



32 Gluning Road, Malvern, Queensburgh, 4093
Email : jacqui@jstbookkeeping.co.za Cell : 0722886633

SERVICE AGREEMENT BETWEEN:

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("Client")

and

JST BOOKKEEPING SERVICES

("Bookkeeper")

("The Parties")

1. Scope of services

The Bookkeeper agrees to provide the following services to the Client:

- ☐ Capturing of Bank accounts/Petty Cash – (Programs used Pastel18, Pastel19, SAGE Online)
- ☐ Management Accounts (Monthly or Bi-Monthly when VAT is due)
- ☐ Trial Balance to balance Sheet
- ☐ VAT Registrations/Report & VAT201 Submission/DRC (**Domestic Reverse Charge**)
- ☐ Customs Registrations – RLA (**Registration, Licensing and Accreditation**)
- ☐ Company Registrations
- ☐ PAYE Registrations
- ☐ PAYROLL – Payslips, Reports, EMP201 Submission
- ☐ UIF declaration on Ufiling System
- ☐ EMP501 – mid year and end year submissions, IRP5/IT3



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- ☐ Workman's Compensation (COIDA) – Registration, Submissions and LOG (Letter of Good Standing)
- ☐ Provisional Tax Returns
- ☐ Income Tax Returns
- ☐ Income Tax registrations
- ☐ BEE Affidavits
- ☐ Other:

Additional services outside the agreed scope may be provided at the Bookkeeper's discretion and will be billed separately at the rate of R250.00 per hour.

2. Fees and payment terms

The Client agrees to pay the Bookkeeper as follows:

Fee structure: Our rate is R250.00 per hour and is determined by the scale and complexity of your business requirements. A detailed quotation will be provided once your specific needs have been assessed.

- **Payment terms:** Payments are due within 30 days of receipt of the invoice.
- **Late fees:** Payments not received by the due date will incur a late fee of R100.00 after 5 days.

3. Timeline and deliverables

We strive to build professional yet personal relationships with our clients, ensuring that your business needs are always our top priority. Through collaboration and clear communication, we can bring your vision to life and achieve meaningful, lasting results.

All tasks and deliverables will be completed within specified times upon receipt of all the necessary documentation from the Client.



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4. Client Responsibilities

The Client agrees to provide the following:

- Access to all relevant/necessary financial records, receipts, statements, and accounts.
- Timely responses to any requests for additional information or clarification.

Failure to provide the required documents on time may result in delays or additional fees.

5. Non-Solicitation

The Parties acknowledge and agree that in the event the Client directly or indirectly solicits, approaches, or engages the Bookkeeper, the Bookkeeper's company, or its representatives, such engagement shall be deemed initiated by the Client of their own independent volition. Consequently, such actions shall not constitute a breach of any restrictive covenants, non-solicitation, or non-compete obligations the Bookkeeper may have with any third party.

6. Confidentiality, Protection and Sharing of Information and Data Security

The Parties agree to maintain the confidentiality of all sensitive and proprietary information. The Bookkeeper agrees to protect all financial data and prevent unauthorised access to the Client's information. The Client agrees to securely share financial documents through approved communication channels.

By signing this form, the Client consents to their personal information being processed by the Bookkeeper in terms of the Protection of Personal Information Act, No. 4 of 2013 (Popia) and consent is effective immediately and will remain effective until such consent is withdrawn. The Client understands the purposes for which their personal



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information is required and for which it will be used and consent to the Bookkeeper accessing their personal information and sharing such personal information with third parties strictly for the accurate assessment and completion of the services rendered.

The Client declares that all their personal information supplied to the Bookkeeper is accurate, up to date, not misleading and that it is complete in all respects and will be held and/ or stored securely for the purpose for which it was collected and that the Client will immediately advise the Bookkeeper of any changes to their personal information should any of these details change.

The Client also understands that they have the right to request that their personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the Bookkeeper is no longer authorised to retain it.

7. Termination

This Agreement may be terminated by either party on 14 days written notice. Upon termination, the Bookkeeper will provide all completed work and final invoices to the Client. If the Client terminates without the required notice, a termination fee of may apply.

8. Dispute resolution

In the event of a dispute arising from this Agreement, the parties agree to resolve the matter through mediation before taking legal action. Any legal disputes will be handled in the jurisdiction of the Magistrate's Court.

9. Agreement renewal

This Agreement shall remain in effect for a period of 6 months unless cancelled. After the initial term, it may be renewed for an additional 6 months upon mutual agreement.



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10. Limitation of Liability

The Bookkeeper's liability to the Client for any claims, losses, or damages arising out of this Agreement, whether in contract, negligence, or otherwise, is limited to the total fees paid by the Client to the Bookkeeper under this Agreement. The Bookkeeper shall not be liable for any indirect, incidental, or consequential damages, including but not limited to loss of profits, business interruptions, or data loss, even if the Bookkeeper has been advised of the possibility of such damages. This limitation of liability applies to the fullest extent permitted by applicable law.

11. Signatures

By signing below, both parties acknowledge that they have read, understood, and agreed to the terms of this Agreement.

Client name:

Signature:

Date:

JST BOOKKEEPING SERVICES

Signature:

Date: