

DOCSECURE ESWATINI

COMPANY PROFILE



DOCSECURE ESWATINI PTY LTD

“SECURE FILING”

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TIN: 106 603 976 | Reg. No.: R7/63251

ABOUT THE COMPANY

Docsecure Eswatini (Pty) Ltd is a locally registered and fully operational document management company in the Kingdom of Eswatini, specializing in **secure physical document storage, digitization, indexing, and cloud-based storage solutions**. We empower organizations to transition smoothly from paper-based to digital record-keeping while ensuring **compliance, accessibility, and data protection**.

We combine secure physical infrastructure with cutting-edge digital tools, including our proprietary **Docsecure Cloud Vault**, to ensure that records are accessible, well-managed, and compliant with global standards.

OUR VISION & MISSION

Vision:

To be Eswatini's leading provider of secure, intelligent, and innovative document management and storage solutions.

Mission:

To provide trusted, cost-effective, and technology-driven solutions that improve organizational efficiency, safeguard information, and ensure compliance with data protection and records management standards.

OUR CORE SERVICES

1. Document Scanning and Digitization

We convert physical documents into searchable digital formats using high-speed scanners and OCR (Optical Character Recognition) for intelligent indexing. This ensures rapid retrieval, security, and space optimization.

2. Secure Offsite Physical Document Storage

Our controlled, CCTV-monitored warehouses ensure physical files are securely stored with number tracking for easy retrieval.

3. Onsite Records Management Services

We deploy trained staff to assist clients in organizing, indexing, and managing their records on-site before transfer or digitization.

4. Cloud-Based Document Vault (Docsecure Cloud Vault)

Our in-house developed cloud vault allows clients to access, share, and manage documents securely anytime, anywhere. It supports AWS, Google Cloud, Local Storage, and Microsoft Azure – and will soon integrate with our **local data center**.

5. Document Indexing and OCR

Metadata indexing ensures every document is tagged with attributes such as department, type, date, and reference number, enabling instant digital retrieval.

6. Secure Retrieval, Delivery, and Destruction

We ensure controlled document access, certified shredding, and digital disposal in compliance with the **Eswatini Data Protection Act**.

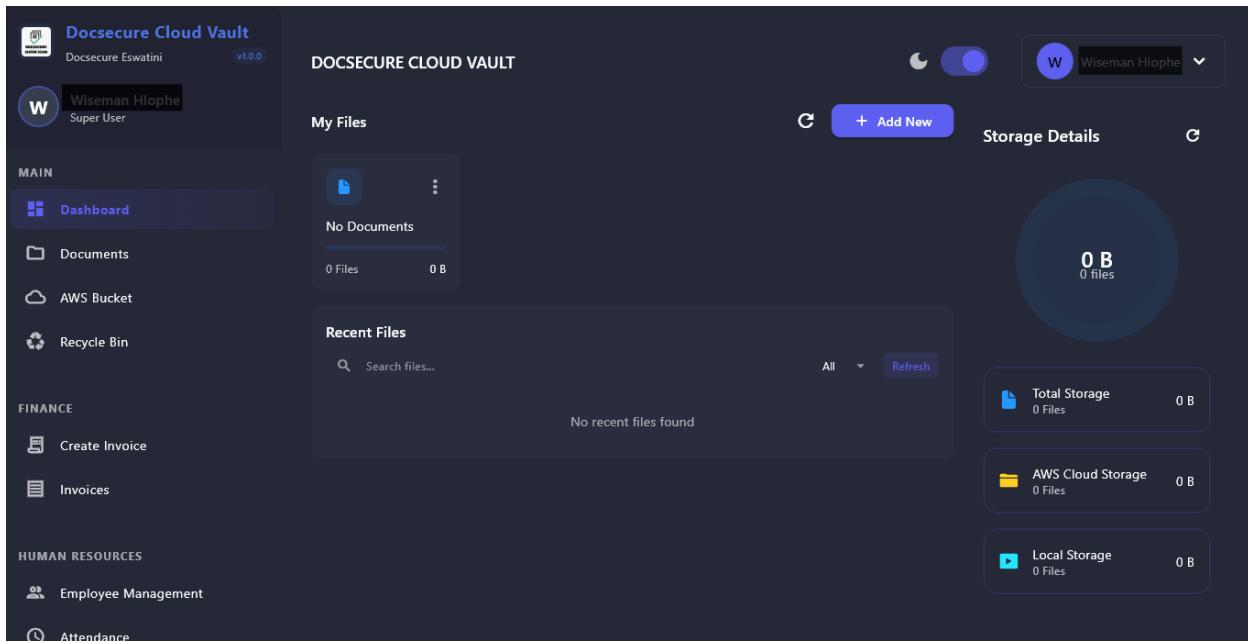
7. Regulatory Compliance & Data Privacy

All our processes comply with local and international data standards, including **EDPA, GDPR, ISO 27001, and ISO 15489**.

OUR TECHNOLOGY PLATFORM: DOCSECURE CLOUD VAULT

The **Docsecure Cloud Vault** is a proprietary cloud-based document management platform built entirely by the IT team at Docsecure Eswatini. It offers:

- **Role-based access control** to ensure data confidentiality.
- **Audit trails** and activity logs for accountability.
- **End-to-end encryption** for all data transfers.
- **Smart search features** for efficient document retrieval.
- **Scalability** across multiple storage providers including **AWS, Google Cloud, Local Storage, and Microsoft Azure**.



PLANNED ENHANCEMENT: DOCSECURE LOCAL DATA CENTER

We are in the process of establishing Eswatini's first **locally owned data center**, ensuring faster access, greater control, and alignment with national data sovereignty goals.



OUR EXPERIENCE & CLIENTS

We have successfully delivered digitization and storage projects to various industries, including health, finance, and government.

Selected Clients:

- **KFC Eswatini** - Document digitization and secure offsite storage.
 - **Swaziland Building Society** - Secure physical records management.
 - **SwaziMed** - Document digitization and secure offsite storage.
 - **Formscaff** - Secure physical records management.
 - **Bridgestone** - Secure physical records management.
 - **Lojaf** - Secure physical records management
 - **AD Enterprises** - Secure physical records management
 - **Liberty Life** - Secure physical records management
 - **Getbucks** – Secure physical records management
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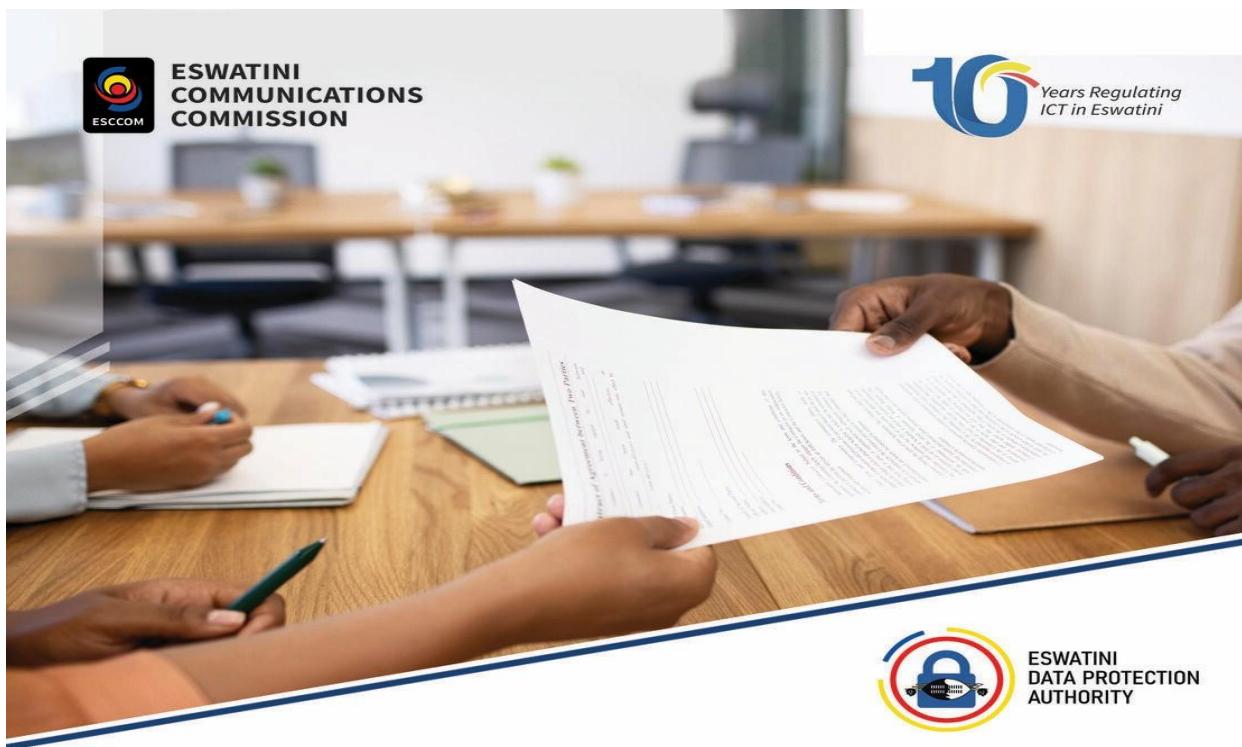
COMPLIANCE & CERTIFICATIONS

Docsecure Eswatini operates in strict compliance with:

- **Eswatini Data Protection Act, 2022**
- **ISO 27001** (Information Security Management)
- **ISO 15489** (Records Management)

We maintain strict access control, encryption, and audit systems to ensure the confidentiality and integrity of client data. Our processes include:

- Data protection policies and privacy audits.
- Staff confidentiality agreements. - Disaster recovery and data backup systems.
- Secure document destruction procedures.



**DON'T COMPROMISE
PRIORITISE DATA PRIVACY**

OUR MANAGEMENT TEAM

- **Director (s): Mrs. Robyn Smith, Mr. Ncamiso Sigudla**
 - **Operations Manager:** Mr. Ncamiso Sigudla - Oversees all operational logistics, quality assurance, and compliance.
 - **Data Protection Officer:** Mr. Wiseman Hlophe - Ensures compliance with the Eswatini Data Protection Act and oversees security governance.
 - **IT & Systems Engineer:** Mr. Siwakhile Masilela - Responsible for the development and maintenance of Docsecure Vault and cloud integrations.
 - **Scanning Team:** Responsible for scanning, indexing and complete digitization of physical documents.
 - **Data Clerks:** Responsible for organizing, indexing and managing physical documents.
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CONTACT INFORMATION

Head Office:

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