



**MBBIZZ**  
Business Services  
*for your biz*



Mbbizz Pty Ltd has evolved into a reliability solutions company that offers a comprehensive range of services dedicated to meeting the demands of clients across several sectors of the economy. Our business concept revolves around provision of a total service to our clients able to respond to their needs and market demands. We provide support business services which enable our clients to focus on their core business and their clients.

Our role in client organization is to ensure compliance with legislative requirements, position and grow the corporate and product brands, identify and develop opportunities into lucrative business solutions, ensuring smooth functioning of internal systems and enhance business capacity to deliver the right products and services at the right time, right place and right price.

We have transformation as one of our key mandate to assist in the empowerment of the previously disadvantaged through partnerships with professional and regulatory bodied e.g. Proudly South African and Association of the Advancement of Black Accountants.

We are registered with professional bodies who regulate our conduct from all different aspects of our service offering. We are a member of the below professional bodies

- 1.) South African Institute of Tax Practitioners (SAIT)
- 2.) South African Institute of Business Accountants (SAIBA)
- 3.) The Institute of Certified Bookkeepers and Accountants (ICBA)
- 4.) Institute of Directors in Southern Africa (IoDSA)
- 5.) Association of B-BBEE Professionals (ABP)
- 6.) Association for the Advancement of Black Accountants in Southern Africa (ABASA)

### **Vision**

- To become your strategic management partner who understands and is able to respond to SMMEs individual business needs assisting them to develop, grow and enter the mainstream economy.

### **Our Mission**

We are dedicated to providing quality service at the same time empowering and uplifting the black designated group owned companies as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.

- To offer practical and pragmatic solutions

- To empower our customers and their employees
- To develop symbiotic and long term relationships with our clients
- To optimize available resources
- To harness advances in technology and methodologies

### Target

- We target small to medium businesses (EMEs & QSEs) with the view to build them in terms of capacity and ensure they achieve sustained growth, development and profitability.

### Our Values

In providing our services we are guided by a set of values that enable us to focus on our vision and fulfill our mission:

- **Integrity:** we undertake to carry all business in an honest, accountable and of the economy transparent manner at all times
- **Reliability:** we undertake to live to all our commitment
- **Teamwork:** we undertake to value differences, use team leadership, encourage team participation and collaboration in meeting and customer needs
- **Customer focus:** our customers will always be the most valuable asset that is the focal point of the organisation
- **Equal opportunities:** we undertake not to discriminate on the grounds of gender race, colour, creed or political affiliation, but to empower disadvantage sections of society - especially women.

### Our Promise

- Professional Courtesy
- Highest Standards of Quality
- Competitiveness
- Value addition at every stage of Service Delivery
- Encourage creativity and innovation
- After service to measure performance
- Good Corporate Citizenship





## **OUR SERVICES**

We offer a range of quality services and expertise to address your business impediments and assist you to grow a refined organization. Our services include the below

### **1. COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) SERVICES**

- Urgent New Private company registrations
- Company director amendments
- Close Corporation member amendments
- Annual returns
- Name reservation
- Auditor changes
- Companies and Close Corporation address changes
- Companies and Close Corporation financial year-end changes
- Certificates: paid and fee disclosures, memorandums of incorporation
- Enterprise enquiries
- Balance enquiries
- Transaction status enquiries
- Share certificates

## **2. FINANCE RELATED SERVICES**

- Monthly Management Accounts
- Bookkeeping & Data Capturing
- Financial Statements
- Administrative Support function
- Assistance with audit preparation
- Company secretariat function
- Business Plan Development
- Preparation of budgets and forecasts

## **3. ACCOUNTING PACKAGE AND SUPPORT**

- IT Systems Development and Implementation
- Installation of accounting system
- Day to day IT support of the system
- Setting up of Debtors and Creditors system
- Basic Web Design and hosting

## **4. PAYROLL AND HUMAN RESOURCES**

- Monthly and weekly payroll services
- Recruitment services and job profiling
- Placement of onsite competent resources
- Department of Labour services (UIF and COIDA)
- Career pathing and development
- Talent management
- Benefits Administration
- Filing EMP201, EMP501 and UIF
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## **5. SOUTH AFRICAN REVENUE SERVICES (SARS) SERVICES**

- Income Tax Registration (Individual & Company)
- VAT Registration
- Company Tax Clearance certificate
- Tax Returns
- E-filing Registration

## **6. SUPPLY CHAIN MANAGEMENT SERVICES**

- Procurement and sourcing specialist
- Provide sector specific SCM insights and best practice methodology
- Compliance reviews
- BEE Consulting
- BEE Certificate (Free Sworn Affidavit)
- PFMA and MFMA Compliance
- Discussions and liaison with verification agent.

## **7. TRAINING AND FACILITATION**

- Corporate Training
- Corporate facilitation services
- Accounting package training
- Soft skills training
- Basic computer training

## **8. BUSINESS ADVISORY SERVICES**

- Advisory and strategy services
- Tendering advise and pack compilation
- Negotiating and business representation
- Business proposals
- Turnaround and sustainability strategies
- Marketing Strategy Development and implementation
- Marketing tools design and development i.e. logos, profiles and business forms
- Invitations to Enterprise business events and seminars

## Contact Details

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