

HOPC

House of Professional Consultants
CC 2009 / 091318 / 23

HEAD OFFICE

FREE STATE
5 MARY-ANN SMALL HOLDINGS
BETHLEHEM
9701

PO Box 938
BETHLEHEM
9700

Tel: 058 303 7017
Cell: 083 670 3371

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CAPE TOWN

Durbanville Office

Leanne Downing
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PE Office

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Web Address: www.hopc.co.za or [Facebook](#)

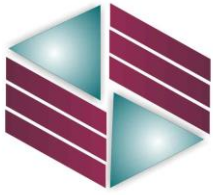


NEW SERVICE FOR YOUR CONVENIENCE !!!

House of Professional Consultants Labour Law Consultants is proud to inform you that as from 1 March 2021 we offer a professional Payroll Service at an affordable rate per employee per month. A professional Payroll Administrator with years of experience in Payroll for huge corporate companies will assist you in this service. You as a valued client can have further benefits with your IR (Labour Law) matters, your Payroll Services and a huge portion of HR matters under one umbrella, this certainly makes HOPC your One Stop Shop in terms of Labour Law.

Further benefits to you of HOPC Payroll system:-

- Disciplinary actions such as hearings or warnings issued to your employees will be captured, keeping you informed with various reports
- The system will generate reports on your employees leave situation for eg abuse of sick leave, or family responsibility leave etc
- HOPC Payroll will generate your monthly UI 19 for you to submit should you appoint new employees or in the case of resignations/dismissals etc
- The Payroll system will assist with your yearly WCA contributions
- HOPC Payroll will generate your IRP's thereby you safe on bookkeeper costs
- HOPC Payroll will generate professional personalised payslips with your company logo on
- The payroll system can assist with your Skills Development



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Documents HOPC PAYROLL will require from you:-

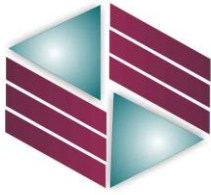
- Company Registration Documents (Cipro)
- UIF Registration
- WCA Registration
- Physical Address of Business
- Contact Person and Contact Details
- SETA (If Applicable)
- Bargaining Council (If Applicable)

Required documents of all employees when joining HOPC Payroll Services:- (HOPC will provide some of these forms to be completed)

- IRP 2
- EEA 1
- Emergency Contact Detail Form
- Family Responsibility Form
- Proof of Employee banking details or bank statement not older than 3 months
- Copy of Identity Document
- Copy of last 3 months payslips
- Leave Due (Leave entitlements, annual, sick, family responsibility etc)

In the case of you being with another Payroll provider and you wish to join HOPC Payroll we will require the following from your current provider.

- 12 Month report until the end of February 2021 of all your employees indicating earnings and deductions
- Company Contributions and Last 3 months pay slips of each employee



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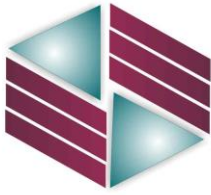
HOPC Professional Payroll system and service is endless, remember we will keep you the business owner informed of all disciplinary actions, loans, garnishee orders, leave situations etc etc

COST OF HOPC PAYROLL SERVICES:-

- A Once-off Joining fee of R1000-00 + vat
- A monthly fee per employee (payroll runs which exceed monthly eg fortnightly etc costs will be provided on a special quote)
- Bear in mind the costs below include the service related to IRP 5's (you safe on bookkeeper costs)

Employees	Rate per employee per month	WZODDA	Bargaining council capturing and submission per employee	UIF – Updating and Submission of UI 19 Forms to DEL monthly	Yearly WCA Completion etc	Monthly Skills Development Capturing etc (this is only required if you submit a yearly WSP & ATR)	TOTAL RATE PER EMPLOYEE PER MONTH SHOULD YOU REQUIRE ALL THE ADDITIONAL ADD-ONS
1 to 10	R130-00		R3-00	R3-00	R2-00	R2-00	R140-00
11 to 20	R120-00		R3-00	R3-00	R2-00	R2-00	R130-00
21 to 30	R110-00		R3-00	R3-00	R2-00	R2-00	R120-00
31 to 40	R108-00		R3-00	R3-00	R2-00	R2-00	R118-00
41 to 50	R105-00		R3-00	R3-00	R2-00	R2-00	R115-00
51 to 60	R100-00		R3-00	R3-00	R2-00	R2-00	R110-00
61 to 70	R99-00		R3-00	R3-00	R2-00	R2-00	R109-00
71 to 80	R98-00		R3-00	R3-00	R2-00	R2-00	R108-00
81 to 90	R96-00		R3-00	R3-00	R2-00	R2-00	R106-00
91 to 100	R95-00		R3-00	R3-00	R2-00	R2-00	R105-00
101 to 120	R94-00		R3-00	R3-00	R2-00	R2-00	R104-00

We offer a Full Spectrum Service in: * Labour Law *Professional Training *Professional Payroll *Skills Development * Employment Equity



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	R93-00		R3-00	R3-00	R2-00	R2-00	R103-00
141 to 150	R92-00		R3-00	R3-00	R2-00	R2-00	R102-00
151 to 160	R91-00		R3-00	R3-00	R2-00	R2-00	R101-00
161 to 170	R90-00		R3-00	R3-00	R2-00	R2-00	R100-00
171 to 180	R85-00		R3-00	R3-00	R2-00	R2-00	R95-00
181 to 190	R80-00		R3-00	R3-00	R2-00	R2-00	R90-00
191 to 200	R75-00		R3-00	R3-00	R2-00	R2-00	R85-00
201 +	R70-00		R3-00	R3-00	R2-00	R2-00	R80-00

PRICES ABOVE EXCLUDE VAT

Should you wish to make use of HOPC Payroll Service please do not hesitate to contact our Head Office on 058 303 7017 or send us an email on info@hopc.co.za and we will contact you for a personalized quotation.