COMPANY REGISTRATIONS
COMPANY SECRETARIAL & COMPLIANCE

Company Registrations • Disclosure / Registration Certificate • Memorandum of Incorporation • B-BBEE Certificate • SARS Income Tax Registration	R375
Beneficial Ownership Declarations	R450
Shareholders Agreement	R500
Shareholders Certificates (EACH)	R100
Company or Director Amendments	R100
Annual Return Submissions	R450
Company Register Maintenance Preparation and updating of statutory registers (share register, director's register, etc.)	R850
Drafting of Resolutions	R250
E-Filing Registrations	R300
Business Bank Account Assistance	R300
CSD Registrations	R300
Tax Registrations • Income Tax, VAT, PAYE, UIF & SDL	QOR
Tax Returns	QOR
Ongoing Compliance Support	QOR

NEW COMPANY REGISTRATION REQUIREMENTS

1. 4 x Proposed company names in priority order with number 1 being your most preferred name to register.
2. Business physical and postal address.
3, Valid and **certified** ID or passport copy of each director.
4, Physical address, cell phone number and e-mail address of each director.
5. Upfront payment of **R375.00**.

   Banking details:
   Account name | **Sadonté (Pty) Ltd**
   Bank | **Capitec Business** [not Capitec]
   Account number | **1052117503**
   Branch code | **450105**
6. E-mail or WhatsApp required information, copies of required documents and proof of payment to:
   E-mail: admin@sadonte.co.za OR WhatsApp 0620165128.

BENEFICIAL OWNERSHIP DECLARATONS

- The Companies and Intellectual Property Commission of South Africa (CIPC) began implementing beneficial ownership (BO) on 01 April 2023.
- The filing of BO information became mandatory on the 24th May 2023.
- On the 1st July 2024, CIPC has strictly enforced the filing of BO information together with the filing of Annual Returns.
- Companies registered with the CIPC after May 24, 2023 must file beneficial ownership information within 10 business days of incorporation.

Beneficial Ownership Declarations identify the people who ultimately own or control a company.

PURPOSE

- **Reduce financial crime**
  The declaration helps to reduce the risk of money laundering and terrorism financing.
- **Assist law enforcement**
  The declaration provides law enforcement with information to help investigate who owns a company.
- **Increase openness**
  The declaration helps to increase openness and reduce the likelihood of financial crimes.

WHO MUST SUBMIT

- Anyone with more than 5% beneficial ownership of a company or close corporation must submit a declaration.

WHEN MUST IT BE SUBMITTED

- The declaration must be submitted annually, along with the company's annual return.
- If there is a change to the beneficial ownership information, it must be reported within five business days.

PENALTIES FOR NON-COMPLIANCE

- Non-compliance can result in investigations, sanctions, administrative fines, and the disqualification of directors.

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