



ADMIN INDUSTRIAL (Pty) Ltd

(A Division of C & Z Professionals)

Telephone 011 339 1408, 011 022 2929

103 Katherine St, Sandton 2196, P O Box 30635, Braamfontein 2017

Processing Office 401 Management House, 38 Melle Street, Braamfontein 2001

APPLICATION FOR DISCOUNTED ACCOUNTING FEES

| | | |
|--|------------------------------|----------|
| Where Are You Operating From? | Area or Town | Province |
| First Name(s) | | |
| Surname | | |
| Mobile Number | | |
| Telephone number | | |
| E-mail address | | |
| Married | Yes | No. |
| Residential Address | Business/Work Street Address | |
| Previous Residential Address(if any) | | |
| Next of Kin- person not staying with you | | |
| Mobile phone of next of Kin | | |
| What is your small business engaged in? | | |
| Provide CK Name and registration number | | |
| Tax number | | |

Terms and Conditions of Agreement

1. This agreement provides you and/or your small business discounted accounting fees every year.
2. Most of the attendances are by phone, internet, whats app and email countrywide. The services are;
 - 2.1 For individuals who are employed, all tax returns for individual. No tax refunds are promised, but if any ten(ten) percent of amount refunded is payable to Admin Industrial.
 - 2.2 For small businesses - cash book and invoices processing to trial balance, all tax returns required by law, all compliance filings and one annual financial statement after each company year end.
3. The discounted fees areVat Inclusive as follows;
 - 3.1 For individuals who are employed the fee is R114.00 per month paid by monthly stop order.
 - 3.2 For small businesses and its owner, R114.00 for every R1 million turnover, or part thereof.
4. The R114 covers work in 2 above and lodgements, but excludes statutory fees for CIPC and SARS.
5. The agreement is valid for 12(twelve) months and is not subject to cancellationor during this initial period or any refunds. Thereafter either party is allowed to cancel on 1(one) calendar month's notice. Unless formally cancelled by letter or email, by either party, this contract is deemed to be running on these terms.

Signed aton this.....dayof20.....

| | |
|------------------------|--|
| Signature of Applicant | |
| Witness signature | |

Please fill in Account holder details and Bank details, then sign stop order form below.

Admin Industrial (Pty) Ltd

(Part of AGN and C & Z Professionals stable)

Debit Order Mandate or Payment instruction

| | |
|----------------------------|-------------------------------------|
| Unique Reference Number | _____ |
| Recurring Payment | Monthly |
| Day of Week | _____ |
| Recurring Amount | _____ |
| Once-Off Payment Amount | Nil _____ |
| Specific Collection Period | Monthly (from _____ to Month _____) |
| Variable Amount Allowed | <input type="checkbox"/> |

Account holder details

| | |
|--|--|
| Fullnamesandsurname/institution/trust | _____ |
| ID/Passportnumber | _____ Country of issue _____ |
| Registration number of institution/trust | _____ |
| Type of institution | _____ Company/Closed Corporation/Trust/Deceased Estate/Partnership/Other |
| Physical address | _____ |
| Postal Address | _____ |
| Telephone Number (h) | _____ (w) _____ (c) _____ |
| E-mail address | _____ |

Bankdetails

| | |
|---|--|
| Nameofbank _____ | Name of branch _____ |
| Accountnumber _____ | 6-digit bank code _____ |
| TypeofaccountCurrent <input type="checkbox"/> | Savings <input type="checkbox"/> Transmission <input type="checkbox"/> Other _____ |

Deductions

Dateoffirstdeduction _____ (dd/mm/ccyy), thereafter regularly according to the agreement.

- If however, the date of the payment instruction falls on a non-processing day (weekend or public holiday); I agree that the payment instruction may be debited against my account on the following business day; or
- I agree that Admin Industrial (Pty) Ltd has the right to forward the payment instruction to the previous working day.

Any payments in arrears must be collected additionally with the first next deduction? Yes No

Declaration

I, the undersigned, request Admin Industrial (Pty) Ltd, to arrange with my bank to collect, by means of the debit order system, the payments in terms of the stipulations of the contract and payments in arrears (as they may be amended from time to time/where applicable/where so requested) of the above-mentioned against my account.

Signature of payer _____ Date _____