

COMPANY PROFILE



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1. INTRODUCTION AND BACKGROUND

DOBEYN ACCOUNTING SOLUTIONS CC, is an emerging small to medium accounting, risk management, corporate and financial consulting firm and is 100% black owned. The company shares the vision of South Africa and thus works towards increasing the number of Black Professionals in the country. This commitment is reflected in our practice of employing previously disadvantaged individuals.

DOBEYN ACCOUNTING SOLUTIONS CC, operates within the framework of the professional code of conduct and ethics as prescribed by the South African Institute of Professional Accountants.

The firm is conversant with changes in the business and political environments, and it acquaints itself with the changing environment such that its services are beneficial to its clientele. Likewise, the firm keeps abreast of the latest developments in the accounting, taxation, and risk management profession with a view to enhancing the quality of its services.

OUR VISION

Our vision is to be an innovative, objective, and professional services provider that enhances economic growth and social development, and supports the integration of our country into the global economy in a way that benefits all South Africans

OUR MISSION

DOBEYN ACCOUNTING SOLUTIONS CC was founded on principles of honesty and integrity. The firm aims to provide clients with the best advice and service. We recognize the need to respect customer individuality, build relationships and provide solutions that best meet their requirements. All clients are assured of a professional service that is timeously rendered, relevant and of a standard that meets or exceeds their expectations

DOBEYN ACCOUNTING SOLUTIONS CC, is committed to upholding the professional image of the accounting sector and striving for the upliftment of the citizens of Southern Africa.

DOBEYN ACCOUNTING SOLUTIONS CC endeavours to adapt to the changing environment in the country, develop and empower human resources in order to improve the standard of living in this country.

DOBEYN ACCOUNTING SOLUTIONS CC fully supports the equality in the workplace and will abide by all labour prescripts.

OUR VALUES

Our core values are under-pinned by the following:

- Professionalism and independence
- Integrity
- Transparency and objectivity
- Investment in human capital
- Courtesy and decency

2. SERVICES & SOLUTIONS

The company offers a range of financial and non-financial services.

DOBEYN ACCOUNTING SOLUTIONS CC responds to client's complex business challenges with seamless service across both public and private industry sectors and national boundaries. We help clients manage risk so they can focus on their core businesses. By ultimately understanding each client's business, it converts information into insights to uncover hidden opportunities to improve client efficiency and performance. The close relationship helps clients improve performance and make decisions that strengthen their business. The practice provides Information Risk Management, Internal Verification, Corporate Governance Advisory, Software Process Improvement, Quality Registrar Certification and Advisory Services.

Our Risk Based Advisory Services cover the following:

- Business Performance Services
- Internal Verification & Validation Services
- IT Advisory
- Software Process Improvement

Members & Associates:

Quentin Dobeyn
 Professional Accountant (S.A.)
 Professional Tax Practitioner (SA)
 SAIPA Practice No.: 238

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Sumaya Sommer
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DOBEYN ACCOUNTING SOLUTIONS CC assists clients in strategy formulation, market-driven feasibility studies, process re-engineering, cost management, operational processes alignment, information systems planning, technology implementation, program management, and change enablement. The practice aims to provide clients with integrated solutions to enhance performance through the synergy of strategy, processes, people, and technology. Our Business Performance's Infrastructure Advisory team also assists in tackling issues brought about by liberalization – redefinition of the roles of the key role players; shift in focus from being service providers to being facilitators and policy makers; and managing the privatization process.

DOBEYN ACCOUNTING SOLUTIONS CC Tax practice is focused on finding opportunities and leveraging them to the advantage of clients in the form of significant tax savings. It helps reduce clients' bottom-line expenses through tailored, innovative methodologies. The practice provides advisory services in the areas of direct, indirect, and personal taxes by utilizing the edicts of the Income tax act in a lawful manner.

DOBEYN ACCOUNTING SOLUTIONS CC provides valuable insights into how businesses can grow and enhance their value. We support clients through all phases of a transaction, from corporate strategy to post-merger integration.

DOBEYN ACCOUNTING SOLUTIONS CC helps companies with turnaround solutions and in rebuilding stakeholder confidence, while our forensic team assists in protecting the reputation and integrity of clients' businesses.

An overview of our Services and Solutions is given below:

- New Business Development
- Business Strategy
- Business Transformation
- Risk Management
- Validation & Verification of Data
- Due Diligence
- Business Performance Improvement
- Enabling Technologies including selection and deployment of IT solutions
- Outsourcing Advisory Services
- Accounting
- Taxation
- Business Advisors

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Members & Associates:

New Business development

Our financial services division is attracting existing players into new lines of business, as well as new domestic and international institutions. Our new business development service involves carrying out feasibility studies to assist institutions understand the industry environment, regulatory requirements, and the future business scenario, to enable them to take informed entry decisions.

Business Strategy

With the financial sector changing at an ever-accelerating rate, the competitive dynamics of the industry is evolving rapidly, and the rules of the game are getting re-defined. While new technologies and distribution channels threaten to erode traditional power bases, the forces of consolidation are embracing most segments in the financial services market. Further regulatory developments are opening markets whilst also upgrading norms to international standards. DOBEYN ACCOUNTING SOLUTIONS CC's strategy framework assists in aligning business strategies to this challenging environment. The key services provided to existing as well as new financial service players include:

Strategy development, which involves articulation/clarification of vision and objectives, identification and evaluation of strategic options and selection of strategies. The focus areas include organization structure, competitive positioning, product/segment strategy, information technology, marketing and distribution, and overall business profitability.

Business plan formulation is designed to provide a comprehensive analysis of the organization's business units and the markets it operates in. The objective is to identify key business drivers, provide detailed guidelines for goal setting and formulation of action plans. We also assist new companies with license applications to the regulators.

Business Transformation

Business Transformation works on the process that the future is first created in the mind and when detailed and lived to its finest level, becomes reality. The entire process is highly structured. It begins with the CEO imagining the future desired direction at his organization. The future is detailed to a very fine level through milestones for each year. The organization's management then revises the vision to a level which seems ambitious yet achievable. Major discontinuities in the environment, which could fundamentally change the nature of the industry, are assessed.

Members & Associates:

The entire firm is then geared to exploit these discontinuities. A clear transformation map is crafted which highlights the route the firm would adopt in various parts of its business as it goes ahead. The exercise is completed with the implementation of the designed transformation framework.

Risk Management

The risk management and control framework define how a financial institution should organize itself to manage existing and potential risks. The focus always is on the provision of a tailored solution to meet an organization's particular needs.

Our risk management process assists an organization through all the steps required to define and implement effective risk management policies and procedures. We ensure that our clients understand the issues related to their risks through a continual process of information sharing and skills transfer. The nature of services include:

Risk diagnostic tools that provide a rigorous independent assessment of existing risk management practices and plans for implementing regulatory guidelines in risk management. The diagnostic tool is tailored to provide clearly defined recommendations for overcoming weakness, and solutions to address fundamental gaps.

Asset Liability Management (ALM) capability tool involves risk diagnostic review to identify major issues and quantify the exposures of the organization. The second part of the exercise would be developing an ALM strategy, redesign of processes and developing action plans for implementation.

Credit Risk Diagnostic is designed to comprehensively test existing credit risk management practices, benchmark with best practices and provide clearly defined recommendations to address fundamental gaps.

Business Performance Improvement ('BPI')

The key challenge facing business and financial institutions is to create business capabilities in line with emerging requirements within the market. The BPI exercise synthesises DOBEYN ACCOUNTING SOLUTIONS CC's expertise in performance improvement methods, best practice solutions and industry benchmarks and trends.

Our BPI approach is strategic and focuses on assisting our clients to build a strong competitive position through:

- Maximising revenue
- Creating more business-focused processes
- Reducing costs and cycle times to deliver services

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- Leveraging new IT capabilities

FORENSIC SERVICES DIVISION

The services provided by us include:

- Fraud awareness workshops
- Fraud investigations
- Fraud risk management
- Forensic risk management
- Forensic technology services
- Corporate intelligence
- Pre-employment screening
- Dispute resolution, litigation support and expert witness services
- Anti – money laundering compliance
- Business ethics and integrity services

FRAUD AWARENESS WORKSHOPS

In the wake of high-profile corporate scandals as well as new regulations, it is becoming imperative to create company specific antifraud measures to address internal corporate fraud and misconduct. We conduct workshops focusing on fraud related regulatory requirements, industry specific fraud risks, investigation methodologies and the best practices. In addition to conducting workshops under the aegis of various forums, client specific workshops are also conducted.

FRAUD INVESTIGATIONS

DOBEYN ACCOUNTING SOLUTIONS CC's Forensic practice can assist in detecting fraud by combining the forensic and investigative experience of forensic professionals with the use of technology. Using our forensic experience and knowledge of your organization's particular circumstances, we can help you interpret the results and discern whether the findings represent indicators of fraudulent or unauthorized activity.

Our fraud investigation services include:

- Advice on initial responses to fraud and control of difficult and sensitive issues.
- A tailored action plan to assess your suspicions, limit financial loss and preserve key evidence;
- Quick access to publicly held information about companies, directors and individuals that enables us to test suspicions;

- Advice on how to conduct the investigation, reduce the risks and enhance recoveries;
- Analytical data mining and analysis tools to identify potential red flags that could be indicative of fraud schemes such as fictitious/ inflated/ duplicate documents, improper or illegal payments, fictitious vendors, inflated sales or ghost employees;
- Objective reporting, fully documented and supported by evidence, by presenting facts and explaining transactions;
- Assistance in liaison with law enforcement agencies.

FRAUD RISK MANAGEMENT

DOBEYN ACCOUNTING SOLUTIONS CC's comprehensive approach to fraud risk management tells directors, managers, internal auditors and risk managers where their organization is vulnerable to fraud and how to plug the gaps. Whether you prefer a broad overview of the potential for fraud across your entire organization or an in-depth, detailed risk profile of a single department or process, DOBEYN ACCOUNTING SOLUTIONS CC can provide:

- An objective analysis of your current anti-fraud programs and controls, fraud risk management processes, and investigative procedures;
- A comprehensive fraud risk assessment of specific issues within your organization
- Identification of organizational features that may contribute to fraud and misconduct, including culture, hiring practices, reward structures, and corporate integrity benchmarks within your industry;
- Innovative forensic technologies to combat these risks;
- Practical and cost-effective implementation plans to address identified issues and help deliver added business value;
- Training programs and workshops to help enable your front-line people to identify the early warning signs of fraud and manage those risks effectively in the future.

FRAUD TECHNOLOGY SERVICES

Modern organizations rely on an increasingly complex information technology infrastructure. However, the complexity of modern IT systems can complicate the process of discovering or proving electronic facts when companies are in the midst of putting fraud management procedures in place. Technology has created new ways for organizations to respond to the challenge of preventing and detecting fraud and misconduct. Companies are employing analytic techniques in their efforts which include:

- Proactive forensic data analysis which involves accessing company data and comparing it against other information from within and outside the company, to highlight fraud 'red flags' and control weaknesses.
- Forensic Technology Services which help to recover digital evidence to support a variety of civil, administrative or criminal actions.

DOBEYN ACCOUNTING SOLUTIONS CC will help clients take control of digital evidence, enabling them to substantiate evidence to defend or prove an action, investigate online misconduct and fraud and protect digital assets. It helps organisations and lawyers discover what has happened, why it happened, and who or what was responsible. We can also make available customised reports based on specified data, relationships, transactions or fraud indicators.

CORPORATE INTELLIGENCE

Organizations often operate in unfamiliar territories or with little knowledge of the background, reputation or ability to conduct business with their potential business partners. Many times a track record and reputation can be overlooked while focusing only on the potential financial gains.

DOBEYN ACCOUNTING SOLUTIONS CC has access to a wide range of information sources in South Africa and abroad which allows us to obtain records and information on companies and individuals. DOBEYN ACCOUNTING SOLUTIONS CC's helps highlight issues of concern that may cause potential reputation or financial damage to a company, its directors and its shareholders. Our focus is to help you understand who you are dealing with by gathering the background information required to achieve this. We dig deeper to uncover potential business problems and collect vital information which puts you in a better position to make enlightened decisions on:

- Investing in a business
- Recruiting new dealers, suppliers, franchisees or distributors
- Licensing your product or services to another company
- Establishing a strategic alliance or joint venture partnership
- Acquiring or merging with another business
- Appointing senior management

Entering a foreign market or open a foreign operation.

PRE-EMPLOYMENT SCREENING

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Pre-employment screening is a way to discover important information that can influence the hiring decisions you make. Many employers discover rather late that they have hired violent offenders and persons with a history of crime involving theft, embezzlement or fraud in various forms.

DOBEYN ACCOUNTING SOLUTIONS CC helps organizations in conducting background checks of prospective employees. We provide a complete range of pre-employment screening services in a flexible, timely and cost effective manner. Our key services include:

- **Database Verification:** This helps clients ascertain if the candidate has been reported for any misconduct.

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- **Education Verification:** This helps to confirm the educational details of the candidate, authenticity of the candidate's degree, year of completion and the course pursued.
- **Employment Verification:** This check helps to get information on the candidate's previous employment, dates of employment, last position held and reason for leaving.
- **Reference Verification:** It helps clients gain maximum information from the references provided by the candidate.
- **Criminal Verification:** This helps clients identify whether the candidate was involved in any criminal activity.
- **Address Verification:** This helps clients judge the authenticity of the current and the permanent address of the candidate.

ANTI-MONEY LAUNDERING COMPLIANCE

Money laundering seeks to disguise the origins and true ownership of funds. It is used to legitimise the proceeds of criminal activity and to obscure the funding of clandestine activities such as terrorism. The continuing evolution and rapid development of anti money laundering (AML) laws and regulations around the world has given organisations a greater responsibility to prevent, detect and report money laundering.

The Prevention of Money Laundering Act requires financial service organisations to introduce robust AML programs that establish or enhance policies, procedures in order to support law enforcement in intercepting and obstructing the illegal flow of funds. Penalties and regulatory sanctions aside, any association with money laundering can expose organisations and individuals to adverse publicity and reputational damage

DOBEYN ACCOUNTING SOLUTIONS CC works with organisations to understand their risk profile and address the factors they need to consider to help prevent money laundering and comply with domestic and international requirements.

Our services include:

- Risk assessment
- Compliance reviews
- Policy and process design
- System advice
- Training
- Due diligence
- Corporate intelligence
- Investigations

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INTERNAL AUDIT / VERIFICATION FUNCTION

A DOBEYN ACCOUNTING SOLUTIONS CC Internal Verification function is tailored to meet the specific needs of the organization. It essentially encompasses:

- Assessing whether the internal validation focus and planning process reflect its needs
- Assessing whether there are clear reporting lines and that the structure and status of Internal verification within the organization is appropriate
- Reviewing work methodologies to ensure they comply with relevant standards and current practices

Our review is carried out by way of questionnaires, interviews with the Audit Committee, Management and Internal Audit staff, Observation and Review of the internal audit work, and benchmarking with generic comparative criteria. The results are reviewed and the key observations and recommendations are then presented to the Audit Committee.

On specific request, our review may include benchmarking the function against organizations of similar size and/or type. This essentially entails comparing the performance of the Internal validation function with those of the selected organizations in terms of a range of attributes including quality of service, staff numbers, and cost.

ESTABLISHING AN INTERNAL VERIFICATION FUNCTION & QUALITY ASSURANCE

The Issues

A start-up analysis to assess the costs and benefits to be derived by an organization from Internal Audit should address several factors, including the structure of the organization, the degree of autonomy of each operating unit, and your organization's overall culture and management philosophy. An assessment also needs to be made of the control environment within your organization, and the level of awareness of control issues among both management and employees.

How DOBEYN ACCOUNTING SOLUTIONS CC can help

We will help plan for and resolve all these issues, drawing on our in-depth knowledge of 'best practice' in structuring and organizing effective Internal Audit functions.

We can source Internal Audit professionals who have worked with a wide variety of organizations throughout the private and public sectors by helping them assess the costs and benefits of Internal Audit functions. We have also assisted in the development of Quality Assurance functions, thereby leaving management free to concentrate on the key issues facing their businesses.

Key elements of our approach:

- Determining the Audit Committee's and management's requirements and expectations
- Establishing the function's terms of reference or mission statement
- Agreeing reporting lines
- Deciding how the function should relate to other parts of the business
- Determining the scope of the Quality Assurance work
- Developing a risk profile for the organization
- Developing strategic and annual Quality Assurance plans
- Defining working practices, including the Quality Assurance methodology, risk analysis model, and audit software
- Determining the core skills required in recruiting the right staff for the function
- Establishing accountability and quality control standards

ACCOUNTING PROCEDURES MANUAL

An accounting procedures manual enhances management's efforts to:

- Monitor performance against established procedures
- Help ensure policies and procedures are consistently applied
- Improve efficiency in training employees during periods of transition
- Update procedural changes by reorganization or the implementation of a new information system

How we can help

DOBEYN ACCOUNTING SOLUTIONS CC recognizes the challenge faced by companies in allocating limited resources to develop an Accounting Procedures Manual. In response, we have created a service that allows an organization to outsource this task. We assist in updating or compiling new documentation of the sequence and details of key accounting function procedures.

Our approach

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DOBEYN ACCOUNTING SOLUTIONS CC uses a systematic process for documenting procedures. This process includes:

- Creating a topic outline for key procedures
- Interviewing staff in key functional areas
- Conducting a walk-through to validate interview information
- Observing users performing key procedures

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For each activity, we record:

- The position responsible for the activity
- The review process and the position responsible for sign-off
- Required inputs for the procedure
- Desired outputs
- The exception handling process

After documenting the workflow and key activities for each process, DOBEYN ACCOUNTING SOLUTIONS CC develops a key reference manual. The manual includes narratives, matrix tables to clarify interconnected activities, and flow charts for selected procedures. Supporting exhibits may include sample documents, a master calendar of critical deadlines etc. You also receive an electronic copy of the manual, which provides a mechanism for you to update procedures on an ongoing basis.

FIDELITY / PROFESSIONAL INDEMNITY INSURANCE

DOBEYN ACCOUNTING SOLUTIONS CC has Professional Indemnity Insurance through the South African Institute of Professional Accountants (SAIPA) in the amount of R 4 million.

LEGAL – PROFESSIONAL – CONFIDENTIALITY

All material sourced and documented by our professional team is lawfully accessed, detailed and highly confidential. Our reputation and success are founded on the principles of quality people and quality forensic service. When you have an investigation that needs sensitive and professional handling you can call on our forensic strategies and solutions expertise to deliver your solution safely and securely, with commitment and dedication.

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YOUR WEALTH

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REG. NO. 1988/017626/23

REGISTERED PRACTICE NO. 503

APPROVED TRAINING CENTRE NO.: 23

COMPANY HDI STATUS

PERSONNEL	#	#	#	#
	HDI MALE	HDI FEMALE	WHITE MALE	WHITE FEMALE
PARTNER	1	1	-	-
MANAGER	1	2	-	1
SENIOR	5	3	1	-
JUNIOR	9	14	2	1
ADMIN & SUPPORT	2	2	-	2

KEY PERSONNEL

NAME: KUGESH NAIDOO

ROLE: PARTNER

CURRICULUM VITAE

Kugesh Naidoo is a qualified Accountant registered with the South African Institute of Professional Accountants. He has a Bachelor of Accounting Science degree and an Honours Bachelor of Accounting Science from the University of South Africa. He also completed his Advanced and Applied Taxation through UNISA. He has been in practice for the past 20 years and presently operates a very successful partnership in Pietermaritzburg. The business has in excess of 2200 clients and is represented on a national level servicing both the public sector and private sector business. He also sits on the local committee of the South African Institute of Professional Accountants representing all SAIPA members in the Pietermaritzburg and Inland

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Accounting, Taxation & Business Advisors

Region. Kugesh is a Compliance Officer registered with the Financial Services Board. He is also accredited to report on Micro Lending Activities to the Micro Finance Regulatory Council. He is a Registered Tax Practitioner with the South African Revenue Services. Mr Naidoo has been closely associated with the Guarantee Trust Group of Companies and has been actively involved in designing and implementing the Virtual Office Workplace Simulation Programme for Trainee Accountants in South Africa. This programme was jointly funded by the Department of Labour and FASSET. He also provides financial services, business advice, Administration & Financial skills mentoring as well as consultative work including risk management to various Corporates, including the likes of Engen Petroleum and Wilson Bayley Homes (WBHO).

Mr Naidoo has also over the last few years been involved in business on an international level, with the scope of work extending into Canada, Germany, Switzerland, China, India, Maputo, Botswana, Mauritius, Reunion Islands and Swaziland.

He represents the South African National Civic Organisation on four committees at NEDLAC (National Economic Development & Labour Council). The committees are as follows:

- Public Finance and Monetary Policy
- Finance and Audit
- Growth and Development Strategy Implementation
- Skills Development and Employment Equity

He was the past Regional Treasurer of SANCO in the Moses Mabidha Region.

Kugesh is a Municipal Support Services Specialist and has worked closely with the Executive Management of various municipalities and government structures. His key skills include:

- Project management
- Local economic development
- Broad Based Black economic empowerment
- Control of contracts and agreements
- Administrative, legislative and programme policy support
- Management audit
- Composition of action plans and business plans

NAME: SUMAYA SOMMER

ROLE: PARTNER

CURRICULUM VITAE

Sumaya Sommer is a qualified Accountant registered with the South African Institute of Professional Accountants. She has a Bachelor of Commerce in Management Accounting from the University of South Africa. She has been in practice for the past 19 years and presently operates a very successful partnership in Pietermaritzburg. She is a Registered Tax Practitioner with the South African Revenue Services.

NAME: QUENTIN RICHARD DOBEYN

ROLE: ASSOCIATE

CURRICULUM VITAE

Quentin Dobeyn is a fully trained practicing accountant who has been a senior partner in the firm of DOBEYN ACCOUNTING SOLUTIONS CC for the past thirty years. The practice was begun by his late father in 1951 and he carried on with the family tradition. The practice is currently comprised of 33 staff members and is actively involved in training learner ships of young black professional graduated trainee accountants.

He has in recent years been President of the South African Institute of Professional Accountants and Deputy Chairman. He is currently a member of the Disciplinary Committee and represented South Africa to the Namibian Institute of Commercial and Financial Accountants. He formed part of a South African delegation to the World Congress of Accountants, held recently in Turkey, where at South Africa's views and input as an emerging country was placed before the International Forum of Accountants.

He has also held the position of chairman of the Taxation Committee, Investigations Committee and currently acts as an advisor to the majority of clients of the practice in the capacity of Financial Director. He holds seminars and lectures to the accounting profession and until recently acted as an advisor to the Executive Council of the South African Institute of Professional Accountants, which is a full member body of The International Federation of Accountants as well as the East, Central and Southern African Federation of Accountants. These International Bodies represent all professional and registered accounting bodies in the world and secondly in the Southern African Continent, South of the equator.

Members & Associates:

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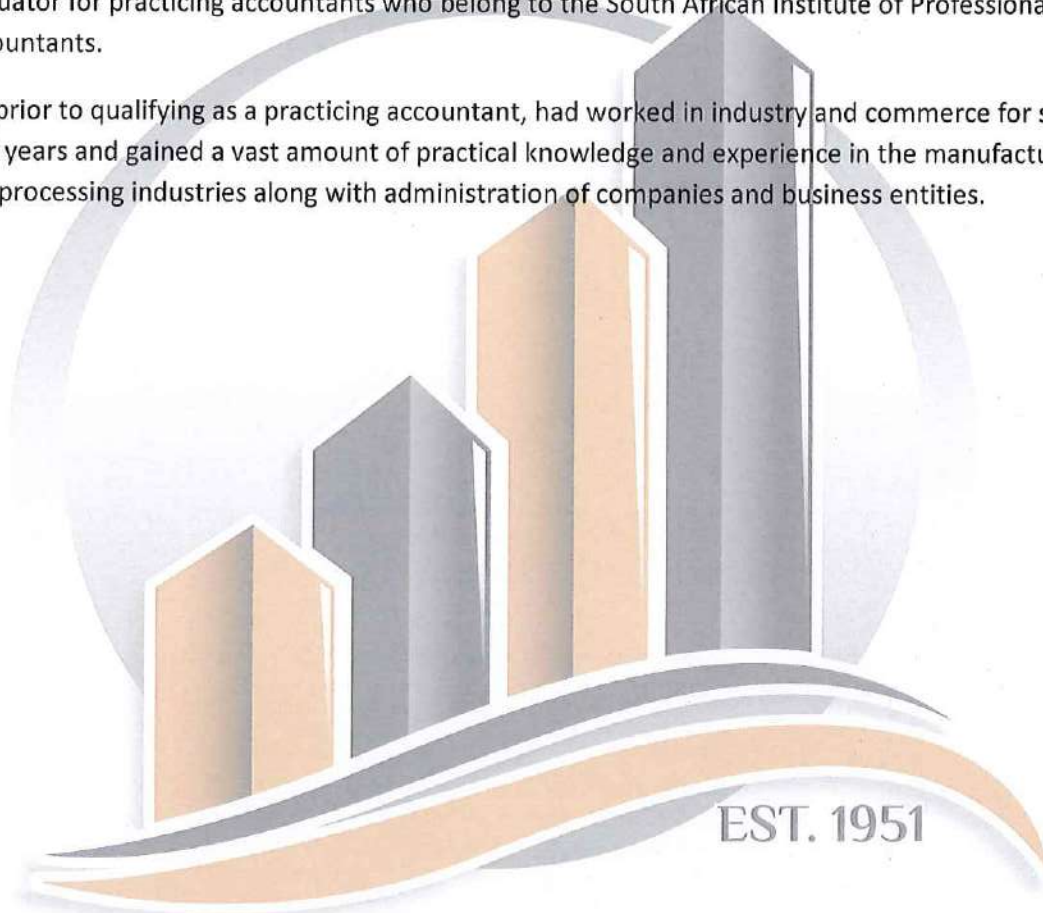
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He served as an elected Executive Board Member of the South African Institute of Accountants and is a director of various companies particularly the Guarantee Trust Holdings group of which he is Chairman of the Board. He was one of the persons who was instrumental in establishing the Virtual Office Method of training Accountants, a unique methodology which is believed to have been a first in the world

He is a qualified assessor in terms of the SAQUA regulations and is an assessor and professional evaluator for practicing accountants who belong to the South African Institute of Professional Accountants.

He, prior to qualifying as a practicing accountant, had worked in industry and commerce for some 7 – 10 years and gained a vast amount of practical knowledge and experience in the manufacturing and processing industries along with administration of companies and business entities.



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3. COMPANY DETAILS

COMPANY DETAILS		
1	Name	DOBEYN ACCOUNTING SOLUTIONS CC
2	Company registration number	1988/017626/23
3	Physical address	146 Jabu Ndlovu Street Pietermaritzburg 3201
4	Registered office address	146 Jabu Ndlovu Street Pietermaritzburg 3201
5	Postal address	P.O. Box 276 Pietermaritzburg 3200
6	Telephone number	033 – 345 4459
7	Fax number	033 – 345 7269
8	Email address	sumaya@dobeyn.co.za EST. 1951 kugesh@dobeyn.co.za
BANKING		
9	Name of banker	Standard Bank
10	Branch	Main Branch
11	Bank account number	250074818



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TAX		
12	Tax reference number	9150/079/21/9
13	VAT registration number	4600163283
PRINCIPAL CONTACT PERSON		
14	Name	Sumaya Sommer
15	Designation	Partner
16	Telephone number	033 – 345 4459
17	Mobile number	082 7713161
18	Fax number	033 – 345 7269
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4. CONFIDENTIALITY AGREEMENT

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