



NON-RESIDENT SERVICES & COSTING FOR 2024

(All prices exclude VAT)

These costs are for all engagements before 1 March 2025 when fees will be reviewed.

Where spouses are separate taxpayers and both require their tax status to be addressed, a discount of 20% will be applied for the second application.

Standard Fee for proving your Non-Residency Tax Status is R21 200 which includes:

• Initial consultation & queries (either a Teams or Zoom Call, Whatsapp video call, telephonic or email). This includes a detailed email with notes from the meeting and the way forward. *This fee is charged and due on day of consult.* **R3,000**

• Formally updating your Tax Residency Status with SARS when you change from being a SA tax resident to a non-resident. *This fee is charged at 60% on uptake and the balance is due once the work is completed. No work commences until 60% is paid.* **R 18,000**

Updating your Tax Residency Status with SARS includes:

- Changing your non-residency status on your RAV01 form on eFiling (EF) to reflect you are non-resident which generates the Update Tax Residency Status letter from SARS.
- Completing the SARS declaration letter indicating the basis on which cease tax residency either through
 - no longer being ordinarily resident for tax purposes in South Africa; or
 - no longer being a deemed South African tax resident as you fail the physical presence test requirements; or
 - through the application of the Double Taxation Agreement
- Writing a detailed motivational letter specific to your situation setting out the facts and circumstances in detail to support the disclosure that you have ceased to be a tax resident on one of the bases identified above.
- Uploading the specific supporting documents as requested to SARS with your signed SARS declaration letter and motivational letter, and disclosing to SARS
 - A copy of your passport with the stamps showing entry and exit out of the country or a travel diary
 - The type of visa on which you have gone to the foreign country
 - Where you have already taken up permanent residence in the foreign

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- country, submitting proof thereof
 - A certificate of tax residence from the foreign revenue authority, disclosing your tax number in the foreign country
 - Details of any property that you may still have in South Africa, indicating the purpose for which the property is being used)
 - Details of any business interest (eg investment or employment) that you may still have in South Africa
 - Details of your family, indicating whether any family members are in South Africa
 - Details of any return visits to South Africa, their frequency and the reason for visiting
 - Details of your social interests in the foreign country e.g. gym contract; recreational clubs and societies
 - Providing SARS with your tax schedules showing your capital gains exit tax calculation was done on your worldwide assets at the time you ceased tax & payment was made to SARS; or submission of explanation of why there was no need to do the capital gains exit tax calculation (charged separately to calculate/formulate, see above)
 - Obtaining the letter from SARS entitled “Notice of Non-Resident Tax Status” which confirms your application has been successful and SARS now has you recorded on their tax system as being non-resident.
NOTE: This letter is one of the SARS requirements if a non-resident for South African tax purposes want to move ANY amount of money out of South Africa.
 - Changing your physical and postal address to reflect your foreign address on the RAV01 form on EF and submitting it to SARS
- Disbursements include: Couriers, Photostating, Travel, Printing, Telephone calls, 3rd party-fees where appropriate. **R200**

The following additional fees may be applicable, depending on the client’s specific tax situation:

- Administrative take-on fee (new client form, engagement letter, FICA, POPIA) and transferring EF login onto our EF profile (waived for existing clients). *This fee is charged on the day of uptake.* **R 750**
- Fee for registering client on EF to obtain a South African tax number. This also includes uploading supporting documentation to SARS (photo of client holding up ID, copy of ID, proof of residential address, bank statement not older than 3 months and letter with SARS case number). **R 1,600**
- Calculation and submission of capital gains exit tax on change of residency (or where appropriate submission to SARS in mitigation of a capital gains exit tax calculation). *This fee is subject to the client providing all necessary documentation and information and is charged on completion of the work.* **R 3,000**

- Resubmission of Tax return for the year tax residency changed.
 - Subject to no audit on your submission. *This fee is charged on completion of the work.* **R2,500**

In a very unusual case, where for example a Voluntary Disclosure Program (VDP) application needs to be submitted to SARS, as a taxpayer voluntarily needs to rectify their tax situation after years of, for example, evading taxes, the fee is likely to a minimum of R30 000, however this will be subject to quotation. This fee will be charged on completion of the work.

- Addressing each query raised by SARS with regards to proving your non-residency. Per query **R 1,500**
- Liaising with you regarding updating your address to your foreign address with various institutions eg banks, Sanlam Glacier. Per institution **R 250**

The requirement to formally register non-residency has arisen out of SARS' taking responsibility for areas previously handled by SARB and Foreign Exchange dealers. SARS may have had a lax attitude to this in the past but this is no longer the case. We would also encourage clients to not believe the idea that they can ignore this legislation without potentially compromising circumstances down the line or worse the reluctance of a local tax practitioner to service your local tax submission needs. The legal requirement for practitioners to adhere to the letter law has become absolute and failure to do so can lead to severe sanctions for the practitioner. This makes adherence a matter of professional integrity. Practitioners cannot legitimately submit a non-resident tax in good conscience or conform to legal requirements without this process having been completed. Harvard House is a quality organization with experienced, qualified professionals addressing your needs. This necessitates a fee commensurate with the complexity and experience required to complete this process.

Please feel free to contact our non-resident department to set up an initial consultation either in person, or via an online meeting. We look forward to working with you.