	690.00
Public Officer Appointment and Change on ITAS	747.50
Refund Claim - NamRA	690.00
Social Security Return	575.00
Social Security - ECF Return	690.00
Sale of Going Concern -VAT	1,380.00
Tax Administration – Annual Fee	805.00
Tax Consultant Appointment	862.50
Tax Consultant Resignation – File Transfer fee	1,219.00
Tax Return - Submission only	805.00
Taxpayer Modification on ITAS	747.50
Tax Status Report - NamRA	690.00
VAT Return - submission only	690.00
VET Levy Return - submission only	690.00

# Secretarial Administration Services

## Close Corporations

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Service Type	Fee
Amended Founding Statement - CC2	3,050.00
Annual Duty & Beneficial Ownership compliance (CC7 & BO form)	1,730.00
Annual Secretarial Fee	1,725.00
Statutory Beneficial Ownership (CC changes)	747.50
Certificate of Membership	345.00
Conversion from Company to CC	5,612.50
Deregistration at BIPA	3,107.50
File inspection - BIPA	940.00
Good Standing Certificate - BIPA	920.00
Name Reservation - CC8	880.00
New Registration - CC1	4,175.00
Order of Court - CC5	1,210.00
Resignation – File Transfer	2,415.00
Restoration of CC - CC3	1,375.00
Statement of Account - BIPA	920.00
Yearend Change – CC9 & CC2	3,512.50

## Companies

Services Type	Fee
Annual Return & Beneficial Ownership compliance	3,682.50
Annual Secretarial Fee	2,875.00
Statutory Beneficial Ownership (BO Form – on amendments)	747.50
Auditor Appointment	2,857.50
Auditor Resignation	2,857.50
Conversion from CC to Company	15,155.00
Defensive Name Registration	1,582.50
Deregistration	2,990.00
Directors Change	1,543.75
Dividends – Preparation of resolutions, vouchers, notice (on demand)	Time spent
Endorsement of Certificate (non-resident shareholder)	862.50
Extension of Time (for submission of Annual Return)	627.00
File Inspection - BIPA	940.00
Good Standing Certificate - BIPA	920.00
Minutes – (Board secretarial services - on demand)	Time spent
Name Change	3,277.50
Name Reservation	880.00
Principal Business Change	3,217.50
Registration of Company	15,155.00
Resolutions (on demand)	Time spent
Secretarial Administration Services – Appointment	2,475.00
Secretarial Administration Services – Resignation	2,455.00
Share Allotment	3,247.50
Share Buyback	3,337.50
Share Capital – Increase	3,237.50
Share Transfer & Issue of Certificate	1,612.00
Share Certificate Replacement/Duplicate - Issue	2,300.00
Shares – Redeeming of Shares	3,237.50
Shares: Variation of Rights	3,237.50
Yearend Change	3,107.50

## Trusts

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Service Type	Fee
Accounting Officer/Auditor Appointment	2,415.00
Accounting Officer Resignation (File Transfer)	2,415.00
Annual Secretarial Fee	2,012.50
Statutory Beneficial Ownership	747.50
Audit Appointment	2,415.00
Audit Resignation	2,415.00
Beneficiary Amendment	1,610.00
Deregistration of Trust	Time spent
File Inspection Fee	940.00
Master of the High Court - Online update only (on demand)	Time spent
Secretarial Administrator Appointment	920.00
Secretarial Administrator Resignation - File Transfer Fee	920.00
Trustee Amendment	1,610.00

## Contact us



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