



2024 Pricelist

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

Contents

Accounting Officer	3
Registrations	3
Submissions and Administration	4
Secretarial Administration Services	5
Close Corporations	5
Companies	6
Trusts.....	7

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	1,725.00
CC - Annual Financial Statements (Dormant - Minimum)	1,610.00
Company – Annual Financial Statements (Dormant - Minimum)	5,175.00
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)	977.50
Income Tax – Deregistration (including VAT, PAYE, etc.)	Time spent
Housing Scheme	3,162.50
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	1,437.50
VET (Vocational Education and Training Levy) Registration	862.50

Submissions and Administration

Service Type	Fee
Asycuda Report Extract	230.00
Bookkeeping Resignation - File Transfer Fee	1,150.00
Confirmation letter – of non-registered taxpayer NamRA	690.00
Good Standing Certificate – Social Security	690.00
Good Standing Certificate - NamRA	690.00
Import VAT Return	345.00
Objection Submission	Time spent
PAYE Reconciliation	Time spent
PAYE Return	690.00
Provisional Tax Return	632.50
Public Officer Appointment and Change on ITAS	690.00
Refund Claim - NamRA	690.00
Social Security Return	517.50
Social Security - ECF Return	690.00
Sale of Going Concern -VAT	1,380.00
Tax Administration – Annual Fee	747.50
Tax Consultant Appointment	862.50
Tax Consultant Resignation – File Transfer fee	1,150.00
Tax Return - Submission only	747.50
Taxpayer Modification on ITAS	747.50
Tax Status Report - NamRA	690.00
VAT Return - submission only	632.50
VET Levy Return - submission only	632.50

Secretarial Administration Services

Close Corporations

Service Type	Fee
Amended Founding Statement - CC2	2,877.50
Annual Duty - CC7	982.50
Annual Secretarial Fee	1,552.50
Annual Statutory Beneficial Ownership Fee	690.00
Certificate of Membership	345.00
Conversion from Company to CC	5,325.00
Deregistration at BIPA – CC6	2,935.00
File inspection - BIPA	767.50
Good Standing Certificate - BIPA	747.50
Name Reservation - CC8	822.50
New Registration - CC1	3,600.00
Order of Court - CC5	1,152.50
Resignation – File Transfer	2,300.00
Restoration of CC - CC3	1,317.50
Statement of Account - BIPA	747.50
Yearend Change – CC9 & CC2	3,282.50

Companies

Services Type	Fee
Annual Return	2,710.00
Annual Secretarial Fee	2,357.50
Annual Statutory Beneficial Ownership Fee – BO Form	690.00
Auditor Appointment	2,685.00
Auditor Resignation	2,685.00
Company Register Update – special request (on demand)	Time spent
Conversion from CC to Company	14,378.75
Defensive Name Registration	1,525.00
Deregistration	2,875.00
Directors Change	1,457.50
Dividends – Preparation of resolution, vouchers, etc. (on demand)	Time spent
Endorsement of Certificate (non-resident shareholder)	747.50
Extension of Time (for submission of Annual Return	592.50
File Inspection - BIPA	767.50
Good Standing Certificate - BIPA	747.50
Minutes – Taking of minutes (on demand)	Time spent
Name Change	3,105.00
Name Reservation	822.50
Principal Business Change	3,045.00
Registration of Company	14,378.75
Resolutions (on demand)	Time spent
Secretarial Administration Services – Appointment	2,360.00
Secretarial Administration Services – Resignation	2,340.00
Share Allotment	3,075.00
Share Buyback	3,165.00
Share Capital – Increase	3,065.00
Share Transfer & Issue of Certificate	1,497.00
Share Certificate Replacement/Duplicate - Issue	1,725.00
Shares – Redeeming of Shares	3,065.00
Shares: Variation of Rights	3,065.00
Yearend Change	2,935.00

Trusts

Service Type	Fee
Accounting Officer/Auditor Appointment	2,300.00
Accounting Officer Resignation (File Transfer)	2,300.00
Annual Secretarial Fee	1,610.00
Annual Statutory Beneficial Ownership Fee	690.00
Audit Appointment	2,300.00
Audit Resignation	2,300.00
Beneficiary Amendment	1,552.50
Deregistration of Trust	2,875.00
File Inspection Fee	767.50
Master of the High Court - Online update only (on demand)	Time spent
Secretarial Administrator Appointment	862.50
Secretarial Administrator Resignation - File Transfer Fee	747.50
Trustee Amendment	1,552.50

Contact us



SWAKOPMUND

3 Heuschneider Street
PO Box 130
Tel: +264 64 415 100
Email: fcsswk@pkf-fcsnam.com

WALVIS BAY

128 6th Street
PO Box 4440
Tel: +264 64 215 100
Email: fcswvb@pkf-fcsnam.com
auditorswvb@pkf-fcs.com

WINDHOEK

3 Kerby Street
PO Box 9779
Tel: +264 61 387 800
Email: fcswhk@pkf-fcsnam.com
auditorswhk@pkf-fcs.com