



# **SACC Management Services Payroll & Tax Services PROFILE**

Tel: 012 663 2082

Fax: 012 663 2353

[www.saccms.co.za](http://www.saccms.co.za)

211 Leonie Str, Doringkloof, Centurion, 0157



## TABLE OF CONTENTS

MESSAGE FROM CEO.....	1
OUR TEAM.....	2
BENEFITS FOR OUTSOURCING.....	3
WHY OUTSOURCE TO SACC MS.....	3
KEEPING UP WITH LEGISLATION.....	3
SERVICES.....	4
EXAMPLES OF INVOICING.....	5
VISAS.....	6
DOCUMENTATION.....	7





## Message from the CEO

SACC MS provides a more prevailing and cost effective option on your payroll outsourcing needs – solutions that are geared towards the enhancement of strategic and tactical human resource and processes that have a direct impact on the quality of your payroll.

Our value proposition to you:

### Competitive pricing

- Leveraging on existing competencies
- Access to internal capabilities and specialization

### Service Quality

- Specialized Staff
- Maximum level of confidentiality
- Excellent rapport with regulatory establishments
- Experience in managing complex and customized processes

### Tailored solutions

- Solutions that are fully customized to your company's needs and requirements

Our knowledge of payroll is extensive and our high level of service provides a complete outsourced solution to companies of all sizes.

To our clients, we promise accurate payroll processing, delivered on time - each and every time combined with efficient processes, complete satisfaction and a real partnership.

To our contractors, we promise to guide you every step of the way, be available for all questions and queries and peace of mind that a reputable company is handling your payroll.



**Stephan Dauth**  
Chief Executive  
Officer



## Our Team



**Stephan Dauth**  
Chief Executive  
Officer



**Amanda Turner**  
HR & Operations  
Director  
amandat@sacc.co.za



**Yolande Moolman**  
Financial Consultant  
yolande@sacc.co.za



**Ellen Shirinda**  
Assistant Director:  
Administration  
ellens@sacc.co.za



**Linda Emge**  
Bookkeeper  
lindae@sacc.co.za



**Leon Potgieter**  
Payroll Master  
leonp@sacc.co.za



**Olivia Nel**  
Bookkeeper & Accountant  
Assistant  
olivia@sacc.co.za



**Linda Labuschagne**  
Marketing  
Consultant  
linda@sacc.co.za



## **Benefits of outsourcing your Payroll to SACC MS:**

- Minimizing costs – the mistake is often made to compare the salary of a payroll administrator to the cost of outsourcing the service, but in this the direct costs involved is neglected. Direct costs can include:
  - Office space (rental)
  - Equipment needed: computer, printer, internet, desk, chair etc
  - Bank charges: on transfers, cheques, banking software
  - License fees for software: Payroll, Microsoft, antivirus etc
  - Consulting and Training fees
  - Stationary: Payslips, Printer Cartridges etc
- Outsourcing will allow your company to focus on main company objectives
- Prevents internal fraud and eliminate risks – risks involved in the administration of large amounts of money, the assessment of these risks and the insurance of these risks
- Best Practice – Outsourced payroll can deliver the best practice systems and the experts to manage it.
- Keep ahead of regulation changes

## **Why outsource to SACC MS**

- Sustainability and Stability – We have a sustainable business with adequate personnel and support procedures
- Internal Controls put into operation by SACC MS – We have support systems in place where significant and appropriate information is stored. We also ensure confidentiality
- Knowledge and Education – We have extensive knowledge, educations and skills as well as vast experience with different scenarios
- Flexibility – Your needs are important to us and we are willing to accommodate any special needs you might have

## **Keeping up with legislation changes:**

We ensure that we are on top of the following legislation changes within South Africa:

- Basic Conditions of Employment Act
- Income Tax
- Occupations Injuries and Diseases Act
- Unemployment Insurance Act
- Skills Development Act
- Labour Relations Act



## Services:

We effectively assist various corporate customers by providing them with the following services:

- Payroll Processing – weekly, fortnightly, monthly & executive payrolls
- Detailed computerized secure payslips
- Management of payroll Administration
- Individual financial year-end and tax returns
- Balancing of Employee tax and processing of IRP5 and IT3a certificates
- Salary Structuring
  
- Management and auditing of leave:
  - Annual leave
  - Sick leave
  - Compassionate leave
  - Family Responsibility leave
  - Special leave
  
- Month end reconciliation and statutory returns:
  - UIF
  - PAYE
  - Retirement Annuities
  - Medical
  - Other
  
- Submission of Electronic Funds and transfer of payments
- Contractor Management
  - Leave
  - Injury on Duty
  - Contract Negotiations
  - Drafting of Contracts
  
- Package Modeling
  - Works on a "Cost to Company" principle and will correctly calculate the accurate contributions and deductions for all company specific employee benefits as well as all statutory deductions such as tax, UIF and SDL. It also caters for Car Allowances based on the value of vehicle and distance traveled.

### **Further services offered by SACC MS to Client:**

- Interaction with contractor on behalf of client
- Invoicing
- Consultant Management
- Client books
- Statutory fees are paid
- Company tax returns

### **Additional assistance for you and your contractor:**

- Arrange LOA's
- Furnished apartment rentals
- Flight arrangements
- Visas



**Example's of how we will invoice for the above:**

***Additional Costs if assistance is needed***

<b>Car Rental pm</b>	5,600.00
SACC Cost 2.5%	140.00
<b>Total</b>	<b>5,740.00</b>

(Small car per month - we have a agreement with Udrive for vehicles for consultants)  
admin and bank payment cost  
per month

<b>Furnished apartments pm</b>	11,000.00
SACC Cost 2.5%	275.00
<b>Total</b>	<b>11,275.00</b>

(Can be smaller - cost less, consultants choise or make use of B&B's)  
admin and bank payment cost  
per month

<b>Medical Aid</b>	
Only hospital plan	820.00
SACC Admin fee	40.00
<b>Total</b>	<b>860.00</b>

(Immediate cover, under the SACC Discovermy Medical Aid scheme in South Africa)  
per month payable

<b>Flight tickets</b>	
CT to Paris Return	7,800.00
SACC Cost 2.5%	195.00
<b>Total</b>	<b>7,995.00</b>

(SACC assists if need be with the bookings & payment of flights)





## Visas

We assist in getting the following for consultants:

1. Business Visa - under 11.2 (B) work
2. Permit

**1) Business Visa** Candidate apply for 1st Business Visa in his country and pay the cost we will supply invitation letter. Normally valid for a period of 3 months and can get it in 2 or 4 weeks

### **First Application**

Cost	3,725.00	per application
SACC fee 2.5%	93.13	
Total Cost	3,818,13	

### **Extension of this Visa:**

You will get another 3 months to work in SA before you need to leave - this will give you a period of 6 months in total

Cost	2,625.00	per application
SACC fee 2.5%	65.63	
Total Cost	2,690,63	

Cost is higher because the following must be done and it takes up to 3 to 4 months to get the Visa depending on the Dept of Home Affairs work volume

1) Give candidates qualifications in at SAQA Board in SA for approval - this takes 3 to 4 weeks

2) Advertise the post in the news paper with a week closing period - get other applications, short list candidates, interview them and give your applicants CV plus our recommendation in at Home Affairs together with the application form and SAQA approval to apply for work permit. (This is time consuming and unfortunately needs to be done)

### **2) Work Permit Application**

We will apply for a 12 months work permit that can be extended

#### **Work Permit**

Cost	14,810.00	per application
SACC fee 5%	740.50	
Total	15,550.50	This is done Via Migration Station in SA

#### **Extension Permit**

Cost	4,820.00	per application
SACC fee 5%	241.00	
Total	5,061.00	This is done Via Migration Station in SA

Cost is higher because the following must be done and it takes up to 3 to 4 months to get the Visa depending on the Dept of Home Affairs work volume

1) Give candidates qualifications in at SAQA Board in SA for approval - this takes 3 to 4 weeks

2) Advertise the post in the news paper with a week closing period - get other applications, short list candidates interview them and give your applicants CV plus our recommendation in at Home Affairs together with the application form and SAQA approval to apply for work permit. (This is time consuming, but needs to be done)



## Documentation needed

### Work Permit General

Proof of qualifications evaluated by South African qualification authority

- A letter from the employer why a citizen/resident could not fill the position.  
Accompanied by documentary proof of efforts made to obtain the services of a citizen or resident
- Advertisement of the position advertised in the national print media advert size 6 cm x 6cm with a closing date
- Particulars of unsuccessful candidates
- Proof of registration with the professional body or board, if applicable
- Employment contract
- The employer to submit a certification from the department of labour or an extraction from the database of a salary benchmarking organization detailing the average salary earned by employees fulfilling similar positions in South Africa

**The following original supporting documents must accompany the application at all times**

- Valid passports, all applicants and 2 photo's
- Police clearance certificates, all applicants 18 and older
- Medical reports, all applicants
- Birth certificates
- Radiological reports, all applicants 12 years and older (will provide prescribed forms)
- Comprehensive Curriculum vitae

