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Company Secretarial Services Pricing Guide.

*valid from 1 January 2026

www.commence.co.za

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Our CIPC Registration Services.

Private Company (PTY) LTD Registration
R1,200.00

Registration includes: CIPC Fee, Name Reservation, Company Registration Documents, Income Tax Number Registration.
Timeframe: 3 business days.

Non-Profit Company (NPC) Registration
R2,000.00

Registration includes: CIPC Fee, Name Reservation, Company Registration Documents, Income Tax Number Registration.
Timeframe: 5 business days.

Personal Liability Company (INC) Registration
R3,000.00

Registration includes: CIPC Fee, Name Reservation, Company Registration Documents, Income Tax Number Registration.
Timeframe: 7 business days.

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Our CIPC Compliance Audit
& Action Summary.

CIPC Compliance Audit & Action Summary

Our CIPC Compliance Audit is a structured review of your company's standing with the CIPC. We assess your statutory position, identify risk exposure, and provide a clear action plan to correct any issues before they escalate.

Our audit covers: **Company Status Verification, Annual Return Review, Director & Shareholders Records, and Registered Details Assessment presented in a concise compliance summary report.**

Ensure your company is compliant, up to date, and not exposed to unnecessary regulatory risk.

R550.00 once-off
Timeframe: 3 business days

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Our Company
Secretarial Services.

Annual Returns (1 Year)
R350.00
Includes: Filing facilitation fee only. (CIPC Returns Fee: TBC)
Timeframe: 2 business days.

Annual Returns (2 Year)
R700.00
Includes: Filing facilitation fee only. (CIPC Returns Fee: TBC)
Timeframe: 2 business days.

Company Beneficial Ownership
R600.00
Includes: Tailored Mandate Template, Share Certificate, Company Beneficial Ownership Filing. Timeframe: 3 business days.

Reinstate deregistered company
R1,700.00
Includes: CIPC re-instatement fees, re-instatement facilitation fee, beneficial ownership filing (outstanding annual returns TBC).
Timeframe: Up to 21 business days.

Obtain Historic Documents at CIPC
R400.00

Includes: Sourcing any historic documents, CIPC fees, service facilitation fee. Timeframe: 1 business day.

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Name Reservation
R500.00
Includes: CIPC fee, facilitation fee. Timeframe: 3 business days.

Company Name Change
R1,000.00
Includes: CIPC fee, updated documents, facilitation fee.
Timeframe: 5 business days.

Company Address Change
R600.00
Includes: Updated Documents. Timeframe: 5 business days.

Director Amendments
R600.00
Includes: Add/Resign Directors. Timeframe: 5 business days.

Financial Year End Change
R550.00
Includes: CIPC fee, updated documents, facilitation fee.
Timeframe: 3 business day.

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Contact Us.

Speak To Us.
Compliance@commence.co.za
+27 71 289 4585 - Lodumo, Director

Working Hours.
Mon - Fri: 09:00 - 17:00
Weekends / Public Holidays: Closed

Location (appointment only).
155 West Street, Sandton,
Johannesburg, WeWork, 2031.