

27 July 2017

Valued client

Good day

ELECTRONIC FILING AT WWW.DROPBOX.COM (2)

All clients, please read further:

If you are not a client, you do not need to read further.

This is not compulsory reading for all clients.

Only relevant to South African circumstances.

No afrikaans version of this e-mail available.

Our earlier client notices dated 12 May 2017 ([Electronic Filing at www.Dropbox.com \(1\)](#)), 4 April 2017 ([Procedures regarding the Shared Use of www.Dropbox.com](#)), 11 March 2017 ([Corporate Secretarial Electronic Share or Members Register and Minutes](#)) and 10 May 2017 ([Salary Register - 2018, Version 0016](#)) refer.

1. Version 0016 of your Salary Register for the 2018 tax year is still available at [www.Dropbox.com](#). (Only applicable to employers using our Salary Register.) (Also including Salary Registers for earlier taxyears.)
2. Your latest Letter of Good Standing from the Workmens Compensation Fund (WCF) is still available at [www.Dropbox.com](#). (Only applicable to employers who previously requested our firm to renew these letters annually.)
3. Your latest Tax Clearance Certificate from the South African Revenue Services (SARS) is still available at [www.Dropbox.com](#). (Only applicable to taxpayers who previously requested our firm to renew these certificates annually.)
4. Your updated minutes are still available at [www.Dropbox.com](#). (Only applicable to companies, co-operatives, close corporations and trusts who previously requested our firm to conclude these corporate secretarial functions.)
5. Your updated* incorporation documents are now available at [www.Dropbox.com](#). (Only applicable to companies, co-operatives, close corporations, trusts, partnerships, home owners' associations and body corporates who previously requested our firm to conclude these corporate secretarial functions.) (* Please scrutinize the content of all incorporation documents and inform our firm of any missing documents.)
6. A shared Document Transfer folder is now available at [www.Dropbox.com](#). (Currently only applicable to certain VAT registered business clients where tax invoices and other source documents are regularly exchanged between our firm and such clients.)

You should have received a separate invitation from our firm to each of the shared folders mentioned above, where applicable to yourself. (If not, please contact our firm to arrange an invitation to such shared folders.)

Please contact us, should you require any further advice or assistance.

Regards

Mr Johan de Kock

at

SUN JOMAR ACCOUNTANTS

johandekock@sunjomar.co.za