

A MEMBER OF



The South African Institute
of Chartered Accountants



CA (SA)



Corporate Profile



Audit, Tax, Consulting, Financial Advisory

Johannesburg:

4 Carse O'Gowrie Rd
1st Floor, Broll Place
Parktown, Johannesburg

Tel: (011) 643 3802
Fax: (011) 643 3807

Nelspruit
26 Rothery St,
Nelspruit, 1200

Tel: (013) 752.4015/8
Fax: (013) 752 4019

Other Offices:

Welkom

SitholeSA.co.za
SitholeSA.com

INDEX

COMPANY OVERVIEW 5

Why choose Sithole? 5

How will we do this? 5

Representatives Status..... 5

Affirmative Action 5

Organisational Structure..... 6

COMPANY SERVICES 7

Chartered Accountants (S.A.)..... 7

 Auditing 7

 Accounting..... 7

 Secretarial Service..... 8

 Taxation 8

Internal Audit and Risk Management 8

 Internal Auditing 8

 Performance Auditing 9

 Risk Assessment 9

 Systems implementation 9

Transaction and Business Services..... 9

 Consulting 9

 Business Strategy and Start-up 9

 Corporate Finance, Mergers and Acquisitions..... 11

 Management Consulting 11

Specialist Services 12

 Business Management Advisory..... 12

 Human Resources Advisory..... 12

 Corporate Law and Labour Law Advisory 13

 Social Development Advisory 13

Forensic and Strategic Intelligence..... 14

 Forensic Investigations 14

Financial Services..... 14

Sithole Incorporated Technologies 15

 Intelligent Transportation Systems 15

Document Management System 16

Enterprise Management System..... 18

Content Management System 20

VIP Personnel & Payroll System 20

Softline Pastel Software 21

Pastel Evolution Accounting and Payroll 23

Asset Tracking & Inventory Management Solution 24

Custom Development..... 25

Hosting and Internet Connectivity Services..... 25

Consulting Services 25

Hardware & Software Supply, Maintenance & Installation 25

Information Risk Management Services 26

COMPANY CLIENTS 27

Chartered Accountants (S.A.)..... 27

 External and Regularity audits 27

Internal Audit and Risk Management 27

 Internal audits..... 27

 Risk Management 27

 Fraud Prevention 28

Transaction and Business Services 28

Forensic and Strategic Intellegence..... 28

 Forensic and Investigation Accounting..... 28

Information Technology 28

KEY CONTACTS PER DIVISION 29

Chartered Accountants (S.A.)..... 29

Internal Audit and Risk Management 29

Project Management and Quality Assurance..... 29

Transaction and Business Services 29

Forensic and Strategic Intellegence..... 29

Specialist Services 29

Taxation Specialist Services 30

Information & Transportation Technologies 30

Human Resources 30

COMPANY CONTACT DETAILS..... 31

Head Office 31
Johannesburg..... 31

Other Offices 31
Nelspruit..... 31
Welkom..... 31



Company Overview

Why choose Sithole?

We will help your organisation to perform at exceptional levels within the challenging South African business environment.

How will we do this?

Success in the future will not be acquired the same way it was in the past. There's the ever-evolving new economy. There's our country's newly acquired connection to the global economy. And there is the unique richness, demands and diversity of our local economy. Sithole is uniquely poised to devise effective game plans for the future. We are in line with the complexity and demands of the modern business environment, we offer a truly multi-disciplined environment with a number of knowledge-rich integrated business units.

Representatives Status

We realise that the transformation of South Africa is a process that requires continuous investment in the previously disadvantaged individual. Bearing this in mind, we are currently implanted offices throughout South Africa in order to give equal opportunity to previously disadvantaged individuals.

	African Black	Asian	Colour	White	Total
Directors	5	0	0	1	6
Manager/Supervisors	10	0	0	0	10
Professional Staff	63	0	0	0	63
Support Staff	19	0	0	0	19
Total Staff Compliment	97	0	0	1	98

Affirmative Action

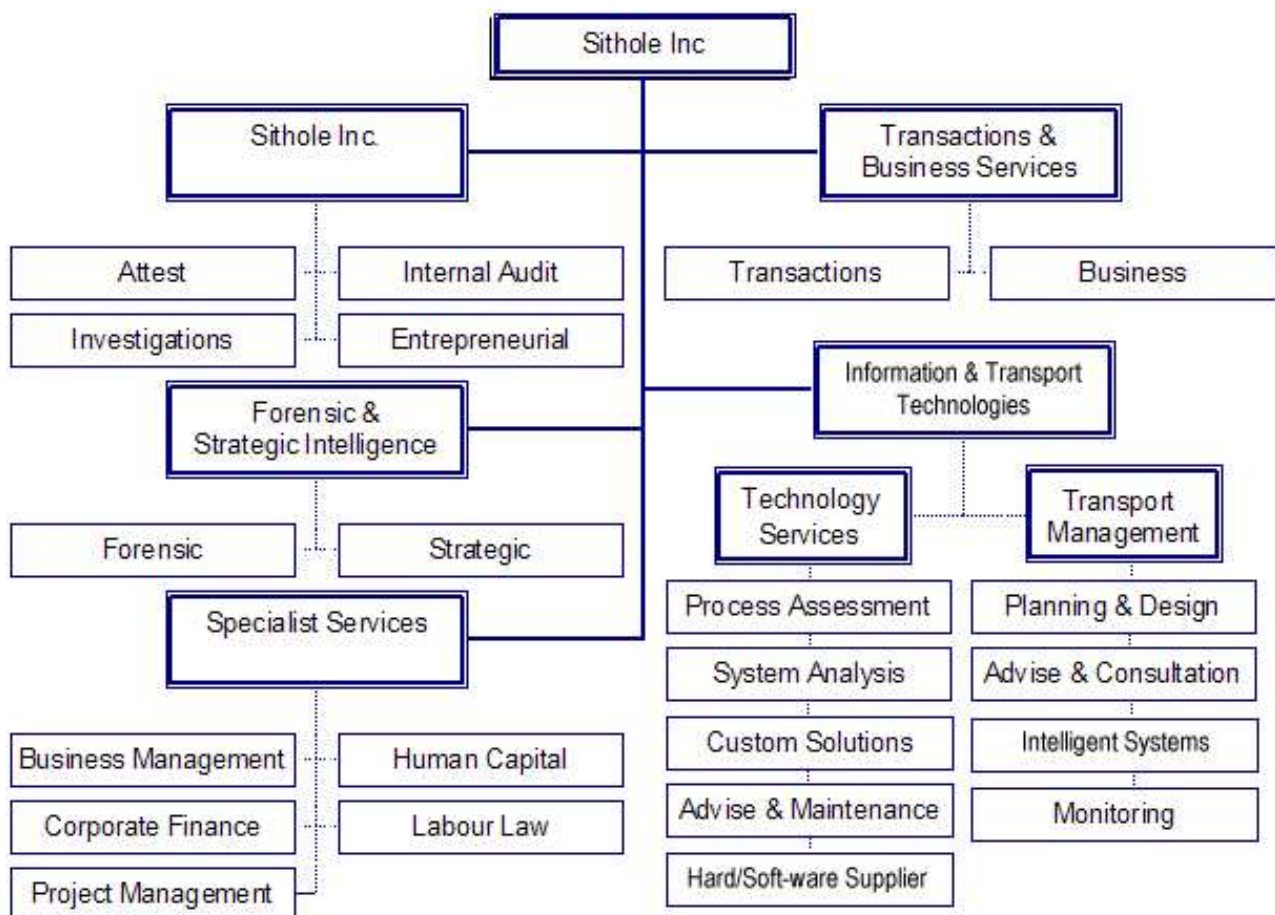
Sithole Incorporated CA (SA) is committed to the empowerment of the previously disadvantaged communities which is borne out by the following:

- Sithole Inc. represents one of the success stories of affirmative action and the up-liftment of previously disadvantaged communities.
- All the partners and associate directors all are from previously disadvantaged communities.

- ❑ Our greatest strength lies in our people and their commitment to exceed to our clients' expectations. To this end, we have invested substantial resources in training our people to excel, in some cases, even beyond their own expectations.
- ❑ Our firm has also gone through great effort to assist black entrepreneurs in achieving their business objectives and integrating them into our client base.

With all partners coming from previously disadvantaged backgrounds, we understand the problems facing our communities and are constantly looking for opportunities and ways in which we can assist and promote individuals and communities of the previously disadvantaged.

Organisational Structure





Company Services

Chartered Accountants (S.A.)

Auditing

External Auditing

We perform statutory audit for listed companies to small enterprises.

Investigations

We perform investigation and review based on the clients requirement.

Regularity Audits

We perform regularity audits on behalf of the Office of Auditor-General.

Accounting

Administration

We can undertake all monthly payroll-related administration, including the generation of payslips, payroll related administration and the issuing of IRP5 forms.

Regulatory Compliance

Advice and updates on regulatory issues ensuring compliance with the South African Revenue Service and Statutory bodies.

Tax Structuring

Advice on the tax structuring of remuneration packages in association with our Tax Division.

Reconciliation Audit

The preparation and administration of reconciliation's required including payments to third party service providers.

Individualised Reporting Service

The preparation of weekly or monthly reports tailored to clients' specifications.

Statutory Registration

We undertake all necessary registration with the relevant statutory bodies including PAYE, RSC, UIF and others.

Secretarial Service

Formation of Companies and Close Corporations.

Appointments/resignation of directors and officers.

Amending share capital structure including allotment and transfer of shares.

Amendment of Memorandum and Articles of Associations.

Conversion of Companies to CC and vice versa.

Provision of shelf Companies and CC

Company and CC searches.

Deregistration of Companies and CC.

Updating Statutory records.

Statutory Audits

Taxation

Taxation Consulting

Taxation Planning

Internal Audit and Risk Management

Internal Auditing

We perform assurance and corporate governance review for company and government department.

Performance Auditing

We assist companies in evaluating and analysis their performance analysis and also help in environment audits

Risk Assessment

The risk assessment is the foundation of the compliance with corporate governance. We have gain variable experience in preparing risk assessment for public sector and private sector.

Systems implementation

We assist companies in the implementation and documentation of system documentation and policy manuals.

Transaction and Business Services

Consulting

Sithole's staff and network of professional service providers allows us to provide short-term management to clients with high calibre accounting, finance and information technology requirements on a project basis, as and when needed. This trend reflects several key developments in the outsourcing model.

Outsourcing is a highly acceptable management practise in that it allows management to focus on their core competencies. Whilst the use of outsourcing was once limited to a few industries, today it is widely accepted in the public and private sector.

As companies accelerate the installation of complex client/server offerings, organisations increasingly look to outsource the management of their distribution systems.

Business Strategy and Start-up

A business strategy is essential as it allows us to initiate a change programme that is targeted at a client's specific issues. It is often the case that this may call upon the full spectrum of our service offerings. Certainly, it will involve a team approach among all the parties involved. The purpose is to assess organisational viability and sustainability and is critical to future decision-making.

Strategic Audit

The entire process starts with a strategic audit. It is important to know where things stand at present as this forms the basis of all future direction. Following seamlessly from this, complete business, marketing, and communication plans are fully documented and defined.

Information Gathering

This phase of the process will focus on supplying information which is missing, yet essential to the development of a strategy.

The issues that could be examined in this phase of the process are:

- Market size and segmentation together with growth indicators;

- Competitor analysis in terms of the market segment serviced, product or service offering;
- Market penetration; and
- Market or product feasibility or acceptance.

Strategy Development

Strategy development is a highly disciplined and structured process undertaken in three distinct sub-phases involving business strategy, marketing strategy and communication strategy. In many instances, the focus is mainly on marketing and communication, but a full business strategy is often required in market segments that have experienced rapid change or the client is refocusing or repositioning its business.

Business Strategy

The business strategy provides the global strategy for the organisation. In some instances this is already in place but often benefit is gained from an objective opinion from a third party of professional experts. Sithole examines the strategy from a holistic perspective and puts the strategy through rigorous tests, especially where assumptions have been made.

Marketing Strategy

A marketing strategy will flow effortlessly from a clearly devised business strategy. Using the markers from the business strategy, together with marketing intelligence gathered by our research team, a comprehensive marketing strategy and plan is developed. Care is taken to match the strategic vision and culture of the organisation to that of the marketing effort to ensure that a consistency of values and image are maintained.

A key component of Sithole's approach is the integration of traditional marketing techniques with e-business and Internet based communication. This ensures that the best of both worlds are embraced.

This phase will result in clear pathways for:

- The desired image of the client
- Channels to market for each of the services provided and to each of the market sectors targeted
- The communication philosophy and the brief for the communication strategy
- Budget recommendation for the various marketing activities to achieve the overall marketing goal.

Communication Strategy

Giving more focused form to the marketing strategy, the communication strategy ensures that the intellectual capital invested thus far is given creative impetus. A creative rationale is developed along with various campaigns using guidelines set within the marketing strategy.

Both traditional and new media are integrated into the process.

An essential ingredient to the success of this phase, is that the internal communication campaign is in tune with that of consumer communication. This ensures that both internal and external communications are matched. Specific communication interventions are decided upon, and budget is allocated.

Implementation

Like you, we want to see results. Thus at Sithole, successful engagements do not end with the rendering of strategies. Once all the strategies have been finalised, a project manager from the team is assigned to ensure that the plans are implemented on schedule and within budget. Ultimate accountability rests with this project manager and therefore a close working relationship and cultural fit between the client and the project manager is essential.

Corporate Finance, Mergers and Acquisitions

Sithole offers a comprehensive portfolio of professional expertise designed to help organisations perform at the highest possible level.

To provide these benefits, we:

- Translate findings into recommendations that improve deals;
- Offer solutions to issues that arise during negotiations; and
- Provide market intelligence to quantify opportunities, exposure, risks and competitive threats.

These benefits are made available to our clients by making use of the following Sithole resources:

- Feasibility studies;
- Valuations; and
- Due diligence reviews.

Our expertise in the field of mergers and acquisitions is driven by our track record of success when consulting to the first Black economic empowerment initiative to be listed on the Johannesburg Stock Exchange. Fundamental to our view of Black empowerment deals is the creation of black capacity and capabilities. In an increasingly socio-politically driven economy, for a successful empowerment deal to be concluded and benefit gained, the multiplier effect must be measured and demonstrated according to the following:

- Significant black equity shareholding;
- Operational involvement;
- Effective managerial influence and decision making; and
- Measurable skills transfer.

We provide interim professional expertise in the field of mergers and acquisitions to guide clients through these transactions

Management Consulting

Project Management

As projects grow in size and complexity, the ability to plan and control them has become a key project management function.

We offer a structured approach to the management of projects in both public and private sectors.

We effectively and efficiently plan, direct and manage resources to successfully complete project within specified constraints.

Short Term Peak Period Management

Our network of professional service providers allows its short-term management division to provide clients with high calibre accounting, finance and information technology professionals on a project basis, as and when needed. This trend reflects several key developments in the outsourcing model.

Outsourcing is a highly acceptable management practise in that it allows management to focus on their core competencies. Whilst the use of outsourcing was once limited to a few industries, today it is widely accepted in the public and private sector.

Just as vendors and hawkers should be integrated into the supply chain of smart manufacturers, outsourcers should be considered as strategic partners and not isolated units removed from the mainstream of a business. As companies accelerate the installation of complex client/server offerings, organisations increasingly look to outsource the management of their distribution systems.

Sithole Incorporated CA (SA) can provide experienced interim management to take care of peak periods such as month or year-end closing, budgeting and preparation of tax returns or statutory reporting.

Specialist Services

Sithole Specialist Services is a Human Capital division which provides, assist, consult and research on human capital, bbusiness management as well as development.

Business Management Advisory

This division deals with the following services:

- Strategic Planning, Development and implementation
- Business advice on Organisational Transformation and Change
- Public Sector Restructuring
- Executive and Management Development
- Stakeholders Facilitation
- Black Economic Empowerment Audits
- Leadership and Management Development Interventions
- Organisational Design
- Basic Marketing Planning

Human Resources Advisory

We advise on the following aspects:

- Human Resource Auditing and HR Policy development
- Executive Recruitment and Selection
- Performance Management Systems
- Career Counselling and Career Management
- Retention Strategy and Succession Planning
- Remuneration Benchmarking and Design
- HR Intervention Strategies
- Competency Audit, Assessment and Development
- Cultural Diversity Interventions and Management
- Pension and Retirement Advisory Services
- Training and Development
- Job Design and Re-design, Evaluation and Analysis

Corporate Law and Labour Law Advisory

Skills Development Advice/NQF

Sithole provides clients with in-depth, expert assistance in the design, development and delivery of training and development programmes. These assist companies to meet performance goals by providing the workforce with the skills, knowledge and tools they need to work effectively and meet performance requirements of their business unit.

- Leadership Development;
- Workforce Development;
- Customer Service;
- Strategy Execution; and
- Achievement of Targets and Budgets

Our approach complies with the Skills Development Act and Skills Levy Act, and combines comprehensive strategic programmes to ensure workplace skills development.

Drafting of agreements

Sithole can draft the necessary legal documentation in the highly regulated labour market to reduce client risk.

Labour Relation Advice

We provide consulting and advisory services across the full spectrum of employment law issues.

Legal Due Diligence Reviews

Reviewing clients' human resource practices and providing complete reports on areas of deficiency.

Employment Equity Plan Development and Implementation

Sithole is uniquely placed to offer a comprehensive employment equity service, from the development of policies to the monitoring of equity plans

Commercial Law Advisory

Corporate Valuations

Structuring of Private and Public Partnerships

Basic Conditions of Employment Advice

OHSA/COIDA and UIA Advice

CCMA Advice

Social Development Advisory

Research

Advice on strategies on development using Participatory Methodologies

Development Impact Study

Forensic and Strategic Intelligence

Forensic Investigations

We provide the following services under forensic investigations:

- Acting as expert witness, expert advisor or providing expert determination of facts or quantum of damages.
- Providing a consulting service to attorneys on facts, issues in dispute, general case strategy and cross-examination of opposing experts.
- Providing assistance in the discovery process especially with regard to documents of a financial nature and general business issues.
- Researching background information on the case to pre-determine what the stance of opposing experts is likely to be, or to discredit them in court.
- Valuations of businesses in instance of disputes such as divorces, dissolution of partnerships takeovers, and mergers and in completion accounting. Completion accounting is the reconciliation required in mergers or takeovers where warranties and estimated figures have been provided in the contract.
- Providing an opinion as to whether Generally Accepted Accounting Principles and Auditing Standards have been complied with in cases of negligence claims against accountants and auditors.
- Investigating financial statement fraud on behalf of shareholders creditors or the liquidator of an insolvent estate.
- Analysing the flow of funds in instances of money laundering distinguishing between criminal and legitimate funds.
- Interviewing possible witnesses for information or suspects for confessions.
- Investigating allegations of insider trading in contravention of the applicable legislation.
- Investigating contraventions of legislation regulated by, for example, the Registrar of Banks or the Financial Services Board.
- Investigating specialized matters such as insolvency, insurance, health care or cyber fraud.

Financial Services

- Life Assurance
- Healthcare
- Local and International Investment Planning, Structures, Asset and Portfolio Management
- Financial Planning
- Retirement and Estate Planning
- Management of Deceased Estates
- Fiduciary Services

Sithole Incorporated Technologies



Sithole Incorporated CA (SA) established an Information Technology company, Sithole Incorporated Technologies (SITECH) to address the expanding need for professional and skilled technologist. In order to maintain a competitive edge, more and more companies are realising the paramount importance of developing and maintaining their IT infrastructure. New technologies present more cost effective and efficient ways of doing business.

A strong IT strategy leads to improved business processes which can be directly translated into better performance and profitability .It is thus imperative that businesses invest significant time and resources in the development and implementation of such strategy.

Intelligent Transportation Systems

We partnered with various companies to provide and manage various mobile and fixed vehicles testing equipment.

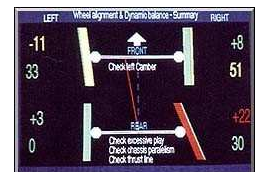
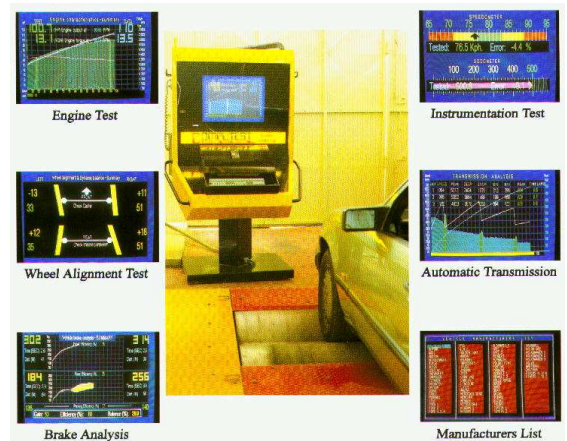
- ❑ **COMPUTEST VCT/CCC** (Vehicle Characteristics Tester/Closed Circuit Computerised systems) in Fixed or Mobile configurations, designed to test accurately each vehicle’s mechanical, safety related systems, quickly and thoroughly, at real road speeds (up to 200kph) during acceleration and braking.

Testing features that cannot be tested on conventional equipment (which, for example, can only test brakes of Cars and Heavy vehicles at 4kph!). Its Computer systems first establish the legality of each vehicle before it will conduct the test. It weighs each axle and proceeds with a series of pre-determined tests, simultaneously comparing the data with those of the legal requirements and/or the manufacturers’ recommendations for that particular vehicle.

The Closed Circuit Computer system will, if required, transmit the vehicle and test data to a local or national database in addition to recording them in its own memory (in “read only” format). Thus the records cannot be altered except by additional entries and these can only be authorised by the highest management level. The mechanical test takes up to 3 minutes for Light vehicles and up to 10 minutes for Heavy vehicles.

Certification can be of a Fraud-preventing nature, and is printed only after a test has been completed, showing “Pass” or “Fail,” and indicating the faults to be corrected. The computer systems can be used simultaneously to carry out Registration procedures and Annual Licence Renewal. When linked, these procedures may only take place for a vehicle which passes the test.

The Computest VCT equipment is available In Fixed and Mobile configuration.



Fact Sheet :

- Vehicle Testing at real road speeds
 - Acceleration, deceleration, braking, emergency braking, brake balance
 - Simultaneous testing for suspension wear, steering play, chassis alignment, toe-in/out, wheel balance, thrust line, scuff
 - Shock absorber fall test
 - Axle weighing
 - Brake testing at all speeds up to 200kph, including ABS and heavy vehicle retarders, measuring brake fade, pedal pressure, efficiency etc
 - Indicating continuously, measured parameters on 28" VGA monitors
 - Measuring engine condition, performance, source of oil consumption, power output, etc.
 - Testing transmission train efficiency, power loss, including automatic transmissions (without any dismantling)
 - Exhaust emission analysis, Diesel smoke test, noise test, under operating conditions of acceleration, deceleration and load
 - Testing all safety parameters against manufacturers data and/or legal requirements
 - Provides market valuation if required
 - All data and results are protected from manual manipulation and from corrupt practices
 - Prevents issuing of certification for any vehicle not meeting prescribed condition requirements
 - Automatically provides failure report indicating repairs required to meet prescribed standards.
 - Configurations available to test all categories of vehicles from Motor-scooters to 6x6 military vehicles, including buses, taxis, 4x4's, 6x4s, trailers, etc.
 - Available in mobile trailer-mounted form as well as normal fixed installation
 - Will automatically transmit information to central database
 - Will produce statistical reports as required
 - Can test cars and light/medium vehicles in 2-3 minutes, heavy vehicles in less than 10 minutes
 - Annual capacity in excess of 30,000 tests per unit per year
 - Minimal maintenance and expectation of 15 years' service before any major replacements may be necessary
 - Full installation in prepared site and training of personnel included in package
 - Hand-over on completion of commissioning.
- MASSLOAD PORTABLE WEIGH-IN-MOTION SYSTEMS** have been designed to detect overloaded vehicles on the road, with the least possible disruption to traffic flows by accurately (to $\pm 3\%$) weighing each axle passing over the weigh-pads at up to 20 kph. They have the advantage of being easily portable and can thus be sited anywhere at any time at short notice.

The system provides computerised records of all vehicles weighed. This makes the equipment more efficient than any other currently in use. It can, therefore, be used in locations where previously it was not possible locate such equipment for the protection of, for instance, the local township residents.

Rural areas can also be served in the same way by such portable equipment.

Document Management System

Document Management is the process of managing documents through their lifecycle. From inception through creation, review, storage and dissemination all the way to their destruction.

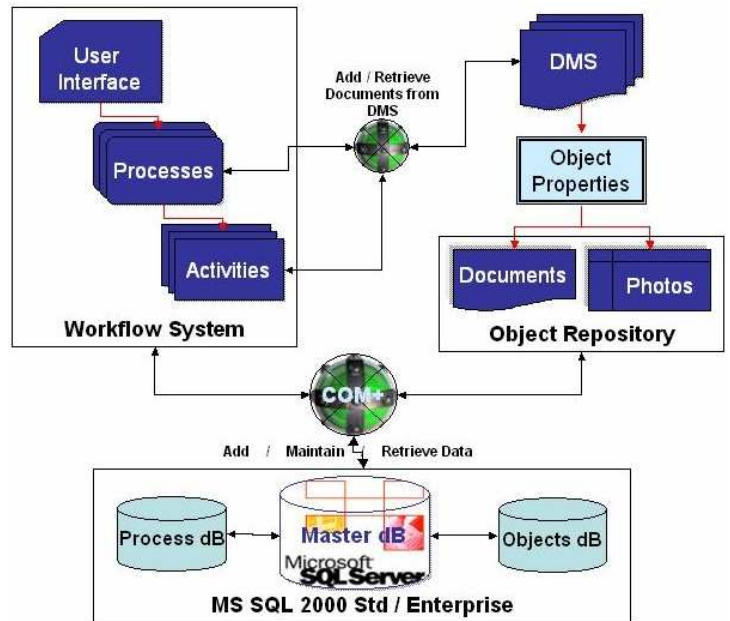


Documents will be stored on a central server. Users will have access to these documents depending on what permissions they have and to whom these documents have been allocated to either on a group basis or on a specific user basis.

These documents can be uploaded to the server by any user who has the permissions to do so. The user will select the document to upload, they will add a document name, description, and also allocate certain users or user groups to have access to that document. The user will also be able to create directories depending on their permissions or they will just be able to allocate the file to a directory that they have access to.

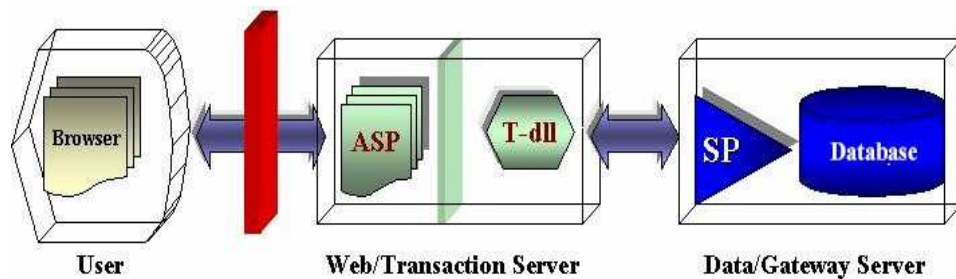
The management of the workflow processes is controlled through the work flow process as assigned to each application / case in accordance to the processes set in the Work Flow Manager component. The Work Flow Process will be based on the procedures and policies as at the time of executing the tasks as composed in the workflow manager.

Document Management is typically associated with a host of other technologies: Imaging, Workflow, Intranet, Internet, Web Content Management, Knowledge Management. The best way to choose which of these technologies should form part of your solution, you should clearly identify the Inputs and Outputs of the document management system, the processes involved in the whole document lifecycle, and finally the target population of the system you are trying to build. Give the right tools to the right people.



System Architecture

The basic logical architecture of the system is based on an n-Tier architecture model. The n-tier architecture is based on a logical network of cooperating services not physical. There are three basic services that the application will be split into, User services, business services and data services.



Features

- ◆ **Document Management:** Allows you to create, revise, store, perform version control, collaborate and share your documents.
- ◆ **Web-centric document management tool.**
Key features include:
 - ◆ Folder management (title, description)
 - ◆ File management (title, abstracts)
 - ◆ Folder View Expansion/Contraction
 - ◆ End-User and Administrator Views
 - ◆ Remote administration
- ◆ **Digital Signature:** Gives you and your organization the ability to sign individual or a collection of electronic documents.
- ◆ **Encryption:** Uses public/private key technology to provide you the highest level of security when routing information.
- ◆ **Security Access Control:** Control and manage access to each document according to the pre-assigned security access level.
- ◆ **Audit Trails:** You can assign a workflow manager to monitor each workflow. This workflow manager will receive reports on the status of a workflow.

Benefits

- ◆ **You eliminate lost files:**
 - ◆ Eliminate misfiles
 - ◆ Eliminate need to access off-site paper storage
 - ◆ Eliminate need to re-file
 - ◆ Eliminate problems associated with file non-availability
 - ◆ Eliminate the backlog in the availability of documents
- ◆ **You improve customer service:**
 - ◆ Improve document control
 - ◆ Improve marketing image
 - ◆ Improve security
 - ◆ Improve workflow
- ◆ **You increase efficiency:**
 - ◆ Increase file integrity
 - ◆ Increase productivity
 - ◆ Increase speed of retrieving documents
 - ◆ Increase the reproductive quality
- ◆ **You provide cross-referencing of files:**
 - ◆ Provide for collecting documents into electronic folders
 - ◆ Provide for future growth
- ◆ **You reduce all costs associated with filing paper:**
 - ◆ Reduce the barrier of old technology
 - ◆ Reduce filing equipment costs
 - ◆ Reduce use of floor space
 - ◆ Reduce staff requirements
 - ◆ Reduce storage costs
 - ◆ Reduce supply costs
 - ◆ Reduce time locating pages in a file

Enterprise Management System

Sithole Incorporated Technologies developed a generic project management system which provides for full management of clients, projects, budgets, invoicing, users assignment, timesheets, reports, leave etc. to companies and their users and management.

(<http://emanager.sitholesa.co.za>)

With minimal customization could the product be implemented at your intranet or you could join through a ASP service type.



Benefits

- Provides corporate users with a consolidated environment of all project record and data through a Web based interface
- Minimize exposure to risks associated with paper-based systems
- Expands the corporate boundaries beyond the limitations of current infrastructures
- Enables worldwide accessibility for corporate employees, clients and management
- Enhance and expands the span of Management
- Ensures enterprise-wide integrity of all business-critical knowledge
- Enhance the corporate accountability
- Results in cost reduction by providing centralised content storage of master documents.
- Quick and easy access to data improves productivity
- Improves customer satisfaction
- Scalability provides for Local and Internet based deployment.

Functions

- | | |
|----------------------------|--|
| Project Management | <ul style="list-style-type: none"> ◆ Manage client and project information: <ul style="list-style-type: none"> ◆ Option for internal projects including staff task lists with management verification on completion of tasks ◆ Invoicing Report ◆ Project Status Reporting ◆ Tender Listing, Costing and Linkthrough to Project module as soon as tender is awarded. |
| Time Management | <ul style="list-style-type: none"> ◆ Project time sheets capturing and reporting with special management functions such as approvals and alerts when time sheets not done for certain period of time: <ul style="list-style-type: none"> ◆ Meeting Management ◆ Leave Management ◆ Travel Management |
| Resource Management | <ul style="list-style-type: none"> ◆ Resource utilization and productivity reporting with special management functions such as alerts when resource/s are below a certain level of productivity, e.g., below 120 productive hours per month. |
| Cost Management | <ul style="list-style-type: none"> ◆ Project budget planning and cash-flow management ◆ Project profitability analysis and reporting including target profit margins per project with management notifications when time and/or costs allowed are exceeded. ◆ Financial control measures for expenses, e.g., Expense Requisition Form. |

Content Management System

With the fast expanding of corporate offices throughout the technology age has brought about extensive duplication of content. This scenario most commonly exists in all companies or organisations.

Even with implementation of most advanced network based content management system the duplication and archiving of various versions of content are a persistent tendency.

Sharing documents in one central location is essential to keeping everyone on the same page. With Content Manager, you can easily and safely share key document's content with colleagues.

Use the Content Manager as a central repository to post:

- The latest Web content
- The latest sales presentation
- Next week's staffing schedule
- The cafeteria menu for the upcoming week or month
- Product literature
- Your company policy manual
- Forms you use regularly, such as vacation request forms, overtime slips, expense report forms
- Your company's artwork, logos, and templates

Content Manager has a full permission system so you can decide which members have No Access, Read only, or Edit access to a document. User permissions are integrated with the corporate Local Area Network security module. The Content Manager is completely integrated with Drag and Drop functionality, enabling you to access the documents on your intranet through the familiar Windows environment you use every day. With Drag and Drop, you can save documents from Microsoft Word-or any other Microsoft Office 2000 application-directly to your intranet.

Benefits

- Provides corporate users with a consolidated view of all electronic record repositories through a Web based interface.
- Minimize exposure to risks associated with auditing, legislation issues
- Expands the corporate boundaries beyond the limitations of current infrastructures
- Enables worldwide accessibility for corporate employees, clients and management
- Enhance and expands the span of Management
- Ensures enterprise-wide integrity of all business-critical knowledge
- Enhance the corporate accountability
- Results in cost reduction by providing centralised content storage of master documents.
- Quick and easy access to data improves productivity
- Improves customer satisfaction
- Scalability provides for Local and Internet based deployment

VIP Personnel & Payroll System

VIP Personnel & Payroll Systems is one of the largest suppliers of payroll software in SA, and is used by over 10200 companies throughout SA. VIP's focus is on payroll and HRM software and services only. VIP was founded in 1986 and is a member of the JSE listed group Softline Limited.



The VIP Payroll system provide the following functionality to Human Resource and Financial Managers:

PRODUCTS

Softline VIP offers their customers a comprehensive payroll software solution, inclusive of extensive consulting services, unlimited telephonic support, system enhancements and updates, training and seminars.

VIP's product range comprises of three products:

VIP Essentials

VIP Essentials is aimed at the small business and contains the same quality and stability as all our products. It combines ease of use into a small, but powerful package. The software is ideal for the less complex payroll and for companies who employ less than 30 employees. VIP Essentials provides you with all the information and options you require for an effective remuneration process with the added advantage of unlimited telephone support by highly qualified support consultants.

Advantages of VIP Essentials

- Easy installation for the business entrepreneur or small business owner
- Pre-defined company setup that can be used straight away
- Load employee detail and pay your employees immediately
- Focus on your business while we make sure all payroll legislation is up to date

Features of VIP Essentials

- Accurate tax, UIF and SDL calculations (Emp201)
- Automatic calculation of normal time, overtime and leave pay
- Print professional payslips for each employee
- Generate electronic IRP5's at the end of the tax year
- Keep records of loans and garnishee orders
- View payslip on screen before printing
- Cash or cheque payments to employees
- Electronic interface to bank system, e.g. Cash Focus

All the VIP products are designed to offer easy migration paths for smaller businesses to larger systems.

- Advanced access control to ensure confidentiality
- Passwords can be defined with full rights, viewing rights or no rights
- Define zones to group employees together and link zones to passwords

Softline Pastel Software

Softline Pastel's range of accounting, payroll and value-added business software products are suitable for all types of small and medium size (SME) businesses. Softline Pastel is the SME market leader in South Africa and its software products are used by more than 160 000 companies operating in Africa, Europe, the UK , Australia and Asia .

The Softline Pastel product range provides flexible and feature-rich accounting and business management software solutions. From small, single user start-up operations right through to larger entities with multiple companies and several hundred concurrent users, Softline Pastel has the right-sized solution for your business. In addition, the accounting software range includes a number of add-on modules addressing the specific requirements of businesses in vertical industries.

Our customers are assured of fit-for-purpose software solutions that best meet the needs of their business as well as clear upgrade paths to ensure that business growth will never be hampered by the accounting software system.



The Pastel range of Accounting Software Products includes:

- Pastel Xpress Start-Up
- Pastel Xpress 2005
- Pastel Partner 2005
- Pastel Evolution Version 3.09

Comparative Table of Pastel Accounting Product Range

		Start-Up	Xpress	Partner	Evolution
BASE	Number of Users	Single User	1 up to 3 Users	1 up to 20 Users	1 up to 250+ Users
	No. of Companies	Single Company	Unlimited	Unlimited	Unlimited
	User Defined Fields	No	No	Yes	Yes
	General Ledger	Yes	Yes	Yes	Yes
	Cash Books	6	6	30	Unlimited
	Customers	Yes	Yes	Yes	Yes
	Quotations	Yes	Yes	Yes	Yes
	Invoices	Yes	Yes	Yes	Yes
	Suppliers	Yes	Yes	Yes	Yes
	Purchase Orders	Yes	Yes	Yes	Yes
	Inventory	Yes	Yes	Yes*	Yes
ADD MODULES* ON	Multi-Currency	No	No	Yes*	Yes*
	Receipting (cash & bank manager)	No	No	Yes*	Yes*
	Time & Billing	No	No	Yes*	No
	Point of Sale	No	No	Yes*	Yes*

	Serial Number Tracking	No	No	Yes*	Yes*
	Multi-Store	No	No	Yes*	Yes*
	Job Costing	No	No	Yes*	Yes*
	Bill of Materials	No	No	Yes*	Yes*
	Fixed Assets	Yes*	Yes*	Yes*	Yes*
	Payroll	Yes *	Yes *	Yes *	Yes *
	Resolve (Contact Management)	Yes*	Yes*	Yes*	Yes*
Key: * subject to the purchase of additional modules.					

Pastel Evolution Accounting and Payroll

Softline Pastel's continuous investment in research & development provides customers with the latest and most up-to-date software. This new release incorporates customer feedback and suggestions and will allow your business to take advantage of the enhanced features and functionality that Pastel Evolution Version 3.09 offers.

- Accounting
- Suppliers
 - Automatic supplier payments and remittances
- General ledger
 - Reconciling entries in an open batch
 - Importing of bank statement into bank reconciliation
 - Recurring batch improvements
 - Cashbook permissions
 - Unique cashbook / journal batch references
 - Open batches enquiry
 - Improved comparative income statement
 - Cashbook batch totals
 - Monthly trial balance
- Inventory
 - Cost on inventory count variance report
 - New inventory movement report
 - Global price change by warehouse
 - Customer vat number
 - Sales analysis report to have a sales rep filter
- Job costing
 - Adjust budgets if cost / price changes
 - Picking slip to only show new lines added to a job card
- Resolve
 - Resolve system agent
- Fixed assets
 - Fixed assets selling & scrapping
 - Automatic asset code numbering
- Payroll
 - Efts export ranging on cost centres
 - New al rate and alt rate calculation report
 - New rsc levies report
 - Profiles for employees
 - New payroll transaction type
 - Irp5 / id number validation

Asset Tracking & Inventory Management Solution

Sithole Inc entered into a partnership with Asset Dynamics, to provide an IT asset tracking and inventory management solution to its broad customer base.

The Solution

When your notebook is loaded with our tracking agent, it silently connects to our company's Global Monitoring Centre, whenever the device is connected to the internet. If the notebook is reported stolen or lost, its location is tracked and we then have the ability to recover the equipment using local law enforcement. Notebook computers are small, powerful, increasingly affordable and easily stolen.



However, new services being offered by Asset Dynamics are setting a trap for laptop thieves in South Africa. A spate of publicity in recent months over stolen laptops at major Corporations such as Denel, RCI and Frankel Pollack, has demonstrated the importance of protecting important company assets and data. Commercial crime and theft statistics show that the number of break-ins at businesses in the Johannesburg and Pretoria regions, where PCs are stolen, have increased by 67% since January 2001.

Data Protection

Protecting Your Intellectual Property...“Data Delete”, a feature designed to protect valuable data on remote, mobile and desktop PCs has the capability for companies to now protect valuable data such as passwords, financial records, sales information and trade secrets, in addition to its hardware. The value of data is often far greater than the stolen PC hardware. In today's competitive global environment customers now have additional peace of mind that their sensitive information will not be accessed or exposed. In order to protect both your assets and the knowledge capital stored on your computers, it is necessary to use this revolutionary product to reduce the risk of theft.

Product Highlights

The NetTrace PC inventory management and tracking service is used by 15 of the Fortune Top 50 Companies in North America. Large Corporate organisations using the NetTrace service in South Africa have experienced as much as a 90% decrease in the incidence of theft, since installing the service. Unlike other Lan based PC inventory management tools the NetTrace solution can be implemented within hours and used instantly. Asset Dynamics has developed relationships with insurance companies whereby clients, once having implemented the tracking service have received reduced insurance premiums.

Features :

- PC Inventory management
- Inventory tracking
- Monitoring Hardware & Software Changes
- Software license management
- Contract management
- Security enhancement
- Modem addition
- Virus protection & unauthorized s/ware
- PC Theft Recovery and Loss control

- Meaningful Management Reports

Custom Development

Solution Development

Few companies are able to provide a comprehensive solution to Internet or Intranet needs, with many companies only specializing in web design or database solutions. Sithole Inc possesses skills across the entire range to provide across-the-board multi-tier solutions.

Internet and Intranet Development

Our expertise allows for us to develop state of the art Internet applications with a professional look and feel. Our Internet developers make use of different tools to create Internet sites that allow for corporate business functionality to be accessible to the entire world with a true personal look and feel. We are able to implement complex systems under this architecture that are not client intensive and provide a world of functionality to the user.

Hosting and Internet Connectivity Services

- Internet Service Provider Offerings,
- Hosting Management,

Consulting Services

- Hardware and Software Architecture Design,
- Systems Integration,
- Business Analysis,
- Security Architecture Consulting,
- Management Consulting,
- Change Management,
- Project and Program Management,
- High-Level Technical Training

Hardware & Software Supply, Maintenance & Installation

Supply

We have registered with most of the IT suppliers, like MUSTEK (MECER), Sahara, Esquire, Dell, etc. to provide the best possible hardware and software solutions to our clients.

Support & Maintenance

We strive to provide support and maintenance to our clients in accordance to our suppliers standards and requirements.

Installations

As registered dealers to most of the IT Brands in South Africa, we endorse the standards and practices of our supplier's technician, and strive to maintain the same high level of standards related to installation of hardware and software.

Information Risk Management Services

We have a vast knowledge of the issues facing the financial services industry based on our experiences with over 500 financial institution clients. Our experts can help identify the areas of your business where we can optimise your information risk and offer solutions to manage the information risk for your organization.

Information Security Solutions

We help clients assess, monitor and manage the risks associated with operating critical business information systems, Internet connectivity and networks.

- Internet security, intrusion detection and 24x7 monitoring
- Internet banking and wireless banking security
- Network security risk posture analysis
- Network penetration studies (hacker testing)
- Information security policy development and review
- Network security architecture and engineering
- Implementation of security and risk mitigation infrastructure
- Assistance with security technology selection

Information Technology Assurance & Control Services

- Controls reviews
- SAS 70 examinations
- IS internal audit outsourcing
- Regulatory reviews
- Computer audit and security training
- Disaster contingency plans

Our *Information Risk Management* practice is focused on improving your information risk posture through assurance, consulting and outsourcing services.

Data analysis services

- Data extraction and conversion of member account data
- Consolidation of multiple accounts
- Household sorting and imprinting of mailing pieces for member mailings
- Proxy and stock order manager software and support services
- Inspector of election services
- Interest and refund processing with 1099-INT services
- Computer-assisted applications testing

Business Benefits

The main benefits to your organisation are:

- Improved risk management, reducing the likelihood of system failure and its impact if it does occur;
- Reduced opportunity for fraud;
- Enhanced assurance and business risk-focused advice to management; and
- Legal and regulatory compliance.



Company Clients

The following list provides just an overview of a cliental base of well over 500 clients and is not limited to these cliets.

Chartered Accountants (S.A.)

External and Regularity audits

- Mpumalanga Provincial Department of Finance & Economic Affairs
- Mpumalanga Provincial Department of Public Works
- Benoni Town Council
- USAID- various projects
- Intersite Property Management (Pty) Ltd
- Skotaville Press (Pty) Ltd
- Penta Publications (Pty) Ltd
- South African Football Association
- Pareto Limited
- South African Municipal Workers Union
- SADTU Investments (Pty) Ltd
- Makana Investments (Pty) Ltd
- South African Mortgage Company (Pty) Ltd
- Masingita Group
- Letlapa Group

Internal Audit and Risk Management

Internal audits

- Competition Commission of South Africa
- Statistics South Africa (Census 2001)
- Mpumalanga Gaming Board
- National Gaming Board
- Mpumalanga Tourism Authority
- Namac
- South African Weather Services
- Mpumalanga Regional Training Trust

Risk Management

- Competition Commission of South Africa
- Department of Land Affairs
- National Gaming Board
- Mpumalanga Gaming Board
- Mpumalanga Tourism Authority
- Department of Foreign Affairs
- NAMAC
- Competition Commission of South Africa

Fraud Prevention

- Mpumalanga Tourism Authority
- Department of Land Affairs
- Department of Housing

Transaction and Business Services

- Various close corporation and companies

Forensic and Strategic Intellegence

Forensic and Investigation Accounting

- Mpumalanga Provincial Government (Department of Public Works, Roads and Transport)
- Mpumalanga Provincial Government (Department of Housing)
- Portnet
- Provident Fund Amplast
- Cross Border Agency
- CCC (Pty) Ltd
- NER
- Unifood
- Mpumalanga Empowerment Economic Corporation
- NECTSA
- Khotso Batho Mining Ltd
- Workers Investment Corporation
- National Prosecution Authority

Information Technology

- Business Process Audits:
 - Public Investment Commissioners
 - Competition Commission - IT and Registry
- Consulting and Document Management System (Public Investment Commissioners)
- Software analysis (Competition Commission)
- IT Internal Audits
 - Competition Commission
 - Mpumalanga Tourism Authority
 - Mpumalanga Gaming Board
 - National Gambling Board
- Camera Interface and Control Application (Airborn Lazer Solutions)
- Learner Support Material System Design & Implementation (Mpumalanga Department of Education)
- Project Management Resource Group - Gauteng Department of Transport, Roads and Public Works
- Computerised Vehicle Testing Pilot Project – Tshwane Metropolitan Police



Key Contacts per Division

Chartered Accountants (S.A.)

Stefaan Sithole CA (S.A.), B Acc, MDP, HD Business Management
stefaans@sitholesa.co.za 082 3333357

Zanele Ngwenya, B Com, B Com Hons (Acc)
zanelen@sitholesa.co.za 082 3357694

Internal Audit and Risk Management

Stefaan Sithole CA (S.A.), B Acc, MDP, HD Business Management
stefaans@sitholesa.co.za 082 3333357

Jabulane Mnisi
jabulanem@sitholesa.co.za 082 48225028

Project Management and Quality Assurance

Paul S. Gresse, B.Admin(Int. Relations)
paulg@sitholesa.co.za 082 474 0105

Transaction and Business Services

Judas Msibii
judasm@sitholesa.co.za 082 3333580

Stefaan Sithole CA (S.A.), B Acc, MDP, HD Business Management
stefaans@sitholesa.co.za 082 3333357

Forensic and Strategic Intellegence

Stefaan Sithole CA (S.A.), B Acc, MDP, HD Business Management
stefaans@sitholesa.co.za 082 3333357

Catherine Moshifa
catherinem@sitholesa.co.za 082 9743892

Specialist Services

Stefaan Sithole CA (S.A.), B Acc, MDP, HD Business Management
stefaans@sitholesa.co.za 082 3333357

Taxation Specialist Services

Stefaan Sithole CA (S.A.), B Acc, MDP, HD Business Management
stefaans@sitholesa.co.za 082 3333357

Enoch Mbatsane, B Com
enochm@sitholesa.co.za (013) 752 4015

Information & Transportation Technologies

Paul S. Gresse, B.Admin(Int. Relations)
paulq@sitholesa.co.za 082 474 0105

Human Resources

S.B. Sithole
sbsithole@sitholehc.co.za (011) 8809720

Boitumelo Matlhaku
thumim@sitholehc.co.za (011) 8809720



Company Contact Details

Head Office

Johannesburg

4 Carse O'Gowrie Road
1st Floor, Broll Place, Parktown

Phone: (011) 643 3802 **Fax:** (011) 643 3807

Other Offices

Nelspruit

26 Rothery Street, Nelspruit, 1200

Phone: (013) 752 4015/8 **Fax:** (013) 752 4019

Welkom

Merchantile Bank Building,
11 Heeren Street, Welkom

Phone: (082) 333 3357