

BDO IN SOUTH AFRICA

# ALL YOU NEED TO KNOW

Directory of services



# CONTENTS



- ▶ **WHO IS BDO?**
- ▶ **BDO IN SOUTH AFRICA**
- ▶ **OUR GLOBAL PRESENCE**
- ▶ **OUR SERVICES**
  - Audit and Assurance
  - B-BBEE Verification
  - Business Restructuring
  - Business Services and Advisory
  - Company Secretarial
  - Corporate Finance
  - Economic Incentives
  - Employee Benefits
  - Healthcare Consulting
  - HR Advisory Services
  - Internal Audit and Forensics
  - IT Audit and Cyber Security
  - Legal Services
  - Taxation
  - Wealth Advisory
- ▶ **FAST FACTS**
- ▶ **OUR VALUES**
- ▶ **CONTACT US**



# WHO IS BDO?

AS THE SOUTH AFRICAN MEMBER FIRM OF BDO INTERNATIONAL, WITH OFFICES IN OVER 162 COUNTRIES, WE HAVE BEEN DELIVERING EXCEPTIONAL SERVICE TO OUR CLIENTS SINCE 1963.

BECAUSE OF THEIR SKILLS AND EXPERIENCE, OUR PEOPLE ARE TRUSTED TO DELIVER THE QUALITY OF SERVICE THAT OUR CLIENTS EXPECT. WE OFFER A TAILORED APPROACH TO EVERY CLIENT AND OUR PEOPLE HAVE THE SKILLS AND EXPERIENCE TO TAKE RESPONSIBILITY FOR THE WORK THEY DO. WE ARE AGILE AND QUICK IN RESPONDING TO CLIENT DEMANDS.

OUR APPROACH INVOLVES LISTENING TO OUR CLIENTS, UNDERSTANDING THEIR EXPECTATIONS AND DELIVERING THE CALIBRE OF SERVICE ASSOCIATED WITH A LEADING GLOBAL FINANCIAL SERVICES FIRM.

## WHAT IS OUR AMBITION?

Driven by our own ambition, our clients' needs and a focus on delivering exceptional client service, we're working collaboratively across the world to offer innovative solutions and services to our clients.

We're striving to become a much larger BDO, and to be seen as the only viable choice for our clients whose companies are looking to grow.

We aim to be the one true powerhouse of the mid-tier – a major player on the global stage of our profession.

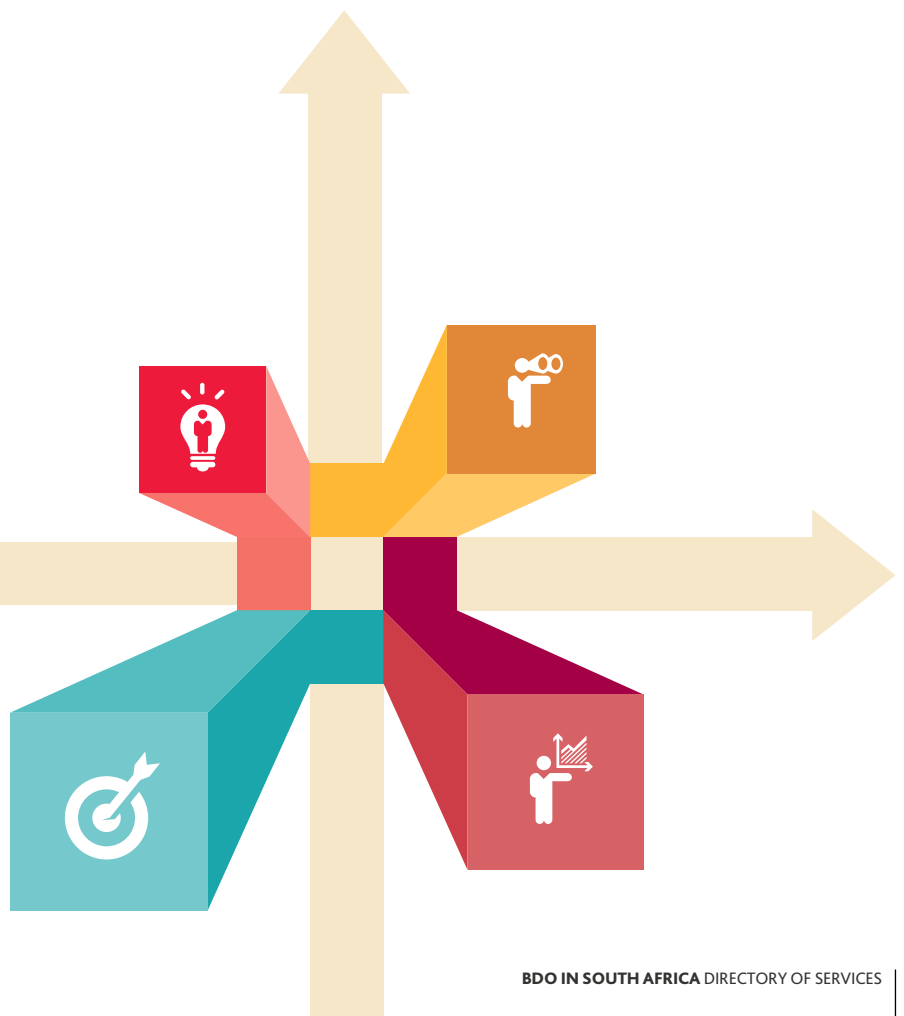
## BDO IN SOUTH AFRICA

BDO South Africa's five offices and 1 100 professionals are at your service – no matter where you do business. You will find us in Cape Town, Durban, Johannesburg, Port Elizabeth and Pretoria.

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*"We aim to be the one true powerhouse of the mid-tier – a major player on the global stage of our profession."*

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# OUR GLOBAL PRESENCE

## ASIA PACIFIC

Afghanistan, Australia, Bangladesh, Brunei Darussalam, Cambodia, China, Fiji, French Polynesia, Hong Kong, India, Indonesia, Japan, Korea, Laos, Macao and Samoa.

## EUROPE

Albania, Algeria, Armenia, Austria, Azerbaijan, Belarus Cape Verde, Croatia, Cyprus, Czech Republic, Denmark & Faroe Islands, Estonia, Finland, France, Georgia, Germany, Gibraltar, Greece, Iceland, Ireland, Isle of Man, Israel, Italy, Jersey, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Montenegro, Morocco, Netherlands, Norway, Romania, Russia, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Tunisia, Turkey, Turkmenistan,

Ukraine and United Kingdom.

## LATIN AMERICA

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, French Guiana, Guatemala, Mexico, Panama, Paraguay, Peru, Uruguay and Venezuela.

## MIDDLE EAST

Bahrain, Egypt, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia and United Arab Emirates.

## NORTH AMERICA AND CARIBBEAN

Antigua and Barbuda, Anguilla, Aruba, Bahamas, Barbados, British Virgin Islands, Canada, Cayman Islands, Curaçao, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, Puerto Rico, St Lucia, St Maarten, St. Kitts & Nevis, St. Vincent & The Grenadines, Suriname, Trinidad & Tobago, USA and US Virgin Islands.

## SUB-SAHARAN AFRICA

Angola, Botswana, Burundi, Comoros, Ethiopia, Kenya, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Réunion, Seychelles, Sierra Leone, South Africa, Tanzania, Uganda, Zambia and Zimbabwe



# OUR SERVICES

## AFRICA DESK

For organisations looking to capture business opportunities provided by other African countries, our team can help you minimise risk and maximise potential. Through our network of member firms and alliance partners that extends to every African country, we can assist with every aspect of establishing a company in another country from registering with the relevant authorities to obtaining Visas for your staff.

## AUDIT AND ASSURANCE

As the leading mid-tier auditing firm, we take pride in the fact that our partners and managers are involved throughout the audit. This accessibility at senior levels and more face-time with our partners means you have direct access to the professionals most familiar with your business, and the ones who can provide proactive, valuable advice.

Our internationally-developed methodology and approach has been designed to help you understand what the risks in your business are, and how to face them. We keep you ahead of relevant financial reporting and related legislative and technical changes, and provide you with proactive advice to maximise the potential of your business. Our audit methodology facilitates and enhances audit quality, and is designed to meet applicable national and international standards.

## BDO DRIVE

Using Xero™ as our technology platform, BDODrive offers a full service personal financial advisory partner to your business. BDODrive is a unique combination of human and technological resources to yield excellence in core accounting, financial management and business advisory.

## B-BBEE VERIFICATION

We guide clients through the B-BBEE verification and certification process. Services include verification, scorecards, scenario planning, consulting and strategy planning, supplier assessment and verification, training.

## BUSINESS RESTRUCTURING

We assist financially distressed businesses and individuals in exploring business rescue and turnaround strategies with regards to corporate and personal insolvency, restructuring, debt restructuring, business transformation, turnaround, liquidity and operational improvement, pensions and contentious insolvency advice to a range of stakeholders including banks, companies and their directors, pension funds, private equity, alternative investment funds and government agencies.

With offices in Stellenbosch, Western Cape and Roodepoort, Gauteng, we are one of the leading professional advisory firms in the field of restructuring and business rescue, with experience of over 32 years.

Our directors have either served, or currently serve, on a number of industry bodies, specifically the National Council of the South African Restructuring and Insolvency Practitioners Association (SARIPA) and INSOL INTERNATIONAL.

Our services include:

- Business rescue and restructuring of business entities
- Independent business reviews
- Liquidations and insolvencies
- Business broking
- Forensic and investigative services
- Locating and recovering lost financial assets for owners in South Africa

## BUSINESS SERVICES AND ADVISORY

We undertake all accounting and record keeping so that you can focus on your core business while we take care of the repetitive administrative tasks.

Our services include:

- Annual financial statements
- Cash flow forecasts
- Compliance reports
- Independent reviews
- Monthly management accounts
- Payroll processing
- Processing of accounting records
- Reviews in accordance with ISRS 4400 and ISRE 2400
- Trust accounting
- Xero™ cloud accounting

As Xero's first platinum partner in Africa, we have seamless and easy access to your company's finances, which enables us to provide you with valuable insights into your business.

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## COMPANY SECRETARIAL

Through our associate company, Statucor, we offer a holistic, integrative approach to compliance, governance and company secretarial services. Our services are provided to the entire spectrum of the South African corporate community, including JSE-listed companies, privately held companies, local and international companies, as well as non-profit organisations.

Our services include:

- Compliance
- Governance
- Company secretarial
- Value-added services, such as BEE consulting, mediation, trademark registration and company liquidations

## CORPORATE FINANCE

Our corporate finance teams, working across a wide range of industries, is committed to achieving the strategic objectives of clients by taking a quality-driven, proactive and personal approach to transactions.

Our services include:

- Mergers and acquisition services
- Transaction services, including due diligence
- Valuations

## ECONOMIC INCENTIVES

Our tax and incentives team can assist your company to obtain and maximise tax incentives and government grant benefits available in terms of the Income Tax Act or the various incentive programmes offered by the Department of Trade and Industry (the dti). We have the required technical knowledge of the various incentive programmes, including their rules and the relevant tax legislation and regulations. We have experience in automotive and related industries.

## EMPLOYEE BENEFITS

To assist you with attracting and retaining quality staff, we will help you control employee benefit costs, communicate effectively the value of retirement plans to your staff and ensure legislative and regulatory compliance. We strive to deliver the best value for our clients and offer tailor-made solutions to all our clients and their employees, regardless of size, location or industry.

## HEALTHCARE CONSULTING

Choosing the best medical aid fund for your employees can be tricky, so why not partners with a company who has been doing it on behalf of clients for years? We will help you choose the right medical aid for your size of business and your staff profile. We offer the same assistance to individuals.

## HR ADVISORY SERVICES

BDO HR Advisory Services supports you and your business by providing people management advice on various issues and arranging interventions that leverage your organisation's earnings and performance.

Our services include:

- HR risk management
- Operational HR
- People effectiveness
- People enablement
- Strategic HR



## INTERNAL AUDIT

In a world with increased emphasis on corporate responsibility and accountability, our internal audit teams look beyond financial risks and statements to the wider issues that help businesses to mitigate the risks to which they are exposed.

## FORENSIC SERVICES

The current socio-economic climate is one in which fraud, theft and corruption are rife. As a guide, the Association of Certified Fraud Examiners estimates that losses due to fraud are as much as 7% of a company's annual turnover. However, with these losses affecting the bottom line, to replace this lost value costs organisations significantly more. In short, fraud is the bedfellow of organisational inefficiency. BDO will help proactively strengthen your control environment against fraud and misconduct, as well as better manage the consequences of fraudulent activities.

## IT AUDIT AND CYBER SECURITY

### IT Audit

We help clients achieve balance between reliable performance and continuous improvement by understanding and managing the inherent technology risks in the business and the processes supported by the technology infrastructure. We work with you to identify and prevent the potential risks that may arise when changes are made to services, technology and during business re-engineering.

### Cyber Security

In South Africa, one in three companies has been hacked. Such breaches of traditional IT systems can be devastating, resulting in massive loss of money, privacy and intellectual property. Even worse, attacks on the Internet of Things (IoT) potentially threaten our business's safety and sustainability. And attacks on the Internet of You (IoY) threatens our individual identities.

We help manage your exposure to the cyber world through:

- Making sure you understand all your cyber exposures (Risk Management)
- Analysing and sizing potential exposure (Risk Quantification)
- Determining factors that create, enhance or minimise your cyber exposures (KRIs)
- Creating strategy to address exposures by Treating, Tolerating, Terminating or Transferring the exposure (Insurance)

We have developed a Cyber and Forensic Laboratory specifically aimed at assisting clients ensure they are adequately prepared for any cyber attack. We implement sophisticated risk management processes for clients to help them better understand and mitigate the various cyber-related risks to which they are exposed.

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*"Our diverse technical and professional experience, coupled with the entrepreneurial nature of our global network of member firms, differentiates us and delivers distinct advantages for our clients."*

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## LEGAL SERVICES

BDO Legal offers the same competencies and quality of service that one might expect from a stand-alone legal firm – however, our approach is to support and boost those businesses that often face resource constraints when seeking appropriate legal assistance.

As your trusted adviser, we can provide a fast turn-around, at a competitive fee, backed by a local and international (if required) team of professionals.

Our qualified attorneys can assist with:

- Corporate structures and restructuring
- Contract negotiation and drafting
- Legal risk analysis and audits
- Tender support service
- Alternative dispute resolution and commercial mediation
- Contract management and support
- Debtor management
- Intellectual property
- Business rescue
- Legal recruitment
- Customs, excise and shipping

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*“Our approach is to support and boost those businesses that often face resource constraints when seeking appropriate legal assistance.”*

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## TAX

Our tax team comprises skilled and experienced registered tax practitioners. We provide the full range of tax services to companies, trusts and individuals. We give practical and direct advice, delivering solutions to help you efficiently and effectively.

Our services include consulting, including SARS liaison, directives, opinions and structuring advice. We also have a fully-fledged compliance practice.

Our services include:

- Corporate tax consulting
- Employees and expatriate tax consulting
- Expansion into Africa
- Full range of tax compliance offerings
- International Tax and transfer pricing
- VAT and customs consulting:
  - Exchange control
  - Incentives and tax allowances

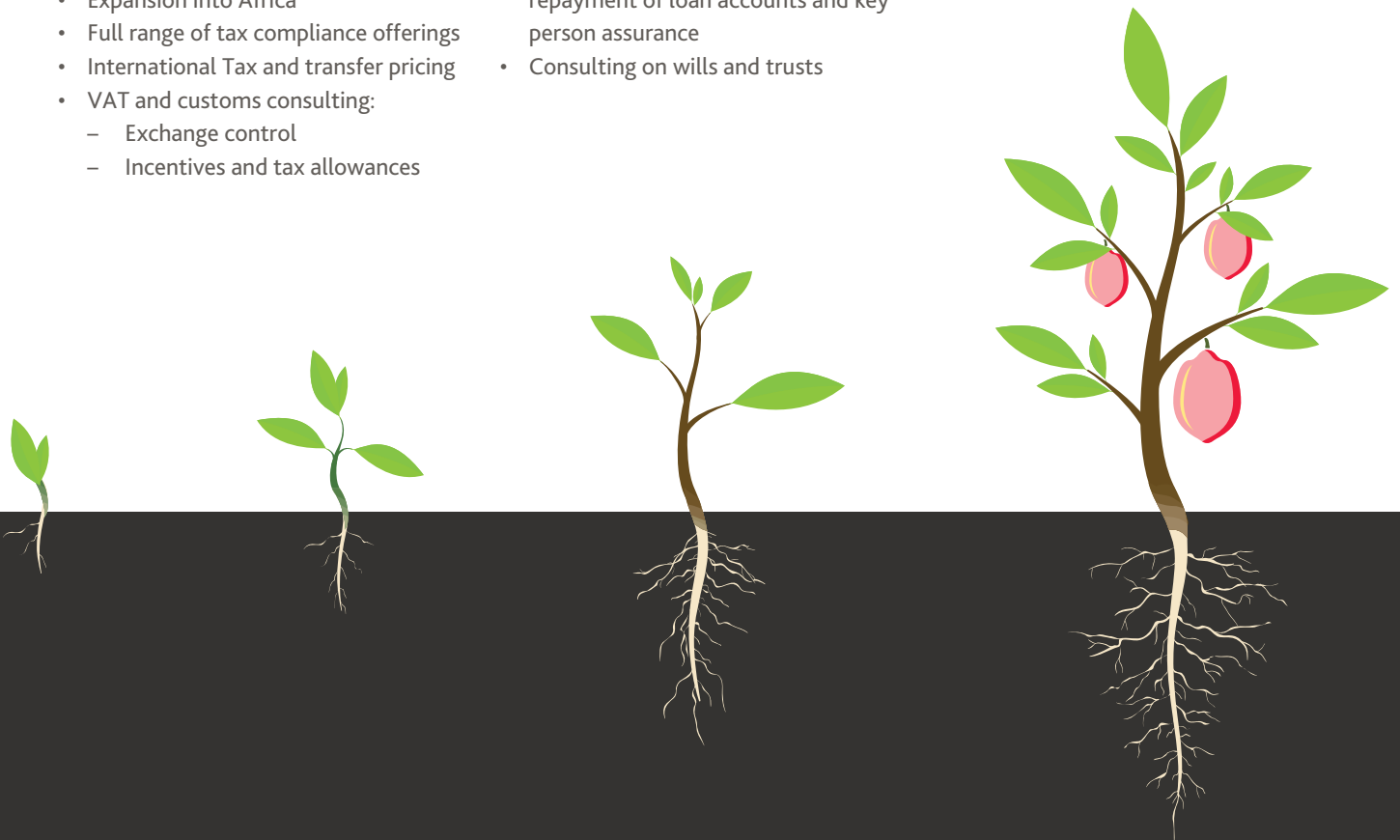
## WEALTH ADVISORY

At BDO Wealth Advisers we are your confidant in life and business, finding solutions to help you make better decisions so that your wealth can outlive you while seeing positive contributions in your life. We do this through trusted independent and professional financial and wealth management advice which is delivered by a superior client service experience and supported with long term client relationships.

Our services include:

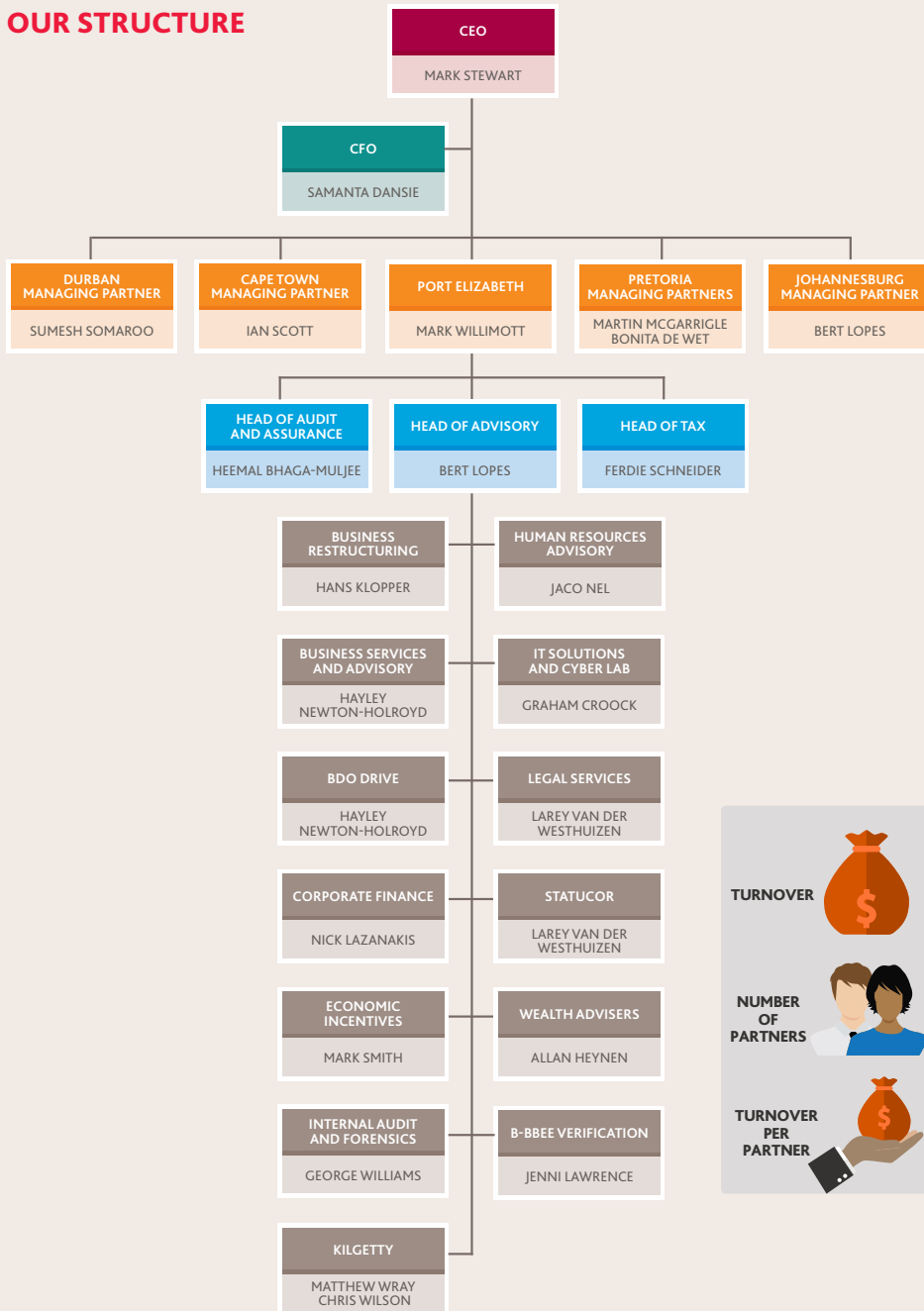
- Administration of deceased estates
- Business assurance including buy and sell arrangements, sureties that are not covered, inadequate provision for repayment of loan accounts and key person assurance
- Consulting on wills and trusts

- Financial plans and investment solutions (local and offshore) for individuals including lifestyle objectives, tax planning, cash flow planning and risk management
- Life and disability cover
- Retirement plans and estate planning
- Treasury and cash management services

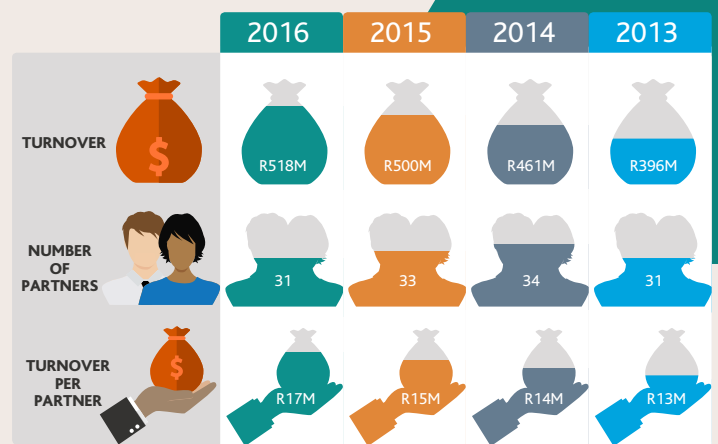


# FAST FACTS

## OUR STRUCTURE



## OUR FIGURES



# OUR VALUES

## FUN IS FUNDAMENTAL – TEAMWORK IS EVERYTHING

*It's about care, support and fun*

- We have fun together
- We show sympathy, compassion and understanding
- We give credit and recognition where due
- We understand and respect diversity as well as one another's religious and cultural beliefs

## INSPIRED THINKING BRINGS INSPIRED RESULTS

*It's about the freedom to excel*

- We look for new ways to work more effectively
- We think freely, with integrity
- We think outside the box
- We share knowledge
- We recognise each other's original and innovative ideas

## A PASSION FOR PRINCIPLES

*It's about honesty and integrity*

- We stick to our principles, no matter what
- We respect and trust each other
- We do what we promise to do
- We adhere to statutory and internal rules and regulations
- We ensure our word is honour, we mean what we say

## EXCEEDING EXPECTATIONS, EVERY TIME

*It's about taking personal responsibility for delivering Exceptional Client Service*

- We work with passion and always to the best of our abilities
- We take pride in our work and the quality thereof
- We return calls within 24 hours
- We build client relationships
- We always give at least 100%

## OUR ACCOLADES





WE TAKE IT PERSONALLY. FOR FURTHER INFORMATION, PLEASE CONTACT US:

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