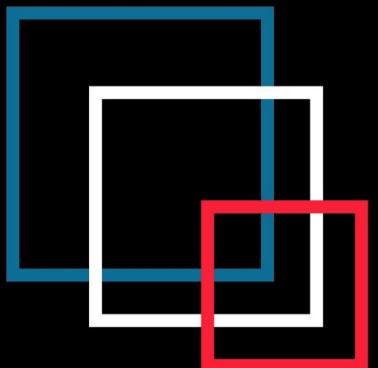




Company Profile



Index

What's in a name?	4
Do you speak "Synédrio"?	4
Our corporate brand.....	5
Matching experience to every engagements	6
We have been around the block a few times	7
The Difference	8
Our commitment to quality and ethics	9
The importance of Talent	10
Solutions offering	11
The compilation of financial statements	12
Individual and corporate tax affairs.....	13
Monthly accounting and indirect taxes	14
Statutory compliance	15
Assurance services.....	16
Advisory solutions.....	17
Contact us.....	18



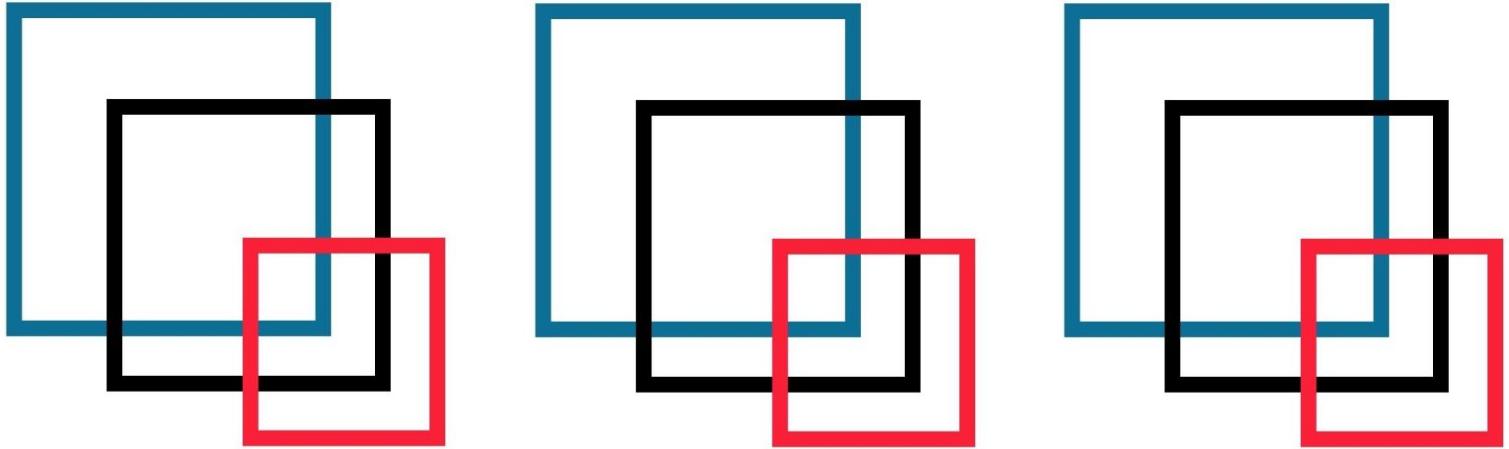
Your Business Our Priority

In an ever-changing business world, Synédrio offers a comprehensive array of quality cost sensitive solutions which are synergistic to our client's operations in an advisory, consulting and assurance role.

Our tailored solutions are directed, not merely at satiating unique client needs; but more so at building a sustainable trust relationship through making a client's business our priority. Furthermore, we are dedicated to contribute to the future growth of the South African economic landscape through skills development and other identified initiatives.



Winner Accounting Firm of the Year 2016
The 2nd Annual Standard Bank Tshwane Business Awards



What's in a name?

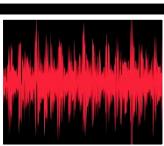
The name **Synédrio** or **Συνέδριο** is derived from the Greek word meaning "Auditors", "Congress" or "Convention" which demonstrates our commitment to the provision of a quality cost sensitive solution to our clients and overriding mind-set that any solution offered is a result of a synergistic relationship between parties.

As a firm we have adopted a philosophy of regarding your business and related operations as our own priority which indicates that we offer a quality service to all of our clients. We understand that at the outset we are providers of technical expertise and having the ability to solve problems however we want to quickly migrate into having the ability to put issues in context and to provide perspective and input even as it pertains to the strategy of your organisation ensuring that we do not merely offer a service as a consultant but rather as a trusted advisor within the applicable service level agreement and applicable laws, regulations and professional body pre-requisites and requirements.

The firm was established in 2015 and has since successfully provided a vast array of cost sensitive solutions to a range of consulting, advisory and assurance clients - **Your Business Our Priority**.

Though an independent service provider, we believe in building strong relationships with all clients that allows for management to have the ability to consult with us on a broad range of issues. As trusted advisors we want our clients to turn to us when an issue first arises, often in times of great urgency: a crisis, a change, a triumph, or a defeat.

Do you speak "Synédrio"?



The Syn

- the **Syn** is pronounced in the same manner you would pronounce the "syn" in synergy within the solutions we offer our clients.



The é

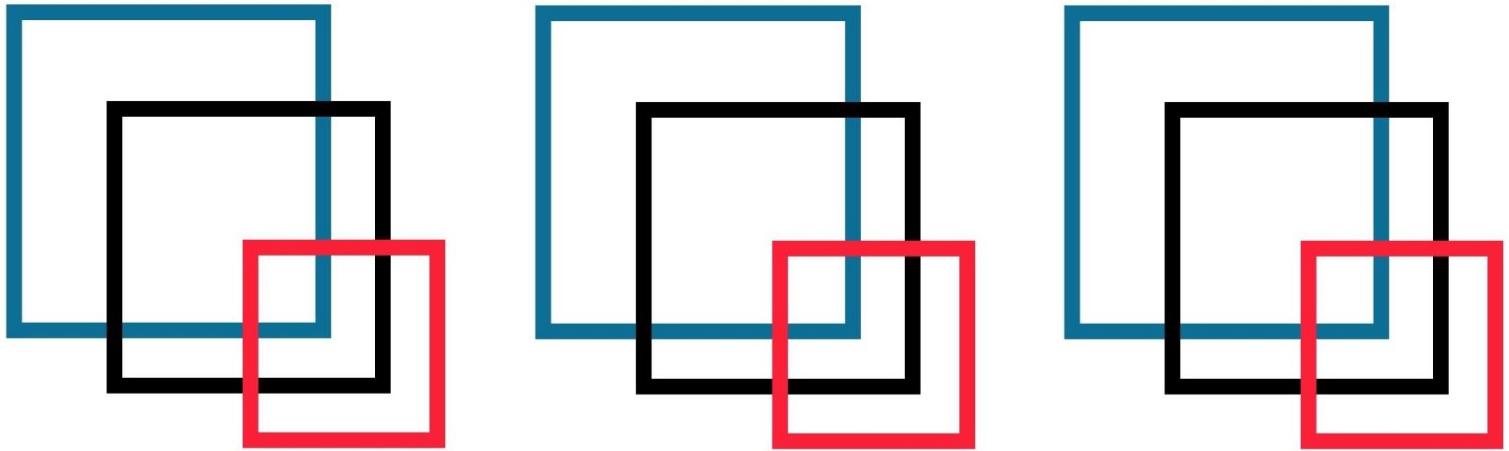
- the **é** is pronounced in the same manner you would pronounce the "e" in extra mile we walk for our clients.



The Drio

- the **drio** is pronounced in the same manner you would pronounce "trio" with but replacing the "t" with a "d" similar to the flexibility in our vast array of solutions we offer our clients.





Our corporate brand

The logo

The Synédrio executive management believes that the vision incorporated into the service delivery of the firm encompasses a vast range of services for any size and type of entity which is symbolised by the use of various sizes of blocks.

Furthermore, the various sizes of the blocks represent the commitment of the team to provide innovative tailored solutions by "thinking outside of the box" which resulted in various sized boxes demonstrating the flexibility of our services.

The colours

Black: Represents: Authority, Power, Boldness, Elegance and Sophistication.

Red: Represents: Passion, Love, Health, Excitement and Life.

Blue: Represents: Professionalism, Trust, Authority, Power and Loyalty.

White: Represents: Pure, Clean and Goodwill.

The tagline

The executive team is passionate about transforming the initial perceived idea of an external consultant or advisor into a committed trusted advisor of our clients through building a sustainable trust relationship as if we were part of the internal management team of our clients rather than an outsider. "[Your Business. Our Priority.](#)" was born from this mind set.



Matching experience to every engagements

The Synédrio team consists of mature business professionals with a number of years of experience and deep technical ability in a wide-range of disciplines and industries. We believe that the selected team for each engagement will be a significant asset to your organisation and business.

The executive management team consist of individuals with experience in a range of solutions offered to clients which includes and ranges from the compilation of financial statements within various frameworks, experience in dealing with tax related matters on a corporate and individual level, the processing of monthly accounting records, a range of reporting experience from monthly management accounts to Integrated Annual Report reviews of listed clients, the execution of statutory or voluntary audits, secretarial experience and a range of advisory services.

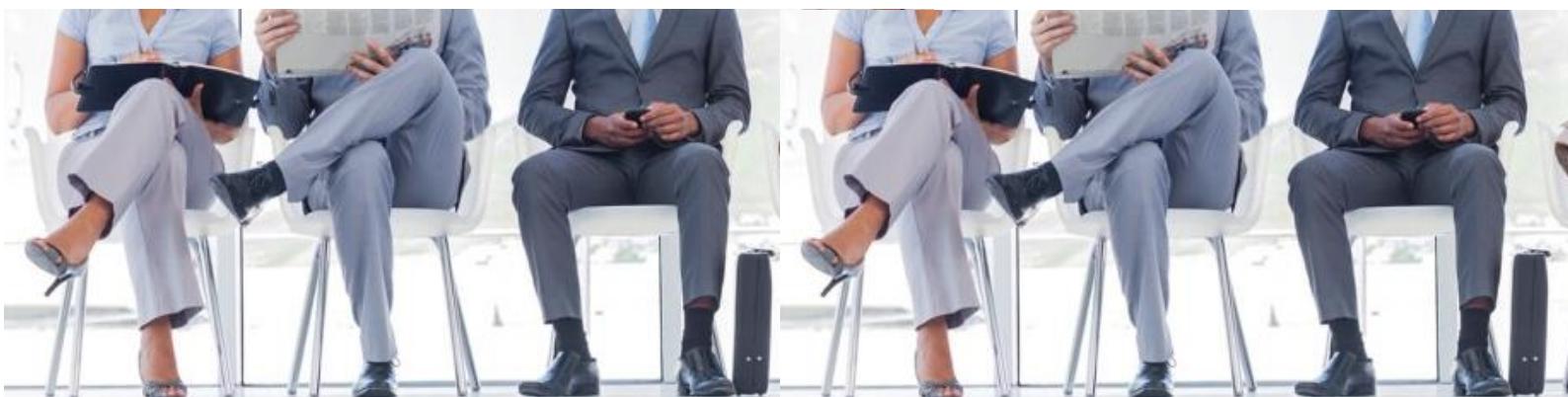
The Synédrio team holds various memberships with critical regulators and bodies within the accounting and assurance spheres in South Africa.

A list of the memberships collectively held by our team is as follow:

- Chartered Accountant (SA) – SAICA;
- Associate General Accountant (SA) – SAICA;
- Professional Accountant (SA) – SAIPA;
- Registered Auditor (RA) – IRBA;
- Registered Tax Practitioner Status – SARS; and
- IFRS Specialist – JSE.

The service approach assumed by Synédrio focuses primarily on exceeding our clients' expectations by taking a closer look at their business, the risks it faces and the way in which these risks are managed in accordance to the trusted advisor framework adopted by the organisation. This adopted framework relies on the vast range of experience gained and expertise held by each of the professionals of the team. Proper consideration will be given to the assessment of the capabilities of the internal team to be assigned to each engagement performed to ensure that the appropriate level of quality is maintained under each circumstance.

Synédrio Consulting Services was awarded the "Accounting Firm of the Year 2016" award during the 2nd Annual Standard Bank Tshwane Awards which we believe is indicative of our commitment tot our service approach.



We have been around the block a few times

The Synédrio executive management team has more than 25 years combined experience within the auditing and consulting environment. The team has contributed to the success of small to medium and large firms within the South African and International landscapes from a trainee accountant level up to the likes of partner and associate director.

The professionals of Synédrio have a wide range of experience in the offering of solutions to various types of entities including small and medium sized entities, private companies, owner-managed entities, associations, clubs, close corporations, public owned entities and JSE listed entities to name but a few. Those entities were operational in various life cycles from the start-up phase, the emerging phase and the well-sustained phase which suggests that the professionals has the ability to propose applicable solutions based on the specific state of affairs.

The professional experts of Synédrio have gained in-depth knowledge of an extensive range of industries through the involvement in the execution and finalisation of a series of engagements in a number of industries.



Agriculture



Body corporate



Chemicals



Club



Engineering



Fuel



Leisure



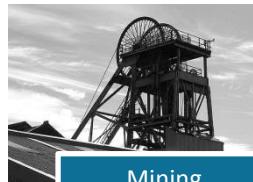
Insurance



Investments



Media

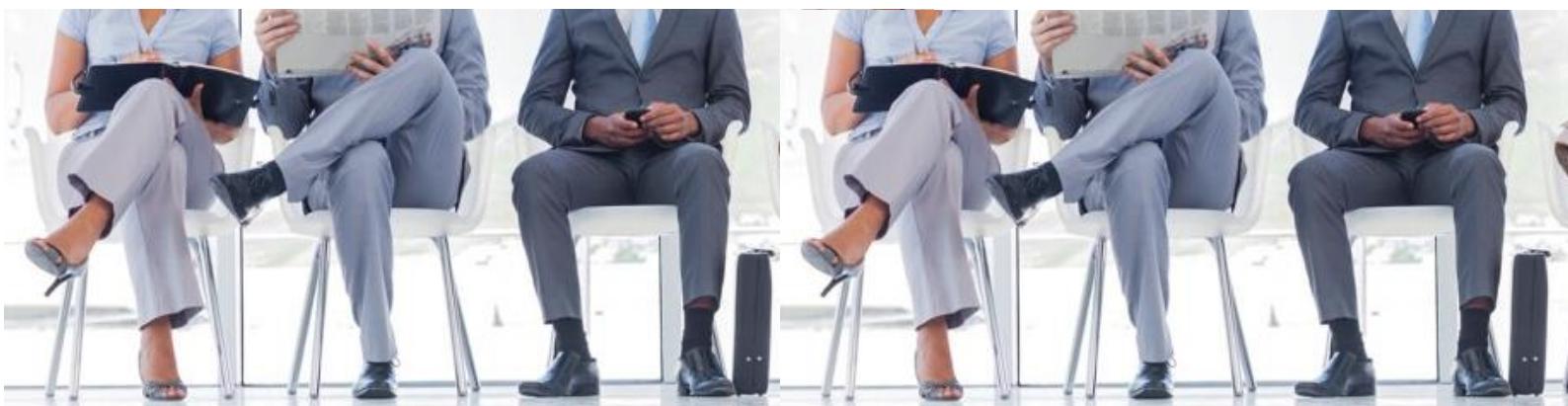


Mining



Software and IT

Any assignment team selected for a specific engagement includes mature business professionals with a number of years of applicable experience and deep technical ability to uphold an internally benchmarked level of quality at every client.





The Difference

As passionate professionals, we have adopted the following values or cornerstones in our approach to any engagement. This will ensure that our vision is demonstrated as a habit in our professional lives and daily activities – We live our vision.

To offer a comprehensive array of quality cost sensitive solutions which are synergistic to our client's operations in an advisory, consulting and assurance role.

Commitment to service delivery

As we value our clients and consider their business our own priority, our clients are assured of speedy responses to requests in a professional manner. We are committed to service delivery within a reasonable framework to ensure that the task at hand is completed, and the specific solution delivered, in an efficient and effective manner without jeopardising any level of quality.

Building a sustainable trust relationship

We believe that our service model does not merely aim at the delivery of tailored solutions to address the unique needs of our clients at a specific point in time, but rather transcends into a synergistic sustainable relationship encompassing a continuous service and solution offering. This relationship entrusts both parties with the freedom to express any concerns and issues before major destructive situations arise through continuous open communication channels.

Comprehensive array of tailored solutions

We do not believe in the “one size fits all” thinking adopted by some service providers in the market. We have a team of passionate experts who will work as a team to develop and deliver a tailored solution that will address the exclusive requirements of our clients’ operations from all relevant perspectives. We focus on offering a tailored solution that will address all potential opportunities identified in relation to your business needs identified and the potential overspill to other unidentified areas.

The importance of communication

The Synédrio team realise that continuous communication is a cornerstone in the delivery of a quality service. More so we believe that post engagement communication in the form of guides, notices and manuals form an integrate part of any sustainable trust relationship. For this reason we are committed to ensure that not only our professionals are up-to-date with significant and major changes within the accounting and taxation spheres, but also to communicate these changes to our clients in a timeous manner to ensure pro-active action rather than corrective implementation of solutions.





Cost sensitive solutions

In the current South African economic environment any business keeps a close eye on their bottom line and cost monitoring and budget management forms part of any sustainable business operation. Due to this economic reality, we ensure that our solutions offered is based on estimates taking all relevant facts into consideration rather than having a standard price list per solution offered. Additional to this fact, we are aware and commit ourselves to the requirements of our various ethical codes of professional conduct in relation to fees which results in Synédrio providing a proposed estimated fee for each solution presented and proposed.

Our commitment to quality and ethics

There are various regulatory bodies within the sphere in which Synédrio operates and performs engagements. These bodies include but are not limited to the South African Institute of Chartered Accountants, the Independent Regulatory Board of Auditors, the South African Institute of Professional Accountants, Companies and Intellectual Property Commission, the South African Revenue Services, the Master of the High Court of South Africa and various international accounting and auditing bodies.

Synédrio has made a commitment to a level high level of quality during the execution of all engagements and work performed. We believe that no situation or circumstance justifies non-compliance with any applicable regulation, legislation or requirement of professional codes of conduct or ethical and independence requirements applicable to the professionals employed and managed by the firm.

To ensure that we comply with the applicable ethical, quality and independence requirements, we have implemented various controls and measures to ensure that all of our staff members are fully aware of the requirements applicable to them. Some of the controls include the appointment of a risk management board, the implementation of a risk and quality control manual, attendance of training sessions and the completion of annual declaration forms.

The executive management strives to lead the firm by setting a well-founded example in relation to the commitment to quality as well as ethical requirements and enforce the appropriate actions to rectify any potential breach or actual non-compliance matter.





The importance of Talent

At Synédrio the executive management values the importance of talent development within the various levels of employees.

We consider our people to be one of the fundamental cornerstones in offering the vast solution range to our clients. Furthermore we believe in a development approach which entails the guiding of skills and talent rather than the cloning of existing staff skills or styles - you are a unique individual and we value your exclusivity as a professional within the competitive skills market.

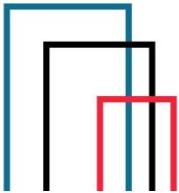
We consider the development of talent to be aligned to our vision and modified the vision internally in our performance management and talent development frameworks to Your Talent Our Priority. This reflects the pledge to our staff members that exposure to various engagement types within a vast spectrum of disciplines and industries.

To ensure talent development of our experienced hires and professionals falling within a specific trainee contract or trainee agreement, we have partnered with a reputable talent development firm, Chalk Talk Talent Solutions Proprietary Limited, to ensure that furthermore to practical experience, our professionals are up-to-date in terms of changes within the accounting and auditing spheres through specific technical training, talent interventions and the close monitoring of continuous professional development.

Synédrio has adopted an internal vision that our employees' talent and development is one of the firm's key priorities. This includes the professional development of individuals within our firm but more so within the professional frameworks of our various regulators to ensure that the current level of quality within our profession is maintained or bettered in the future.

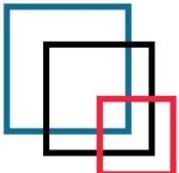


Synédrio Consulting Services



Solutions related to the advisory and consulting landscape are situated within Synédrio Consulting Services Proprietary Limited. The solutions offered by this entity includes but is not limited to compilation of financial statements, taxation services, monthly accounting solutions, payroll solutions, secretarial services and other related services. Each assignment within the consulting space will be tailored to ensure that the specific needs of clients are met.

Synédrio Incorporated



Assurance related solutions are limited to Synédrio Incorporated, a firm registered with the South African Institute for Chartered Accountants and the Independent Regulatory Board of Auditors. The solutions offered by this entity are limited to assurance work i.e. statutory audits, voluntary audits and other related reviews. Each engagement is performed within the firm adopted quality control and risk manual which ensures that the required level of independence is maintained.





The compilation of financial statements

With the introduction of section 90, and specifically subsection 2 of this section, of the Companies Act of South Africa, we experienced and are still experiencing a shift within the audit and accounting spheres within the South African landscape due to the disqualification of an auditor of a close corporation or company to compile the annual financial statements for such audit clients in specific circumstances.

Furthermore, we find ourselves within a cycle in which we experience fundamental changes to the accounting standards being pronounced and published within the South African and International accounting environment.

At Synédrio Consulting Services we have identified these daily challenges which auditors and clients face and offer a vast array of solutions in terms of the compilation of annual financial statements on a stand-alone or consolidated level. In addition to the compilation function, we also offer a review solution to ensure that internally compiled annual financial statements comply fully with the adopted accounting framework whether it be full IFRS, IFRS for SME's or in rare cases, a trust deed or constitution.

To enable the Synédrio team to provide a high quality service and solution to our clients, we regularly perform research, investigate the effect of changes in relation to changes pronounced within the accounting standards, we attend regular IFRS updates and ensure that our software are up-to-date including all specific changes. More so we rely on our experts to provide guidance on intricate disclosures or transactions and events.

List of solutions

We provide the following solutions in terms of the compilation of annual financial statements:

- Compilation of separate annual financial statements in terms of full IFRS;
- Compilation of consolidated annual financial statements in terms of full IFRS;
- Compilation of separate annual financial statements in terms of IFRS for SME's;
- Compilation of consolidated annual financial statements in terms of IFRS for SME's; and
- Compilation of annual financial statements of trusts, associations and organisations based on the application framework as set out in the trust deed or constitution.

We also provide the following review solutions:

- Review of separate and consolidated annual financial statements in terms of full IFRS compliance;
- Review of separate and consolidated annual financial statements in terms of IFRS for SME compliance; and
- Review of annual financial statements of Trusts, Associations and Organisations in terms of the application framework as set out in the trust deed or constitution compliance.





Individual and corporate tax affairs

Making use of a qualified registered tax consultant has many benefits of which tax compliance and tax planning is only a few. The improper handling of tax affairs and non-compliance with the various tax deadlines will result in financial consequences and expenses in the form of fines and penalties whereas the inadequate planning of tax affairs might result in unforeseen and unexpected cash flows through improper tax estimates or incorrect timelines being applied.

The incorrect application of knowledge and tax principles will not only lead to incorrect tax calculations but also lead to incorrect decision-making within the taxation sphere of an individual or business. Involving the Synédrio team as tax consultants will result in effective tax planning from an estimated cash flow perspective, from a timing perspective as well as from a compliance perspective. Furthermore, our team will assist in the correct application of up to date tax legislation and principles as issued by SARS.

We have extensive experience in assisting clients from an individual basis and corporate perspective to comply with the various tax deadlines, rules and legislation. These solutions will assist a client in adhering to an overall tax compliance. In addition to the compliance aspect, our team has the ability to provide tax opinions on events or transactions you or your business encounter within or out of the normal course of business or to which you have never been exposed to in the past tax periods.

List of solutions

We provide the following solutions to individuals:

- Completion and submission of individual and trust provisional and annual tax returns on e-filing;
- Monitoring and pro-active communication of compliance status with SARS;
- Communication with SARS on our client's behalf in the event of corrective actions or administration;
- Registration of all tax types; and
- Application of tax clearance certificates.

We provide the following solutions in terms of the tax compliance specific to corporates:

- Review of corporate tax calculations including income tax, deferred tax, capital gains tax and other taxes;
- Completion and submission of corporate provisional and annual tax returns on e-filing;
- Monitoring and pro-active communication of compliance status with SARS;
- Communication with SARS on our client's behalf in the event of corrective actions or administration;
- Registration of all tax types;
- Application of tax clearance certificates;
- Dividend Tax services; and
- Services related to other taxes.





Monthly accounting and indirect taxes

An integral part of running any business is the maintenance of proper accounting records in the prescribed format. Furthermore, improper maintenance of accounting records will lead to tax non-compliance with indirect taxes such as Value-Added Taxation and Employees Tax due to completion of respective returns with incorrect information or the late submission of returns.

In terms of section 28 of the Companies Act of South Africa, every entity to which the Act is applicable needs to keep accurate and complete accounting records at its registered office or be accessible from the registered office. It is regarded an offence when a company fails to keep accurate or complete accounting records, to keep accounting records in the incorrect format or to falsify accounting records.

The Synédrio team has vast experience in the accounting sphere and financial management role within an entity. The team has been involved in the financial management role of entities from a monthly accounting and indirect taxation perspective. We make use of reputable software solutions known in the market and ensure that our software is always up to date with all changes to legislation and regulations which are backed-up in line with our internal policy.

List of solutions

We provide the following monthly accounting solutions:

- Monthly cashbook processing;
- Monthly revenue and trade debtor processing;
- Monthly supplier and trade creditor processing;
- Fixed asset register processing and maintenance;
- General ledger maintenance;
- Trial balance generation;
- Monthly management accounts; and
- Monthly payroll administration and payslip generation.

We provide the following monthly indirect tax compliance solutions:

- Reconciliation of VAT 201 forms and VAT accounting system summary report;
- Completion and submission of statutory VAT 201 returns on e-filing;
- Reconciliation of EMP 201 forms and payroll summary;
- Completion and submission of statutory EMP 201 returns on e-filing;
- Bi-annual EMP 501 preparation and submissions;
- Monitoring and pro-active communication of compliance status with SARS;
- Communication with SARS on our client's behalf in the event of corrective actions or administration; and
- Registration of all tax indirect types.





Statutory compliance

With the introduction of section 90, and specifically subsection 2 of this section, of the Companies Act of South Africa, we experienced and are still experiencing a shift within the audit and accounting spheres within the South African landscape due to the disqualification of an auditor of a close corporation or company to perform full scope secretarial and certain statutory compliance services for such audit clients in specific circumstances.

Furthermore, we find ourselves within a complex legislative and regulatory environment in relation to statutory compliance for appointed secretaries and directorships in relation to companies and close corporations.

We have come to realise that statutory aspects is an area where many businesses fail to comply with the relevant laws and regulations as required by the Companies Act of South Africa due to either inexperienced staff members being responsible to fulfil this function or a lack of knowledge leading to unintentional non-compliance.

The Synédrio team has relevant corporate statutory experience and are up to date with the relevant legislation and regulations as governed by the Companies Act of South Africa. More so have members of our team been involved in statutory audits of private and public listed companies as well as due diligence inspections of secretarial records.

List of solutions

We provide the following secretarial and corporate statutory solutions:

- The registration of companies with the CIPC;
- The formation of companies;
- The registration of companies with the CIPC;
- The preparation, completion and lodgement of Annual Returns;
- Drafting and amendments lodgement with the CIPC of a company's Memorandum of Incorporation.
- Conversion of companies and close corporations;
- Conversion and the alteration of the shares issued of a company including the allotment, repurchase and transfer of shares;
- The drafting of ordinary and special resolutions;
- Preparing minutes of meetings;
- The maintenance and storage of statutory records;
- Secretarial or statutory audits;
- Statutory inspections in terms of due diligence engagements; and
- Appointment and resignation of directors.





Assurance services

During 2011 the accounting and auditing spheres in the South African landscape were changed dramatically with the introduction of a new updated Companies Act which introduced new criteria for determining the whether an entity needs to be audited or not.

The performance on an audit or level of assurance requires the application of International Standards on Auditing or Review Engagements depending on the specific engagement. Furthermore it includes the application of objectivity, professional competence, scepticism and professional judgement.

The RACC audit methodology, adopted by Synédrio, is based on a combination of technical competencies and a detailed knowledge of the client, the industry, the market, the applicable laws and regulations and applicable accounting standards and principles.

The primary focus of an audit is the examination of the financial statements, but that is not where it ends. The audit team's in-depth knowledge obtained during an engagement of a client's affairs, coupled with the expertise available, enables us to provide value-added input to your business activities within the framework of our Independence.

Other assurance engagements, which requires a lower level of assurance, is conducted on similar principles that audit engagements performed by the firm. This is usually driven by the specific Public Interest Score of the entity or the statute of the entity.

List of solutions

We provide the following assurance solutions:

- Audit of private companies' financial statements;
- Audit of public companies' financial statements;
- Audit of trust financial statements if required by the trust deed;
- Audit consulting work and audit assistance on JSE listed clients;
- Audit of attorneys' trust accounts;
- Audit of estate agent trust accounts;
- Other entities requiring audits in terms of statutes;
- Independent reviews in terms of the Companies Act regulations and requirements;
- Performance of agreed-upon procedures;
- Assistance in tax audits; and
- Calculation of Public Interest scores.





Advisory solutions

Based on the principles of the firm in relation to providing an all-encompassing solution offering, we provide a wide range of consulting services. The Synédrio team has a vast range of experience in relation to the consulting services offered.

All services will be conducted within the relevant and current issued International Standards, regulations and frameworks.

The provision of additional advisory services will be dependent on other engagements performed for a client to ensure that none of our fundamental principles have been compromised due to a conflict of interest or threat to our independence.

Furthermore we have a network of specialists available to address other needs our clients might have for example BBBEE- verifications, Human Resource solutions and legal advisory solutions.

List of solutions

We provide the following advisory solutions:

- Internal control design, implementation and monitoring;
- Risk management procedures;
- Perform technical research and issue of opinions;
- Due diligence engagements;
- JSE IFRS advisor function;
- KING III reviews and compliance;
- Governance and regulatory compliance; and
- Talent management and training.

B-BBEE status

Synédrio Consulting Services Proprietary Limited and Synédrio Incorporated are both classified as an exempted micro enterprise and accordingly the company is a Level 4 Contributor which entitles the consumer to a 100% B-BBEE procurement recognition.



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