




BOTA & ASSOCIATES

2020 CORPORATE PROFILE



We are a
dynamic
100% Black Owned
and Managed
financial services
company.



*We specialise in
Tax, Payroll,
Accounting and
related financial
services for both
corporates and
individuals.*

We started small back in 2006 with a few clients from our home office. Today we have a number of contract corporate clients, have assisted more than 400 individuals with their annual tax returns and have expanded our services to related services.

Our core services still remain, but with the skill and experience we have acquired through-out the years, we can assist our clients in various fields of financial services. We are dynamic and proud of our African roots.

Although we primarily serve local businesses in Gauteng Province, we are online and work remotely and can provide top-class service anywhere in South Africa.



We intend to continue on this growth trajectory with client satisfaction at the core of our operations.

MISSION

Serving our clients by providing the best advice and service at all times. Commitment to our clients by responding to the clients needs in the quickest possible time. Attracting and training the best people to work for us by providing a supportive and innovative culture that respects their ideas and enhances their skills.

VISSION

Our vision is to be the market leader in the financial services industry.

VALUES

We lead by example. Commitment and accountability to our clients.

- Promote voluntary compliance to taxation laws and rules of South Africa
- Mutual respect
- Openness and honesty
- We seek the facts and provide insight
- We act with integrity.



***Individuals,
SMMEs or
Corporates***

we deliver efficient service always.

www.bota.co.za



ACCREDITATIONS



We comply and are accredited with all relevant professional bodies who ensure there is accountability.

*Membership numbers available on request.

saiba

SOUTHERN AFRICAN INSTITUTE
FOR BUSINESS ACCOUNTANTS

SARS

South African Revenue Service

sait South African
Institute of
Tax Professionals

TAX



*Tax services
offered to
individuals, SMMEs
and corporates*

TAX

- All SARS Registrations
- VAT reports
- VAT Submissions
- Provisional tax estimates and submissions
- Company Tax Submissions
- Personal tax submissions
- Tax Compliance
- Objections and appeal
- Payment arrangements
- Tax compromise applications- SARS Debt negotiaiton
- All SARS queries

PAYROLL



*Let us ensure all
your payroll
systems are
in order*

PAYROLL

- Monthly payroll reports
- Payslip distribution
- EMP201 Reports and Submissions
- EMP501 Bi-annual and Annual Submissions
- Workman's compensation registration and submissions (COIDA)
- UIF submissions

ACCOUNTING



*Our skilled personell
will ensure all your
bookkeeping &
accounting is
up to date and
readily available*

**We have qualified accountants ready
to assist.**

ACCOUNTING

- Monthly accounting processing
- Monthly management reports
- Annual Financial Statements
- Cloud based accounting



BUSINESS SERVICES



*A one-stop
professional
business services
at your disposal*

BUSINESS SERVICES

- Company registrations
- Annual return submissions
- Maintain CIPC changes
- Share certificate
- Share register
- Commissioner of oath

SOME OF OUR CORPORATE CLIENTS





ADDRESS

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CONTACTS

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