

MANDATE AND APPOINTMENT TERMS AND CONDITIONS

CLIENT/TAXPAYER FULL NAME AND ID/REG NUMBER:

Cellular _____

Email _____

SARS Login _____

Password _____

Taxco Helps-You-eFile

The use of the Taxco Helps-You-eFile functionality by the Client is subject to the SARS eFiling website Terms and Conditions that apply to access and use of the SARS eFiling service. See <http://www.sarseFiling.co.za> for more details.

You, the Client, specifically acknowledges that:

You are familiar with and accept The SARS eFiling website Terms and Conditions. You are the Taxpayer, the representative Taxpayer, or the Taxpayer's duly authorised agent, with the necessary written authority from the Taxpayer, as contemplated in The SARS eFiling website Terms and Conditions. All information provided by you, during the Help-You-eFile session with the Taxco agent, shall be true, correct and complete.

eFiling Login and Password

You authorise the Taxco agent to access your Sars- eFiling profile.

Help-You-eFile and other Taxation Services

You, as the initiator of the Help-You-eFile session, understand that the Taxco agent may at any time during the Help-You-eFile session or thereafter, change any of the information on your eFiling profile as directed by you. You will double check and ensure that Taxco have made all the correct changes as requested by you orally or in writing on a continuous basis after the Help-You-eFile session.

You specifically grant by this mandate to the Taxco agent authority to assist you with the submission of the Taxpayer's tax return and such services selected on the reverse of this Mandate. You acknowledge that all responsibilities and liabilities under any Tax Act remains with you, the Taxpayer.

You further undertake to ensure and only submit information to Taxco and SARS that is a true and a correct reflection of the information of the Taxpayer. Should this mandate change, you will provide the new mandate or cancellation thereof to SARS within 3 (three) months of such change.

In addition to the above, Taxco may assist with the preparation and submission to the South African Revenue Services (SARS) of the Income tax returns, Provisional tax, Employee tax, UIF and VAT returns of the Taxpayer. This includes the completion and return of IT12, IRP6, EMP201, UI19 and VAT201 forms which have been duly approved and signed by you or on your behalf, which authority you grant to us in this appointment. To submit the returns according to the time specifications that you have stipulated, and to review related tax assessments for correctness. You may also request us to assist you to respond to queries from SARS and to errors in assessments identified by our review of assessments and to a lodge the appropriate objections where considered necessary.

Taxco may also act as your tax adviser on any other matter specifically referred to us.

Fees and Pre-quote

Taxco fees are computed principally on the basis of the time spent on your affairs and will be pre-quoted and billed separately for each class of work, where appropriate i.e. Submission of annual tax return, Expense sheets, SARS Queries, supporting document request and SARS audits.

Taxpayer responsibility

Taxco can only give advice and assist based on the information provided by the Client, and the ultimate responsibility for the completeness and correctness of declared information are those of the Client and the Client decides ultimately to submit the information or to follow given advice, or to request a second opinion or not.

It is the Client's responsibility, where applicable, to ensure that information is completed correctly by Taxco on the submitted forms and that sufficient funds are available for the payment of such returns as and when due. The Client, also being the Taxpayer, is the declarant, notwithstanding the fact that Taxco may complete the return based on information (supplied by the Client and or/his staff) or who actually completes the return, and at all times declare that the returns submitted were checked by the Client and once submitted, are true, complete and correct as required by SARS.

The Client declares that he understands that he is the Taxpayer and that it is his responsibility to ensure that his tax affairs are up to date and kept in such a manner that is required by any law and all information supplied is true and correct. He is fully aware that as Taxco can only act on specific written instruction, information and representations provided by him, he accepts full responsibility for any taxation, levies, penalties and interest that may become due from time to time and exempts Taxco, it's trustees, employees and agents, without prejudice, from all such liabilities in this regard.

In the event that there is a damages claim against Taxco, the damages is limited and cannot be more than twice the fee paid for the relevant service.

You will be liable to SARS for the due and timeous fulfilment of all your obligations towards SARS and cannot transfer or delegate any responsibility to Taxco.

Enquiries, payments, registrations and applications

Taxco may enquire into any matter regarding the Taxpayer's tax affairs or compliance of that of a Company, CC, Partnership or Trust to whom he may be associated with regarding taxation, any other levies and/or contributions received or paid to insurance, banks and/or other companies. This appointment further includes the right to sort out queries on any related matter, the handling of payments and the collection of refunds on his behalf. To make, assist and advise on any registrations, applications for any registration, amnesty, exemption, grant or deduction as required for whomever, from time to time.

Working Papers

The working papers produced in conducting Taxco services are the confidential property of Taxco and are not available for inspection. It is accepted that Taxco will keep Taxpayer information and may utilise it for any professional purpose.

Zero Tolerance Policy

Please note that Taxco enforces a policy of zero tolerance concerning unethical behaviour, unprofessional or fraudulent acts of clients and service providers. Accordingly, any entity or person that has been found to have undertaken unethical, unprofessional or fraudulent behaviour will be suspended or forbidden to continue business relations with any of the Taxco member firms.

I confirm my agreement to all the terms of this mandate and accept my responsibilities in terms hereof by signing below and warrant authority hereto.

Taxpayer/Representative Taxpayer

Date