

Exponential Brilliance

Financial and Business Consultants
072 534 0446 • 076 209 5653
info@exponentialbrilliance.co.za
www.exponentialbrilliance.co.za

Dear valued Exponential Brilliance client,

RE: Mandate in terms of Accounting, Payroll & Taxation Services

We are pleased to confirm our standing arrangement for Exponential Brilliance to provide you with our continued, dedicated services.

This mandate covers a period of one year from date of signature.

Introduction:

You have requested us to assist you in the preparation and submission to the South African Revenue Services (SARS) of all your returns as per prior arrangement, to submit the returns according to the time specifications that SARS have stipulated, and to review related tax assessments for correctness. You have also requested us to assist you to respond to queries from SARS and to errors in assessments identified by our review of assessments and to lodge the appropriate objections, where considered necessary.

The services performed will be based on our interpretation of the relevant acts, and SARS practices and policies at the relevant time. These acts are subject to change occasioned by future legislative amendments, court decisions as well as changes in SARS policies.

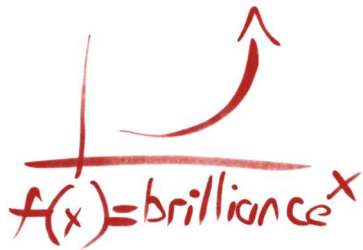
You are advised to keep abreast of such developments and are welcome to engage our service for this purpose. We confirm that it is your responsibility to provide us with complete, reliable, and accurate information in respect of your tax affairs timeously in order for us to provide the required services.

PoPIA:

The Protection of Personal Information Act comes into effect on July 1st, 2021, which deals with the collecting and processing of private information. To provide you with tax services, we require your permission to provide us with the necessary information that may fall within the definition of the Protection of Personal Information-, as well as the various Acts.

We would like to place on record that our firm has complied internally with all the provisions of the Protection of Personal Information Act that relates to us, regarding the processing, security, and backup of your data safely. Our Designated Information Officer has signed off on all the requirements.

Note that, if in the event that we are asked to resign for any reason whatsoever, it will be necessary for us to retain your records, including your personal information, so that we may deal with any queries that arise from your tax affairs until we are certain that all tax returns filed by us are finalised by SARS.



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The signing of this mandate letter indicates that we have your permission to do that.

e-Filing Terms & Conditions:

It should be noted that all tax returns are filed on an electronic basis using the SARS e-filing system, and in this regard, we require your mandate for Exponential Brilliance to register as an e-filer on your behalf. Once this is done the following terms and conditions with regards to e-filing shall apply:

- Exponential Brilliance (the e-filer) acts as a duly authorised agent on your behalf;
- You will be liable to SARS for the due and timeous fulfilment of all your obligations towards SARS;
- Any information submitted by Exponential Brilliance to SARS by means of the e-filing services will be based on information received from you and you are responsible for ensuring that such information is true and correct;
- Exponential Brilliance will not be responsible for any tax liability imposed by SARS for any reason whatsoever and you as the taxpayer confirm that all liabilities, obligations, and penalties due to SARS remain with you;
- Exponential Brilliance has disclosed the minimum conditions for the mandate to you.

Section 234 of the Tax Administration Act:

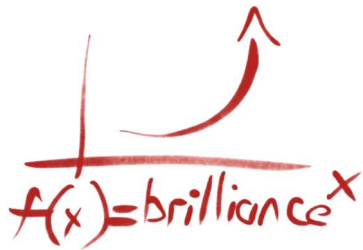
Please take special note of the amendments to Section 234 of the Tax Administration Act. This section has been amended to make a negligent or simple error by the taxpayer a criminal act. In this case SARS does not have to prove criminal content regarding any of the listed items in Section 234.

Auto-Assessments

In regard to personal income tax returns, SARS may issue an Auto Assessment which you may accept or reject. SARS will send you an SMS if you are classified hereunder.

Please advise us if you receive the auto assessment SMS. As your tax file is on our Tax Practitioner e-Filing profile, we will not be accepting the auto assessment as there may be additional expenses that we may be able to claim on your behalf.

ITR12, ITR12 Trust and ITR14



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Please note that well before the time of the submission of your tax return we will advise you what information we require in order to file your tax return timeously.

If you cannot provide us with the necessary information on time, we cannot guarantee that there will not be penalties for late submission.

After we have prepared your tax returns for submission, which will be done on a totally electronic basis, we will provide you with a set of reports which will indicate the income declared. These reports will be approved by yourself by way of an electronic signature, and by way of acceptance through the Exponential Brilliance Swift Application.

Note that Exponential Brilliance will not file any returns on your behalf unless you have signed and returned a copy of this mandate letter to us through the Swift Application.

SARS Assessments:

Please take note that on receipt of an assessment notice from SARS with either tax payable or refundable to you does not necessarily mean that the tax return is finalised as there may be additional requirements based on queries that SARS may only communicate after the assessment is issued.

In the even that SARS requires Exponential Brilliance to perform additional work on your behalf, this service will be additionally charged for.

SARS may withhold refunds until they are satisfied with the outcome of any verification, query or audit. It should be noted that SARS uses methods of risk aversion which may result in your tax return being selected for verification or audit.

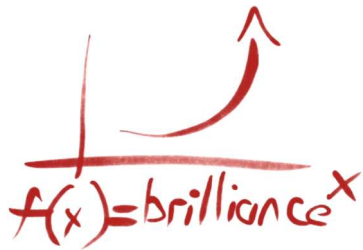
Exponential Brilliance has no control over this and in this event, we have to comply with the requests from SARS.

ITR14SD -Supplementary Declaration:

In the event that SARS requests Exponential Brilliance to file an ITR14SD (ITR14 Supplementary declaration) on your behalf, this service will involve the following:

- VAT Reconciliation
- PAYE Reconciliation
- Customs and Excise Reconciliation

The above will form part of our year end procedures.



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Interest and Penalty Regime:

SARS charges interest based on legislation in terms of the Tax Administration Act. SARS also imposes administrative penalties on non-compliance.

This is your responsibility to ensure that information requested by our office will be delivered via the Exponential Brilliance Swift Application on time to ensure timeous submissions.

Our Fee:

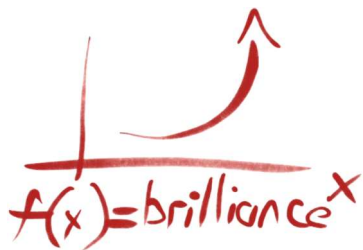
Our fees, which may be billed as the service provided by us, progresses, are based on the degree of responsibility and skill involved, and in the time necessary to conduct the said service. This will also entail reimbursement of our expenses to perform this service, as well as Value Added Tax.

Without prejudice to any other rights that we may have in law we reserve the right to suspend or terminate the performance of our service or any part thereof immediately, at any time, without notice, should payment of any of our fees be overdue, or in the event that you do not comply with our requests.

Disclaimer and Limitation of Liability:

To the extent permitted by law, Exponential Brilliance (including our employees, suppliers, internet service providers, partners, affiliates and agents) shall not be held liable for any damage, loss or liability of any nature incurred by any person and resulting from:

- Access to the SARS e-filing website;
- Access to websites linked to our service providers' websites;
- Inability to access the SARS e-Filing website;
- Services available from the SARS e-Filing website;
- Service available from our service providers affecting the e-Filing website;
- Errors by SARS;
- Notices not received by SARS.



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We would like to take this opportunity to thank you, our extremely valued client, for your continued support, as well as your valued assistance afforded to us to enable us to be your service provider of choice.

Should there be any matters with which we could be of assistance or which you would like to discuss further, please do not hesitate to contact us.

Yours faithfully,

Exponential Brilliance
Professional Accountants - SAIPA

Read and accepted on:

10 July 2021

Date:

Michelle Henley

Name:

Signature:

who warrants that he/she is duly authorised thereto