

# TRAINING TAX ADVISORY SOFTWARE



## SERVICES

### MINIMUM FEES STRUCTURES SMALL AND START-UPS BIG

SERVICES	COMPANY SIZE	SMALL	MEDIUM	LARGE
<b>PROFESSIONAL</b>		<b>MINIMUM FEE</b>	<b>MINIMUM FEE</b>	<b>MINIMUM FEE</b>
Financial Accounts		2,500.00	4,500.00	6,500.00
Management Accounts		3,000.00	5,000.00	7,500.00
Cash Flow Projection		250.00	400.00	600.00
Individual taxes		1,000.00	2,000.00	3,000.00
Company Taxes	see 1	2,000.00	3,000.00	3,500.00
PAYE	each employee	250.00	300.00	350.00
VAT		400.00	500.00	600.00
<b>COMPANY SECRETARIAL</b>				
Company Re-registration		800.00	800.00	800.00
Company Registrations	includes sec appointment & recordkeeping, opening bank account, tax registration n clearance, Share certificate,	2,000.00	2,000.00	2,000.00
Business Re-Registration		350.00	350.00	350.00
Shelf Companies		2,500.00	2,500.00	3,500.00
Tax Registrations		300.00	300.00	300.00
Tax Clearance		350.00	600.00	1,000.00
Share Certificate		200.00	250.00	300.00
Share Transfer		350.00	450.00	550.00
Resolution		200.00	250.00	350.00
Notice of Change of Directors		500.00	650.00	1,000.00
Director appointment		200.00	250.00	300.00
Bank Accounts opening		250.00	350.00	500.00
Change of directorship		250.00	300.00	400.00
Annual Returns		400.00	500.00	600.00
BURS Returns		400.00	600.00	1,000.00
Trading licences		2,000.00	2,500.00	3,000.00
PPADB Registration		2,000.00	2,500.00	3,500.00
Secretary Appointment		350.00	1,000.00	2,000.00

BOLENG TRAINING AND CONSULTANCY SERVICES (PTY) LTD, PLOT 25265 , GAKI ROAD , BLOCK 9 , GABORONE

P O Box 500637, Gaborone Tel: 3186093 Fax: 3956469 email: [info@bolengconsults.co.bw](mailto:info@bolengconsults.co.bw)

SERVICES	COMPANY SIZE	SMALL	MEDIUM	LARGE
<b>BUSINESS PLANS</b>		<b>MINIMUM FEE</b>	<b>MINIMUM FEE</b>	<b>MINIMUM FEE</b>
Ceda		2,000.00	2,500.00	3,500.00
Banks		2,000.00	2,500.00	3,500.00
Gender Affairs		1,000.00	1,000.00	1,000.00
YDF		800.00	800.00	800.00
EDD Certificate		2,000.00	2,500.00	3,000.00
Cash Loan /Pawn Shop Licence		7,000.00	10,000.00	15,000.00
Land Board Management Plans		1,000.00	1,500.00	2,000.00
Tender Preparations	including use of our stationery	5,000.00	6,500.00	70,000.00
Work and Residence Permits		10,000.00	15,000.00	20,000.00
Contracts		300.00	500.00	100.00
24 Company Profiles		500.00	750.00	1,000.00
<b>BRANDING</b>				
Professional logo		1,500.00	2,500.00	5,000.00
Business Cards Design		300.00	400.00	500.00
Letterhead		300.00	400.00	1,000.00
Quotation Template		200.00	300.00	400.00
Receipt Book		500.00	600.00	1,000.00
Flyer		250.00	350.00	500.00
Company Profile		1,000.00	1,500.00	2,500.00
Corporate Identity		4,000.00	5,000.00	7,500.00
Websites		7,000.00	10,000.00	15,000.00
Company Stamps/seal		1,000.00	1,500.00	2,000.00
Email housing		1,000.00	1,500.00	2,500.00