Name of accountant

Address

Date

# APPOINTMENT AS ACCOUNTANT FOR (NAME/COMPANY NAME)

I have been approached by the above-mentioned individual/company to attend to the taxation matters or I have been approached by the member of the above Close Corporations to act as their accounting officer.

Kindly indicate whether you have any objections, professional or otherwise, against my acceptance of such appointment.

If there are no objections, kindly supply me with the following:

1. Copy of latest income tax return,
2. Copy of the latest provisional tax return,
3. Copy of latest tax income tax assessment from SARS,
4. Copy of the latest returns for all the tax types (VAT, Payroll, Customs, etc)
5. Copy of the latest statement of accounts for all tax types,
6. Copy of debt payment arrangements and
7. Any other relevant documents in your possession.

I thank you for your co-operation in this matter.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Surname

Title/Designation

Company

Address

Telephone Number

Email address