

 **Magda Loubser**  
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20 August 2013

To whom it may concern

RE: MJ NORVAL / PAYROLL ADMINISTRATOR

I herewith confirm that I am a client of MJ Norval who is attending to 5 of my clients' payroll since 1 March 2013 until now and onwards.

She is attending to the following matters:

1. Payroll Processing and administration
2. Completion and electronic submission of EMP201 return
3. Calculation of PAYE, UIF and SDL levies.
4. 6<sup>th</sup> monthly reconciliation and submission of the EMP501 return, as well as issuing of IRP 5, IT3(a) certificates
5. UIF enquiries and registration of employees.

Yours faithfully



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M. Loubser.  
Senior Bookkeeper  
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