# THABATHISA

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# FINANCIAL

# SERVICES (TFS)

# Reg. No 2008/025594/23

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**Thabathisa Financial Services is a 100 % black owned company and the owner of the company is Nolundi Njovane**

**Our services include:**

Accounting and taxation services

Tutoring of financial Accounting

Hiring of catering equipment

Supply of stationery and Equipment

Placement of youth

Construction services

Insurance services

**Purpose**

To become the best company to create jobs for South African Citizens especially citizens from the previously disadvantaged background.

To maintain a good and long lasting relationship with clients.

To provide training to employees

To provide the clients with the best service that they deserve

To provide timeous financial, taxation, insurance and construction services to clients

**Vision**

To become the world class supplier of financial, catering, recruitment, insurance and construction services to clients.

**Organisational Structure**:

Owner

Manager

Employees

**Targeted market**

All South Africans with different age groups

**What marketplace needs will TFS meet?**

All businesses need to be managed. The basic process of management is to: collect information about the business, its day to day operations, its customers and its environment; to compare the information with past information, make projections about the future of the business and to make decisions about the businesses’ activities.

**Detailed Description**

Thabathisa Financial Services will provide financial, recruitment, catering, insurance and construction services to individuals, small and medium-sized businesses that wish to adhere with the current and future standards.

A method will be chosen to meet the specific requirements of each client’s needs, primarily to provide greater management reporting and control for the client businesses along with improved operating efficiency.

Specific services will typically be combined during a single engagement. However, each of these services can be offered individually, depending on the client's needs.

The services will include:

A thorough needs analysis

An objective assessment of a wide variety of opportunities

**Market Analysis**

**Description of primary industry**

Statistics available for the financial industry indicates the lack of knowledge and skills by business and individuals on how to properly account for transactions that exist in their day-to-day personal and business operation.

**Overall Marketing Strategy**

What are specific plans in marketing service?

Networking among past and current customers, other consultants and other business acquaintances is at the top of my list for marketing my business.

Posting notices at community bulletin boards, in community newspapers and on electronic bulletin board will also be pursued.

Participation in finance related forums is already in progress. Some of these forums are ongoing in electronic form, while others are less frequent.

Participation in industry seminars and trade shows will be limited to attendance at this point. As a reputation is built, it may be possible to be invited to speak at some of these events.

**What set us apart from competitors?**

At Thabathisa Financial Services, we believe that our clients deserve the best in understanding of financial, recruitment, catering, insurance and construction services that goes together with legal and statutory requirements. We are also aware that South Africa is made up of different cultural groups and that our staffs are representative of that. We understand that clients need assurance, sustainability and reliability. All these requirements are incorporated into our standard client service approach.

**Service Delivery Procedures**

Once an engagement has been agreed to, the following steps will be performed:

A formal engagement letter and contract is written and delivered to the client which:

Spells out the nature of the work to be performed

Recommends an initial schedule for providing the services

Explaining the nature of financial, recruitment, catering, insurance and construction services to clients.

Highlights the client's responsibilities during implementation

Estimates the number of hours and approximate the total cost

Contains legal recourse instructions and limitations

The engagement letter is delivered to the potential client and when signed, constitutes an initial contract for the services. Any changes to the agreement that the client requests are considered and provided for on written notice.

The actual services are delivered according to the agreed on schedule.

Where necessary the engagement is reviewed for any changes made on services agreed upon.

**Organization Structure**

Thabathisa Financial Services is currently organized as a sole proprietorship at the moment, but will in the near future incorporate other business partners .