



# Company Profile

*Finance, Governance, Risk & Compliance Professionals*

Dofty Trading Enterprise  
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## EXECUTIVE SUMMARY

Dofty Corporate Consultants (Pty) Limited was established in 2018 in response to the needs of organisations who strive to achieve and maintain excellence. Not just in terms of their profitability, but also in terms of their credibility and integrity.

Dofty's governance, risk and compliance (GRC) services help clients tackle the broad issues of corporate governance, enterprise risk management, and effective corporate compliance, while offering specialized assistance in key areas such as financial reporting, tax, information technology, human capital, anti-fraud and dispute consulting, and financial advisory services. We can help organizations identify, remediate, monitor, exploit and manage enterprise risks in addition to coordinating the utilization of people, process and technology to improve GRC effectiveness and help manage costs.

They walk the talk of making sound corporate governance a priority and recognize three basic facts.

These are:

- The increasing pressure for South African organisations to align their corporate governance practices with that of King IV and with international standards.
- The stringent enforcement of the New Companies Act which stipulates that all listed companies are legally required to appoint a company secretary, as opposed to their independent auditors, to handle their business administration and statutory responsibilities.
- The critical shortage of qualified company secretaries in South Africa.

## Objectives

1. Bring gross margin up above 30%, and maintain that level.
2. Obtain 50 clients by the end of the first year.

## Mission

Dofty Corporate Consultants is dedicated to helping businesses obtain the accounting and secretarial services they need.

## Keys to Success

The keys to the success in this business are:

- Consistent, timely, and accurate expertise and information to fulfill the client's accounting needs.
- Competitive pricing for the quality of services offered.
- Build long-term relations with clients to develop a loyal repeat customer base.

## COMPANY SUMMARY

### 2.1 Company Ownership

Dofty Corporate Consultants is a private business corporation founded by and operated by Gift and Rudo Saunyama. The owners have extensive prior experience in accounting and secretarial services.

## PRODUCTS AND SERVICES

Dofty Corporate Consultants provides book keeping and secretarial services to small and medium businesses.

### 3.1 Product and Service Description

Dofty Corporate Consultants is a full service agency for accounting and related services. Products such as book keeping, internal audits, tax advisory, business advisory, company registration, tax clearance etc are offered and delivered on a timely and cost effective basis. The added value Dofty Corporate Consultants is its knowledge and expertise. Customer needs are evaluated and assessed; ideas and solutions are offered for each client to meet their individual needs.

#### Secretarial Services

- Liaising directly with your auditors and appropriate statutory boards.
- Preparing and submission to CIPC all mandatory documentation, including annual returns as required by the New Companies Act.
- Advising directors on procedural and statutory matters.
- Advising on and controlling of maintenance of share registers.
- Ensuring that JSE/ALTX requirements are complied with.
- Ensuring compliance with the New Companies Act.
- Attending to Independent Statutory audits.
- Minute taking (including preparation of board packs; assisting in drafting of agenda).
- Assisting with Tax, VAT, PAYE, Customs (Import and Export); Tax-exemption and NPO registrations with SARS and DSD

#### Accounting Services

We offer the full array of financial accounting services, including:

- Processing of documents
- Debtors and creditors analysis
- VAT reconciliations and returns
- Management reports
- Bank, creditors' and debtors' reconciliations
- Preparation of yearly financial statements for corporate entities
- Payroll services, including reconciliations and returns; IRP5 and IT3 certificates
- Statutory registrations, including Income tax, VAT and payroll (PAYE, UIF and SDL)