



# ZENITH

**Labour Law & Personnel Solutions**

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## FEES



### HUMAN RESOURCE FUNCTIONS

1.	<b>Audit on Human Resources</b>	R 750.00	/ hour
2.	<b>Employee Record System</b>	R 65.00	/ employee
3.	<b>Employment Contracts</b>	R 65.00 R 550.00	/ employee / master copy
4.	<b>Legislative requirements – Compulsory registration for Employer &amp; Employees:</b>		
4.1	<b>UIF (unemployment insurance)</b>	R 550.00 R 65.00	/ employee
4.2	<b>Compensation for Occupational Injuries and Diseases</b>	R 650.00	/ registration
5.	<b>Personnel Administration</b>	R 150.00	/ form / document
6.	<b>Legislation Posters</b>	R 550.00	Set of 3
7.	<b>Policies &amp; Procedures Implementation &amp; Software (DVD)</b>	R 3'500.00	/ dvd



### INDUSTRIAL RELATIONS

1.	<b>Consultation Fee</b>	R 1 150.00	/ consultation
2.	<b>Industrial Relations</b>	R 1 150.00	/ disciplinary enquiry
3.	<b>CCMA Representation</b>	R 1 150.00	/ case
4.	<b>Employers organisation fees</b>	R 172.50 R 345.00	Once-off inception fee Per month



### PAYROLL ADMINISTRATION

1.	<b>Payroll Administration</b>	R 50.00	/ employee / month
2.	<b>EMP201 (PAYE &amp; UIF) monthly declaration to SARS</b>	R 250.00	/ submission / month
3.	<b>PAYE year end &amp; biannual reports (EMP501, IRP5 / IT3) + SARS submission</b>	R 650.00	/ submission / report → biannual & annual
4.	<b>UIF - monthly electronic declaration</b>	R 350.00	/ declaration / month
5.	<b>EFT Bank batch file of Nett pays</b>	R 3.00	/ employee / month
6.	<b>COID (injury on duty), annual return of earnings</b>	R 650.00	/ annual return



### BIOMETRIC CLOCKING SYSTEM

### SECURITY CAMERA INSTALLATION

1.	<b>Biometric Clocking system</b>	R 5'500.00 Rental option also available	/ unit Incl software & training
2.	<b>Security Cameras</b>	Depends on quantity needed	



### PERSONALIZED PROPOSALS

**In the event of agreeing to a monthly retainer fee, we will deliver the following services free of charge!**

Employment contract – master copy



### WE TRUST YOU FIND OUR PRICES COMPETITIVE!

