

WE
MAKE
SHIFT
HAPPEN



SHIFT

Always leading. Never competing.

Content

01		Welcome to Shift Group	2
02		The Shift Philosophy	4
03		Message from the Managing Partner	5
04		Overview of Shift Group	7
05		Why Shift Group	8
06		Shift Business Support and Development Services	9
07		Accounting, Independent Review and Payroll Administration	11
08		Tax Management	13
09		Advisory – reSHIFT Programme	15
10		Institute for Entrepreneurship and Innovation	17
11		Business Finance	19

WELCOME TO SHIFT GROUP



1

Qualified and Experienced Professionals



2

Regulated by Professional Bodies



3

Innovative & Agile



4

Market Leaders in Professional Services

A woman with long dark hair, wearing a dark blue blazer over a light-colored top and a necklace, stands with her arms crossed, smiling. She is positioned in the lower-left foreground. Behind her is a detailed pencil-drawn illustration of several tall, modern skyscrapers with many windows, viewed from a low angle looking up. A solid red horizontal banner is overlaid on the upper part of the image, containing the text "IMAGINE THE POSSIBILITIES" in white, uppercase letters.

IMAGINE THE POSSIBILITIES

VISION

To be a leading provider of professional business support services to develop small to medium enterprises through innovation and skills transfer.

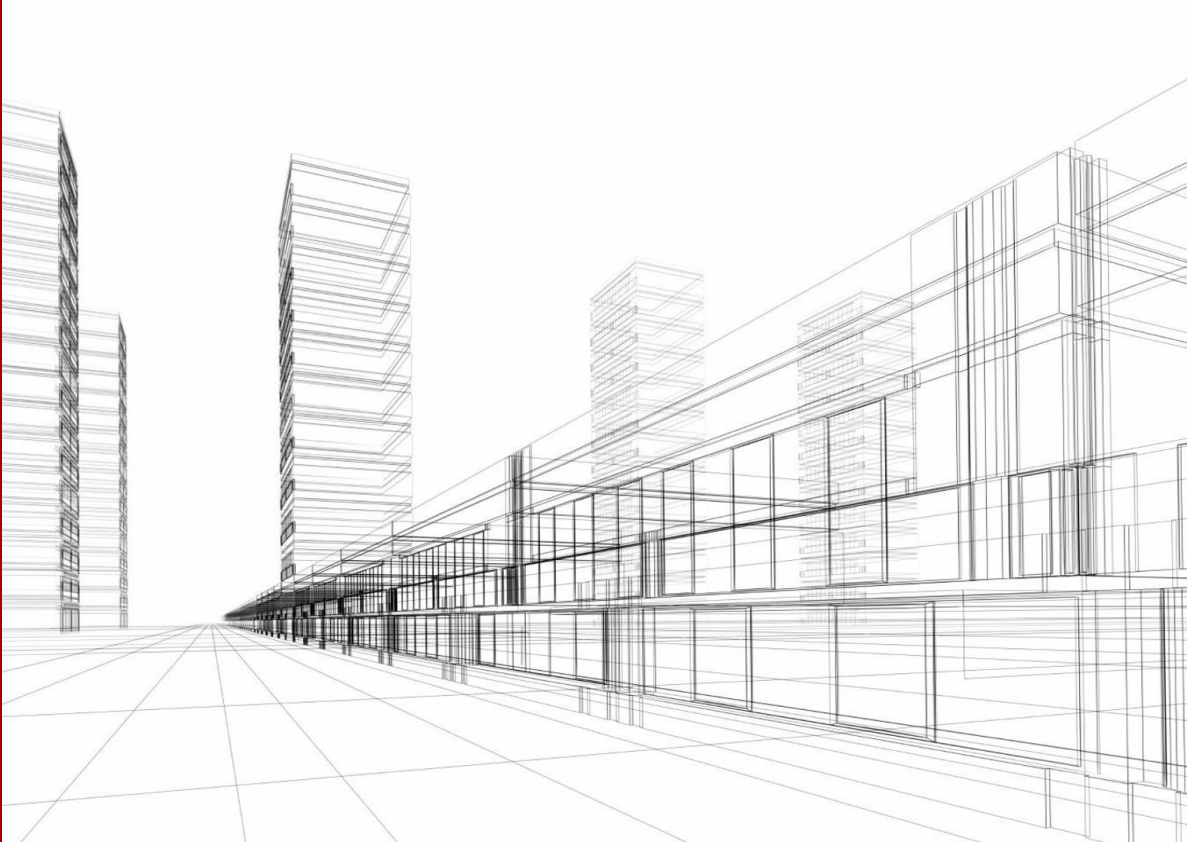
MISSION

To provide professional services to small to medium enterprises at affordable pricing models to improve their competitiveness and so they can become significant contributors in the main stream economy.

OUR VALUES

The core values that underpin the vision and mission of Shift Group are:

- Accountability
- Social Responsibility
- Sustainability
- Ethical Behaviour
- Diversity



The landscape of the economy is changing. It is no longer the big beating the small. It is about agility. The ability to move with speed and pivot when necessary. This can only be achieved through lean management and operations. Cutting the unnecessary fat and becoming financially fit. This requires a significant change in mindset and having total faith in your support structure so you as business owner can focus on your core business and skills. SME's are faced with daunting challenges however partnering with the right professionals can alleviate these challenges. SME's are faced with financial, compliance and other regulatory constraints. These are necessary to deliver quality service and products to the mainstream economy. Unlike other organisations, our goal is not to lower the standards for SME's, but rather to improve their competitiveness to achieve these standards so that they can become market ready to engage Corporate Citizens and other potential markets. Our support and development model is designed to improve market readiness and funding readiness of our clients so that we can engage in matchmaking initiatives to gain access to markets for our clients through a vast network of business partners.

Any SME is only as good as its support structure whether it is internal or external structures. The challenge is that often SME's cannot afford proper qualified internal structures and therefore settle for much lower competence. The Shift Lean Methodology intends on changing this by providing a qualified and experienced external support structure, which not only improves efficiency, but also provides a significant saving to the SME.

Our leadership structure is driven by passion and our values which creates an unsurpassed value proposition to our clients. The only question remains. Why haven't you changed your way of doing business?

Gerda Senekal AGA (SA)

*Highly acclaimed Tax Practitioner
and Professional Accountant*

MESSAGE FROM THE MANAGING PARTNER



I TURNED MY
DREAM INTO A
REALITY



OVERVIEW OF SHIFT GROUP

Shift Group is the brand under which dedicated professionals from independent firms throughout the country collaborate to provide accounting and finance, payroll, HR, legal, consulting, financial advisory, risk management, tax and related services to select clients.

Each partner firm is structured in accordance with national laws, regulations, customary practice, and other factors, and may secure the provision of professional services in its territory through subsidiaries, affiliates, and other related entities. Not every partner firm provides all services, and certain services may not be available to attest clients under the rules and regulations of accounting.

Shift Group and each partner firm are legally separate and independent entities, which cannot obligate each other. Shift Group and each partner firm are liable only for their own acts and omissions, and not those of each other. Shift Business Support and Development Services is a management model designed to optimise operations within SMEs by outsourcing operation functions normally provided by full time employees. By outsourcing these functions to Shift group reduces cost and increase efficiency.



WHEN ~~WHY~~ SHIFT GROUP

Shift Group is not just about delivering a product or service. Shift is a movement with its backdrop based on business support and skills transfer to the clients within the group. We pride ourselves in growing our clients by embedding our business model within our clients' operations where our inside-out development approach reap rewards within the first six months of implementation.

As a fast growing brand amongst SME's, the strength of the group lies within the high expectations and values we instil in our business partners. As a market leader, Shift has aligned itself with Industry 5.0, the future of coacting between human and technology to ensure optimal efficiencies in our day-to-day business lives.

Our forward thinking coupled with a "back-to-basics" lean methodology and digital tools, provide automated processes and outcomes on global standards.

The question should not be why. The question should be when?



SHIFT BUSINESS SUPPORT AND DEVELOPMENT SERVICES

Our Business Support and Development Services is the consolidation of business operation functions that are used by multiple enterprises. Shared services are cost-efficient because they centralise professional back-office operations that are used by multiple enterprises and eliminate redundancy. Shared Services provide SMEs with professional services at up to a 60% saving of having to employ qualified and experienced human resources. Other companies absorb the cost of shared services as part of the continuing cost of running the business. Today, most companies employ a shared services model for finance, human resources management (HRM) and information technology (IT). The goal of a shared services delivery model is to allow each SME to focus its limited resources on activities that support the SME business goals. Technology, automation and skilled professionals play a significant role in the Shared Services space enabling more efficient and cost effective processes which in turn reduce costs and increase accuracy.

VIRTUAL CFO

- Accounting and finance
- Branding and marketing
- Pricing and cost control
- Statutory compliance
- Information and communication technology
- Human resources
- Systems and processes
- Risk management

ACCOUNTING & FINANCE

- Financial data processing
- Maintain an accurate record of financial transactions
- Update and maintain the general ledger
- Reconciliation of entries into accounting system
- Recording of debits and credits
- Maintain the trial balance, by a reconciliation of general ledgers
- Account reconciliation to assert the accuracy of transactions
- Monthly management accounts
- Advisory on drafting of budgets

PAYROLL

- Weekly, Bi-weekly or Monthly payroll administration
- EMP201 submissions
- UIF declaration reports and updates
- Return of earnings submissions

HR MANAGEMENT

- Employment agreements
- Fair disciplinary proceedings
- Legal representation at CCMA and Labour Court

LEGAL SUPPORT

- Commercial Matters
 - Review of legal agreements
 - Limited drafting of legal agreements
- Civil matters
 - Legal representation
 - Advice and assistance on relevant legislation
- Debt Collection Matters
 - Collection of debt through registered debt collectors
 - Collection services (letters of demand, issuing of summons, payment arrangements)

ICT SUPPORT

- Remote online technical support
- Cyber security advice
- Data back-up management

COMMERCIAL FINANCE

- Working capital
- Trade finance
- Stock order finance
- Purchase order finance
- Asset finance
- Mergers and acquisitions
- Commercial property

WEALTH CREATION

- Succession planning
- Estate planning
- Enterprise wealth creation
- Risk mitigation
- Wealth and risk products

* Business Support Services are valid from date of agreement and all matters prior to engagement will require a separate engagement with a different fee structure. Any changes in the situation of the enterprise could affect the services offered and the professional fees applied to the enterprise.



ACCOUNTING & INDEPENDENT REVIEW

Accounting is the measurement, processing, and communication of financial and non financial information about economic entities such as businesses and corporations. Accounting, which has been called the "language of business", measures the results of an organisation's economic activities and conveys this information by means of financial reports or annual financial statements to a variety of users, including banks, SARS, investors, creditors, management, and regulators.

A review is a limited assurance engagement where the practitioner performs primarily inquiry and analytical procedures to obtain sufficient appropriate evidence as the basis for a conclusion on the financial statements as a whole, expressed in accordance with the requirements of ISRE 2400 (Revised). An Independent Review is a review engagement performed by a practitioner who was not involved in the preparation of the financial statements.

Other functions include

- Financial Analysis
- Budgeting
- Cash Flow Forecasting
- Enterprise Valuations
- Due Diligence Studies
- Financial Advisory

PAYROLL ADMINISTRATION

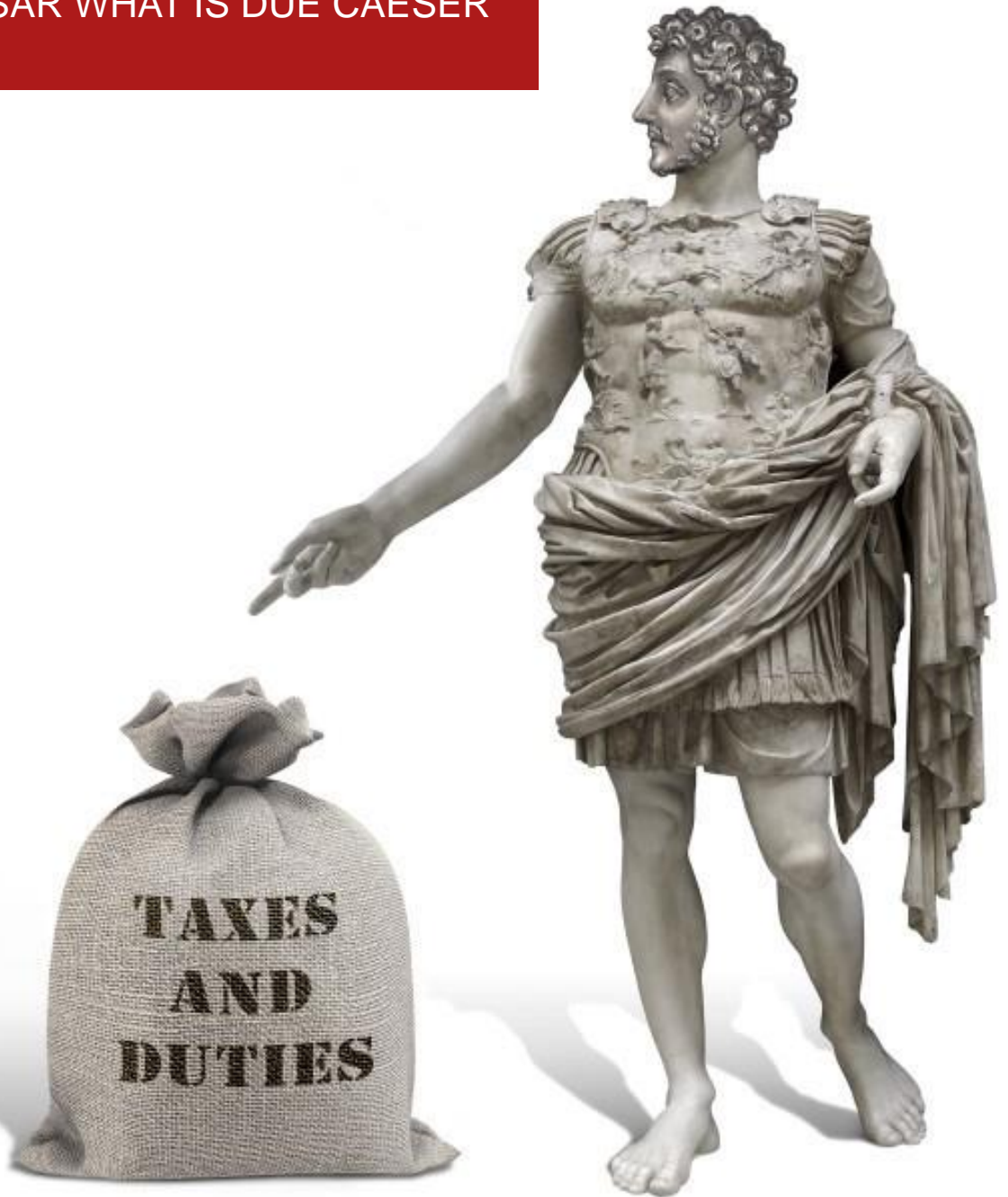
Payroll compliance is often overlooked by business owners. This could have a negative impact on the business in terms of taxes, employee morale and enforcement by the Department of Employment and Labour.

In addition, having the right payroll administrator will optimise your remuneration packages where benefits could be enjoyed by the company or passed down to the employees. This type of payroll structuring required in in depth knowledge of the Tax Act as well as the Basic Conditions of Employment Act.

Our payroll administration offering include

- Weekly payroll processing
- Bi-weekly payroll processing
- Monthly payroll processing
- Submission of returns
- Payroll structuring
- Time and attendance management
- AI Dynamic Facial Recognition Attendance and Access Systems

GIVE CAESAR WHAT IS DUE CAESER




TAX MANAGEMENT

Tax planning considers the tax implications of individual, investment, or business decisions, usually with the goal of minimizing tax liability. Although decisions are rarely made solely on their tax impact, you should have a working knowledge of the income or estate tax issues and costs involved.

Tax issues are never far from the mind of the business owner, and it's likely that many of the decisions you make will be tax based. It starts with the formation of your business and continues through the sale. Your choice of business entity, how you pay out profits to the owners, and your accounting decisions will all have an effect on your tax liability.

Our specialised tax SBU can provide enterprises with

- Tax Planning
- Tax Effective Enterprise Structuring
- Dispute Resolution
- Estate Planning



*Organisational
change should be
controlled*

ARE YOU READY FOR EXPONENTIAL GROWTH?

Change is constant and inevitable, bringing about normal and abnormal problems seeking solutions and requiring decisive implementation. All organisations react to these change which is referred to as organisational behaviour.

Organisational behaviour refers to the human capital within the organisation and how they react to change. This behaviour has a direct impact on the behaviour of the organisation and its growth or aging. To ensure sustainability the organisation must adapt constantly by reengineering its DNA to stay efficient and effective in both the short and long term.

The *reSHIFT* methodology was designed to assist organisations to overcome barriers to transitioning between stages to reach its prime stage. At the core of *reSHIFT* lies the change management methodology, enabling us to constantly reengineer the organisational DNA as an enabler to adapt and overcome normal and abnormal problems quickly ensuring short and long term efficiency and effectiveness.

PROGRAMME INTRODUCTION

It is a fundamental truth that every organisation, like a living organism, has a natural lifecycle, and that it goes through predictable patterns of behaviour as it grows and develops. At each new phase of development the organisation faces a unique set of challenges. How well or poorly management addresses these challenges and leads a healthy transition from one phase to the next, has a significant impact on the success or failure of that organisation.

DNA is made of chemical building blocks. In an organisation these building blocks are made up of four parts: Production, Administration, Entrepreneurship and Integration. By altering the Organisations DNA code, leadership is able to achieve and maintain an optimum phase in the organisations life cycle. Our expertise lie within the constant change and management of the organisations DNA to optimise growth and maintain a healthy and sustainable status.

On completion of the programme a business will:

The target phase of an organisation is Prime. Organisations in Prime: Are focused, energised and predictable; structures work well; infrastructure provide reliable support; governance is institutionalised; inter and intra organisational integration; enjoys consistent, above average growth in sales and profits.

Programme Structure

Organisational diagnostic
War room facilitation
Change management
Strategy development
Structural realignment
Management information systems
Shift IP transfer
Peak performance stretching
Strategic resource allocation
Systemic structure
Synergistic rewards system






INSTITUTE FOR ENTREPRENEURSHIP AND INNOVATION

Innovation and entrepreneurship (I&E) is about more than launching companies. I&E is a mindset—and those who have it pursue solutions where others see obstacles, create uncommon collaborations where others work alone, and lead when others are frozen by uncertainty. In a rapidly evolving world, an I&E mindset is more essential than ever—and it applies in all disciplines, from the life sciences and engineering to the humanities and social sciences.

At the Shift Institute for Entrepreneurship and Innovation we encourage responsible entrepreneurship. We equip our members to address real world challenges posed by business and society, in an effective, profitable and sustainable way. We enable them to bring positive change in the society and their lives through innovation. We develop the next generation of entrepreneurs through immersive educational programmes, mentorship, and acceleration.

The value proposition of the Institute is to promote access to markets by improving market and funding readiness of members through the Business Support and Development Services. This initiative will improve member competitiveness to engage other like-minded enterprises and Corporate Citizens.





My time
is now...

BUSINESS FINANCE

Our bouquet of finance products are designed to grow small to medium sized businesses. Our expert team engage in pre-application assessments to determine the maturity level of the business and the funding readiness. This approach create a better understanding of the funding stage in your business lifecycle.

Finance Type	Loan Amounts	Relative Cost	Repayment Terms	Credit Criteria
Unsecured Loan	R10k up to R5m	Medium to High	Fixed, Short Term	Business must show good turnover for 6 months+
Merchant Cash Advance	R5k up to R2m	High	Proportional to Revenue	Business must show good card transactions for 6 months+
Secured Loan	R100k up to R20m	Low to Medium	Fixed, Medium to Long Term	Business or owner must have fixed assets for collateral
Credit Facility / Overdraft	R10k up to R5m	Medium	Flexible, On Demand	Business must show good turnover for 6 months+
Invoice Finance	R5k up to R5m	Medium	Within 120 days, Repayment happens automatically	Business must have invoices with larger business and/or corporates
Purchase Order Finance	R10k up to R100m	Medium to High	Short to Medium Terms, Repayment upon complete	PO must be from a valid company/department. Proof of previous work normally required.
International Trade Finance	R500k up to R50m	Low	Depending on need, Usually fixed repayment	Business must show historical ability to move goods once landed.
Equipment Finance	R20k up to R10m	Medium	Fixed, Medium to Long Term	Business must show repayment capacity.
Vehicle Finance	R50k up to R2m	Low to Medium	Fixed, Medium to Long Term	Business must show repayment capacity.
Bridging Finance	R50k up to R10m	Low to Medium	Flexible, Short to medium Term	Business must have cash tied up in an asset that has some sort of liquidation event pending.
Property Development	R5m up to R200m	Low	Deal-dependent, Medium to Long Term	Developer must show historical performance as a property developer.



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