

Quick Links

- Personal Budget
- Property & Tax
- Financial planning with Trusts
- Wills - Requirements and worksheet
- Cybersafe login
- PSG-online login

Dear Clients and Friends

We would like to keep you informed of the following aspects relating to February year-end entities and all individuals and trusts.

This is the time of the year where some critical decisions relating to taxation can still be made in time.

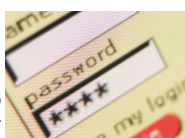
Do not leave this planning too late.

Yours sincerely,

CAP Team

DOCUMENT PASSWORDS

Please note some of the documents on the website are password protected. In order to obtain the password send a mail to share@chartered.co.za. The server will send a password immediately.



CAP'S BEEE STATUS

We are glad to announce that we have been successfully accredited as a BEEE provider. To view our scorecard, please [click here](#).



PROVISIONAL TAX RETURNS DUE SHORTLY

We will be preparing the 2010 second provisional tax returns for submission shortly (starting with February year-ends). For this purpose we will require your latest trial balance and an indication of major deviations from this trend from the trial balance date to the end of the financial year.

As per previous communication please note that these calculations need to be fairly accurate in order to avoid hefty fines. The taxation paid needs to be within 80% of the final tax liability. If there is an amount payable, subsequent to the final calculations, we will forward you the amount, SARS references and bank details for payment. If there is no amount payable we will be submitting the returns without any further correspondence. For questions e-mail colien@chartered.co.za For more details [read here](#).



STOCK COUNTS (WHERE APPLICABLE)



Companies: As part of our annual audit, we need to attend the stock take in order to perform spot-checks on the physical stock compared to the stock-take documentation. Please schedule an appointment with us at least two weeks in advance.

Close Corporations: According to law you have to perform a stock count if you carry trading stock. Please ensure that you have these stock count records available in the event of an inspection by SARS.

TRUST DONATIONS

Please make use of your annual donation of R100 000.00 per person to your trust. This amount is



free of donations tax and does not have to remain in the trust indefinitely if you do not have the cash flow. Even if you withdraw the money again at a later date, against a loan account, it will still reduce the value of your personal estate and increase the value of the trust. If you and your spouse donate this amount annually, you will build up an estate duty saving of R40,000 every year! If you do not have a bank account for the trust, let us open an Investec Corporate Saver Account for you with no monthly banking charges and very good interest rates. The account will be open within two days. Please email psg@chartered.co.za for more information.



TAX SAVING OPPORTUNITY FOR INDIVIDUALS



You still have the opportunity to reduce your tax and improve your retirement options by contributing to a **retirement annuity**. This can also be done by way of a lump sum payment before 28 February. The new options available are substantially better than old products including the ability to stop paying without losing money, minimal intermediary cost, more investment options and NO tax within the investment, which increases the return. Mail psg@chartered.co.za for more information.

If you have any questions regarding the above please do not hesitate to contact the partner in charge of your affairs. Be assured of our endeavour to provide the best possible service at all times.

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