

# Business Services Outsourced

Why would you?

## Resources?

- Do you have the right people, tools, equipment and skill...
- Could your time be better utilized...

## Responsibility?

- Is your financials in order, payroll on time and labour relations sound..
- Does payroll mistakes affect your employees, late submissions cost you money and add stress to your day..

## Consistency?

- Key people always sick, absent or just incompetent..
- Systems and downtime a problem..

## Compliance?

- Are you up to date with all the tax laws and other compliance issues..
- Are you spending thousands of rand's on training and system upgrades...

## Security?

- Personal files and information secure..



- ✓ We have the right people, systems, knowledge and skill
- ✓ Payroll, HR, Accounting and more is our business so we dedicated all our time to you our client
- ✓ We promise an accurate and needs based solution and have a world renowned systems to back it up
- ✓ Our service is available 24/7 and we have a proven track record
- ✓ We guarantee service delivery
- ✓ We ensure we are up to date with all relevant legislation and compliance rules
- ✓ By securing cost effective systems and licences we are able to give you the client the best possible price
- ✓ Securing your employee and company information is a legal requirement which we take very serious.

# Why small businesses should outsource certain functions..

Small businesses face many challenges on a daily basis, and business owners are often looking for ways to streamline processes and focus on the tasks that will have the greatest impact on their goals. One of the ways in which a small business owners can keep focused on what they do best, is to outsource certain functions such as HR, IR, Payroll, Accounting and Tax rather than learning how to handle it in-house. Here's why this is a good idea:

## ❖ Reduce costs.

Training staff is costly and taking into consideration the time it takes makes it even more expensive. Hiring qualified staff will cost you an arm and a leg and you never know what you are getting. Outsourcing these functions means staff are freed up to be more productive with their work and expenses such as printing cost, computer software and support are eliminated. Service providers such as ourselves offer packages that are reasonably low cost to companies.

## ❖ Reduce internal workload.

Accounting, Payroll and tax to name a few can be time-consuming for many businesses, particularly if it's not the company's core business. Outsourcing allows company owners to concentrate their efforts towards the tasks that are pivotal towards accomplishing goals.

## ❖ Eliminate the risk of errors and non-compliance.

SARS charges penalties for errors, omissions and late tax submissions which can again add to costs. By outsourcing professionals will ensure that statutory submissions and payments are done accurately and on time. Outsourced specialists are always required to be up to date with the latest changes in legislation - something a business owner will probably not have time to do. Leave it to the experts!

## ❖ Reliability.

Businesses that make use of outsourced services have more time that can be utilized on important tasks. Unforeseeable issues such as vacations, illnesses and limited skills of staff, systems failing and increasing licencing costs will not affect a business. We are available non stop!

# Our Products and Services

## Payroll Services

- ▶ For Small, Medium and Corporate Companies including Domestic Payroll & Farm Workers Payroll. Our clients range from 2 employees to 1000+ employees. So you are never too small or too large to make use of payroll or HR outsourcing.
- ▶ Monthly, Fortnightly, Weekly payroll including Confidential Payslip, Payroll Summary, EFT Reports for employee salary payments.
- ▶ Reconcile Month end and Third Party Submissions i.e. Garnishees, Employee Loans and Savings, Provident and Bargaining Councils.
- ▶ On request - Salary and Third party payments

## Human Resources *(This service is only available in conjunction with our payroll service offering)*

- ▶ General HR function
- ▶ Develop HR Policies & procedures, Job descriptions, IR and more
- ▶ System generated information to assist in Employment Equity reporting annually.
- ▶ Employment Equity reporting to Department Of Labour on behalf of company

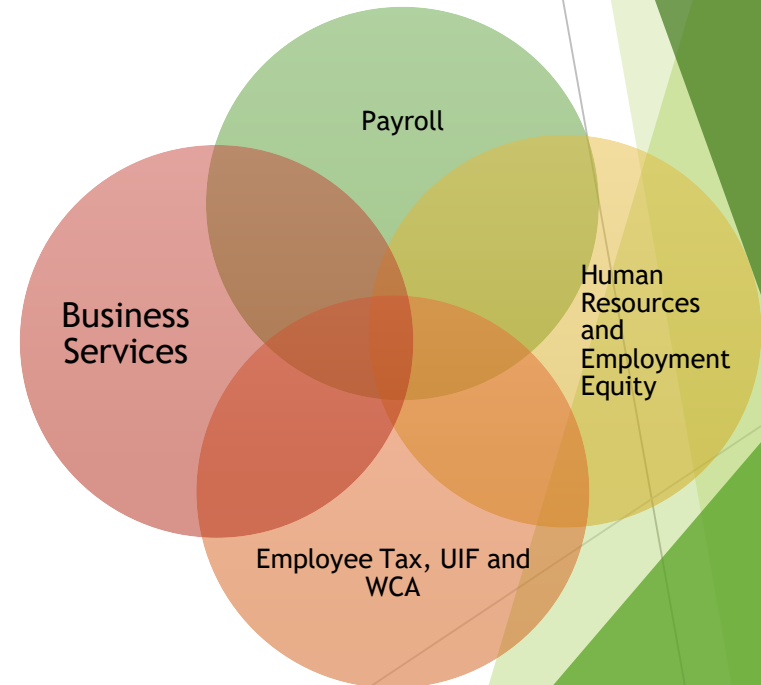
## Employee Tax UIF WCA Services

- ▶ Tax Monthly, Quarterly and Annual returns
- ▶ COID - Annual returns
- ▶ UIF - Monthly declarations via U-filing
- ▶ Generate all legal requests, objections and other relevant documentation.
- ▶ Professional tax advice a phone call away.

***Member of the South African Institute of Tax Practitioners.***

## Business Services

- ▶ Accounting service
- ▶ Company Registration / Share Certificates / Company Changes



## Cost Comparison “In-house” vs “Outsource”

Expense	In-house Cost* Average	Outsource Cost* Estimated
Payroll Administrator	25,000	} 19,000
HR Officer / Manager	36,000	
IR Specialist	38,000	
Accountant	33,000	4,500
Tax Practitioner	27,000	1,800
Office Expenses	9,000	X
<b>Total Cost</b>	<b>168,000</b>	<b>25,700</b>

\* Cost Comparison based on 1 Company, 100 employees. Price may change to accommodate client requirements. T&C apply.

\* Once off take on fee will apply.

# You are interested, what now?

- ▶ We meet ....
- ▶ Client Information gathered.
- ▶ Service Proposal and Quote submitted to client.
- ▶ Client sign off on quote and invoice is raised for the initial take-on fee;
- ▶ Payment of at least 90% of the initial take-on fee is received;
- ▶ The Project Charter detailing the responsibilities and project for implementation is developed and approved.
- ▶ On Aztro's receipt of the signed Project Charter, our consultant implements the service in accordance with the charter, with the approval of your designated manager;
- ▶ Sign off of the project and full and final settlement of take-on fee is payable.
- ▶ Service Contract developed and signed
- ▶ Monthly services commence...

# ❖ Contact

## **Aztro Business Services 365 Pty Ltd**

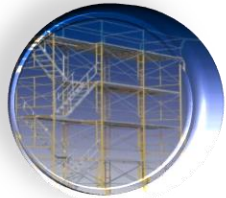
14 Rutgersweg, Brits, North West , 0250

Office: 010 442 4701

Email: [info@aztro.co.za](mailto:info@aztro.co.za)

Web: [www.aztro.co.za](http://www.aztro.co.za)

# ❖ Business Partners / Clients



UKUDWEBA ACCESS PTY LTD



Mandarina Trading 278



Inky Pinky Ponky Daycare





**RESPECT AZANIA TRADING AND PROJECTS**

REG NO. : 2010/030366/23  
 Email Address : [thariphiri@gmail.com](mailto:thariphiri@gmail.com)  
 Cell No. : 084 940 0567

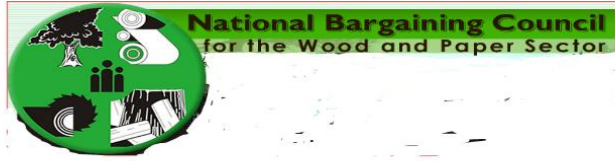




# Council & Sectorial Determinations



**Metal and Engineering Industries  
Bargaining Council**



**Employers' Association for the  
Sawmilling Industry of South Africa**



- Sectoral Determination 1 : Contract Cleaning Sector
- Sectoral Determination 2 : Civil Engineering Sector
- Sectoral Determination 6 : Private Security Sector
- Sectoral Determination 7 : Domestic Sector
- Sectoral Determination 9 : Wholesale & Retail Sector
- Sectoral Determination 12 : Forestry Sector
- Sectoral Determination 13 : Farmworker Sector

Aztro Business Services 365 has the commitment and expertise to provide our clients with a comprehensive and flexible business solution.

*This is what our customers say about us!*

- ▶ *“Baie Dankie vir n voortreflikke diens. Groete”* POSTED 8 July 2014 @ 03:47 PM
- ▶ *“Thank you and your staff for the good work. Keep it up. Regards.”* POSTED 26 August 2014 @ 09:41AM
- ▶ *“Since we have sourced your service in 2012 we have more time to spend on other aspects of our business and we are assured of compliance especially in terms of SARS. Our employees are happy which is a great relieve. I am thankful and confident in the fact that our payroll process is in good hands. We did not know how it will affect our company if we outsourced and how it will work, but I am happy to say that it is working very well and we can recommend Aztro Payroll Solutions to any company with the greatest of confidence.”* POSTED 6 March 2015 @ 09:42 AM
- ▶ *“Exceptional experience, hassle free -I just wanted to thank you again for all the assistance and guidance during this period, it really streamlined the whole process and made it pain free. ”* POSTED 14 October 2016

*Thank you for your time.....*