

What do we offer?

- Accounting and bookkeeping:
 - Attend to data capturing and reconciliation of Bank, Suppliers and Customers
 - Apply all accounting & legal policies and principles
- Payroll:
 - Process payroll and payslips, submit EMP201
 - Annual and bi-annual EMP501 returns
- VAT:
 - Process, compile, reconcile and submit VAT returns
- Annual Financial Statements:
 - Information Analysis
 - Analysis and summarize information
 - Prepare, compile and draft financial statements in relation to client information
 - Prepare, compile and draft management accounts when required
 - Compile, calculate and submit Income Tax returns: IT12, IT14, IT12TR, IT14SD, IT144
 - Liaise with SARS on behalf of clients addressing income tax or financial enquiries, objections, assessments, appeals, complaints and SARS correspondence
 - Provisional tax return submissions
 - Dividends tax submission when required
- SARS registrations and Compliance
 - Tax Clearance Certificates
 - Attend to various registrations: Income tax, VAT, Payroll tax, UIF, WCA
- Secretarial Services:
 - CIPC compliance, new Company registrations



SM Professional Services (Pty) Ltd

Accounting & Taxation

Meet your Tax Consultant...

Monique Coetzer has 18 years' experience in accounting and taxation, is registered with SARS as a Tax Practitioner as well as with the South African Institute of Taxation (SAIT)



SARS Tax Practitioner : PR-0117863

South African Institute of Taxation Membership: 77100023

Our services are structured according to the unique, personal and industry-specific need of our clients.



+27 (0)68 035-3189



+27 (0)82 443-9504



+27 (0)82 774-2126



smgs@thesmgroupp.co.za