

CLIENT ONBOARDING CHECKLIST



COMPANY NAME: _____

SERVICES	TASKS	YES/ NO	NOTES
Payroll	• Payslip preparation		Staff compliment_____
	• Monthly EMP201 submissions		
	• Bi-Annual EMP501 submissions		
	• Annual COIDA Return submissions		
Bookkeeping	• Processing of all bank statements and suppliers		Approx transactions_____
	• Review of all processing done by in-house accountant		
	• Monthly Management reports		
	• Processing of sales invoices		
Tax	• Preparation and filing of Income Tax		
	• Preparation and filing of Provisional Tax		
	• Preparation and filing of monthly VAT Returns		
	• Preparation and filing of bi-monthly VAT Returns		
Audit/ Review/ Compilation	• Perform Audit on Company Annual Financial Statements		
	• Perform Independent Review on Company Annual Financial Statements		
	• Only compile Annual Financial Statements		
Secretarial / Compliance	• File Annual Returns to CIPC		

CLIENT ONBOARDING CHECKLIST



COMPANY NAME: _____

SERVICES	TASKS	YES/ NO	NOTES
ANNUAL TURNOVER	<R1 MILLION		
	>R1 MILLION BUT SMALLER THAN R10 MILLION		
	>R10 MILLION		
COMPANY TYPE	PRIVATE COMPANY		
	CLOSE CORPORATION		
	TRUST		
	SOLE PROPRIETOR		
MAIN INDUSTRY AND OPERATIONS			

Thank you for your inquiry!