

Service Providers

Important Rule

Do not contact any external service provider directly until you have:

- 1. Read through the documentation on that provider
- 2. Discussed your engagement plan with Grant
- 3. Received Grant's authorisation to make contact

This isn't about trust - it's about managing the transition carefully. These providers have existing relationships and expectations. We want your first impression to be coordinated and professional.

Accounting & Compliance Providers

Inaura (South Africa)

Field	Detail
Type	Accounting practice
Entities served	SA entities (Inc, Saint Raphael, TTC)
Quality	Historically inconsistent - a factor in the decision to transition away

What they do for us:

Service	Entity	Frequency
Payroll processing	Saint Raphael	Monthly
Payslip generation	Saint Raphael	Monthly
PAYE submission	Saint Raphael	Monthly
VAT calculation & eFiling	Inc	Bi-monthly
Financial statements	Inc, Saint Raphael	Annual
Income tax returns	Inc, Saint Raphael, TTC	Annual

Your interaction with Inaura:

- You provide monthly payroll data (leave, overtime, changes, new amounts)
- They process payslips and calculate deductions
- You review before they submit
- James releases SARS payments after submission

Transition mandate: Part of your scope is to evaluate and facilitate transitioning from Inaura to Bokelman or equivalent. This is a Phase 2-3 activity (March onwards). Don't raise this with them until Grant approves the approach.

Kinari / Capricorn Capital Services (United Kingdom)

Field	Detail
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Type	Accounting / bookkeeping support
Entities served	Sanctura Ltd, Sanctura Holdings
Relationship quality	Good, established

What they do for us:

Service	Entity	Frequency
Banking support	Sanctura Ltd	Ongoing
Payroll processing	Sanctura Ltd	Monthly (with Lauren)
PAYE submission	Sanctura Ltd	Monthly
Financial statements	Sanctura Ltd, Holdings	Annual
Income tax returns	Sanctura Ltd, Holdings	Annual
Revolut/Barclays monitoring	Sanctura Ltd	Ongoing
Complete management	Sanctura Holdings	Ongoing

Your interaction with Kinari:

- You provide UK payroll data monthly (changes between periods)
- You do the Xero bookkeeping for Sanctura Ltd
- They handle everything else for UK operations
- If there's a UK emergency you may need to step in as backup, but this is rare

Imperium Registrations (Theo)

Field	Detail
Type	Secretarial services
Entities served	All SA entities

What they do for us:

Service	Entities
Annual returns	SA entities
UBO submissions	SA entities
CIPC compliance	SA entities
Company name changes	As needed

Your interaction: Track deadlines on the compliance calendar, coordinate submissions through Grant.

Trust & Personal

Atlantic Trust (Jess)

Field	Detail
Type	Trust administrator
Entity served	James's personal trust

What they do: Execute payment instructions for the trust (rent, school fees, personal expenses), process trust employees (Janine, Elvis).

Your role: Minimal - this is out of your direct scope. James instructs Atlantic Trust directly.

Insurance Brokers

Intersure (Brian, Patricia) - South Africa

Field	Detail
Entities covered	Inc, Saint Raphael
Services	Policy management, annual reviews, new item coverage, claims

Ashley Page (Ashley, Olivia) - United Kingdom

Field	Detail
Entities covered	Sanctura Limited
Services	Policy management, annual reviews, new item coverage, claims
Recent activity	Reviews just completed

Your role for both: Insurance renewal coordination happens with Grant's involvement. You track renewal dates on the compliance calendar and flag them in advance.

Asset Financing

TAFTS

Field	Detail
Type	Equipment financing

Current loans:

Asset	Loan in Name of	Paid by
Hypothermia baths	Inc	Saint Raphael
Ultrasound machine	Inc	Saint Raphael
New compressor	Pending	Under consideration

Note: All assets should be in Saint Raphael's name going forward.

Other

Optiworx - HR Services

- HR policy and contract review
- Files were held by Alida - confirm with Grant whether this engagement continues

GPE - UK Rental Agent

- Manages UK rental for Sanctura Ltd
- Submits rental invoice for payment
- Lease agreement managed by Yaseen

SA Landlord (Direct)

- Alida was the primary contact for SA property leases
 - Multiple leases: practice premises (Inc), storage x2, parking (Saint Raphael), new office from April (Saint Raphael)
 - Relationship needs to be transferred - discuss with Grant
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Provider Transition Roadmap

This is a key part of your mandate. The goal is to move towards fewer, better providers:

Current Provider	Current Role	Target State
Inaura	SA accounting, payroll, tax	Transition to Bokelman or equivalent (Phase 2-3)
Kinari	UK accounting	Continues - good relationship
Imperium	Secretarial, annual returns	Continues
Atlantic Trust	Trust admin	May transition to Bokelman (future)
Intersure	SA insurance	Continues
Ashley Page	UK insurance	Continues

Phase 2 (March-April): Evaluate Bokelman, document transition plan, get Grant's approval **Phase 3 (May-June):** Begin or complete the transition, ensure no disruption to filings