

CAPSTONE ADVISORY SERVICES CC
REG. 2005/152956/23

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Practice number SAIBR 798**

To Whom It May Concern:

This is some of the services we offer. Our prices are reasonable and service is excellent. Should you want a quote or meeting feel free to contact Mariuseither by email or cell. You can also visit our website at www.capstoneadvise.co.za for up to date news.

Annual Returns

For both Close Corporations and Companies.

Business Valutions

We offer the ability to analyse any company accounts, and based on that information, create a valuation of that business for you.

Drafting Contracts

Both from a business perspective or for staff employment, we offer the service to draft contracts for your company protection.

Financial Statements

Periodical statements for various business forms.

General Consultations

Often you just need a push in the right direction. We at Capstone offer just this service. Rather than paying us to manage your financials we can rather advise you in how to achieve certain criteria for yourself or your business.

Monthly Bookkeeping

All facets of your company from acquisitions to sales and salary payments are managed and run on a month by month basis. At any point company revenue reports can be drawn and analysed to help streamline and improve your business.

PAYE & VAT

PAYE and VAT management are a constant headache with any business. Capstone Advisory can manage this process and through their knowledge of the financial system offer bi-monthly returns where applicable.

PAYE, VAT, UIE & Wormens Compensation

Registration of all of these business requirements can be administered by Capstone.

Payroll Processing

Salary and wage management of all your permanent and sub-contracted staff.

Personal & Business Taxation

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Either in your personal capacity or business, taxation is a reality that we all bare. However, there are many tax breaks available to you and your business if you are advised correctly. Capstone offers this service in abundance.

Trusts, Wills and Deceased Estates

Capstone Advisory can draft trusts and wills, as well as act as executor to deceased estates.

Business Resturcturing

We assist with restructuring struggling businesses in order to make them more profitable again.

Computer Sales

Especially advantageous to start up businesses. Capstone offers you the ability to acquire computer hardware to run and maintain your company.

Pastel Accounts Resellers

In addition to us managing and consulting you in regards to all accounting matters, we can also offer the Pastel Accounting system in order to manage and maintain all your financial administration.

Debt Collecting and Credit Checks

Another service we offer is to do debt collecting and credit checks on behalf of our clients. Listing slow payers as well as blacklisting clients who refuses to pay.

Drafting of Memorandum of Corporation

We assist with the drafting of the Memorandum of Incorporation which will replace the old company Articles of Association.