




# OPINDIE SOLUTIONS

BUSINESS SUPPORT • BUSINESS DEVELOPMENT • PAYROLL

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OpIndie Solutions offers a range of professional services and more. We have a team of professionals who are dedicated to finding solutions to any problem, even those that have yet to be identified. We value efficiency and transparency in everything we do and work with skilled personnel both internally and externally.

OpIndie Solutions has already on-boarded external or independent service providers, such as Graphic designers, Accountants, Marketers, but not limited to these roles. We understand that working with external service providers allows us to tap into a wider pool of talent and expertise, which ultimately leads to better outcomes for our clients.

## **Our Services:**

### ***Business Support Services (Registration):***

Our business support service includes;

- Company registration
- Voluntary-Deregistrations
- Company Reinstatement Service
- Memorandum of incorporation (MOI) [Long Form] Drafting
- Shareholder Agreement Drafting
- Share certificates
- Income tax registration
- BBEE affidavits/certificates
- Compensation fund registration
- Unemployment insurance fund registration
- Business bank accounts
- CSD registration (Stage 2)
- and CIDB.

### ***NPO Support Services:***

We also provide support services for non-profit organizations (NPOs) that include;

- NPO registration
- and Funding/Grants application assistance

### ***Business Development Services:***

Our business development services include;

- Business profile development
- Business plan development
- Corporate identity
  - Logo design
  - Color palette
  - Letterhead
  - Business cards
  - Typography
  - Promotional posters

**BUSINESS SUPPORT | BUSINESS DEVELOPMENT | PAYROLL SERVICES**



### ***Payroll Services:***

We provide payroll services that include;

- Electronic and physical copies of payslips
- Employee data management
- Payroll reporting
  - Pay schedule monthly report
- Leave policy development
- Certificate of service development
- Professional letter drafting
  - Termination letters on behalf of the entity
- Contract review and negotiation services
- Contract drafting services
  - Fixed-term contracts
  - Permanent contracts
  - Service level agreements
  - and More

### ***Corporate Governance Services:***

Our corporate governance services include;

- Developing and implementing policies that help businesses operate efficiently and in compliance with regulations.
- Compliance and Regulatory Advisory
- Ethics and Corporate Social Responsibility advisory and development
- Board of directors advice providing advice to boards of directors on a variety of issues, such as strategic planning, risk management, and succession planning

### ***Workshop Services:***

Workshop facilitation and training.

### ***Consultancy Services:***

Our consultancy services include;

- Human resources consulting to help businesses manage their workforce and optimize their performance.
- Management Consulting providing guidance and support in improving organizational performance, operational efficiency, and management practices
- Legal consulting to help businesses with a variety of legal-related issues, such as contracts, intellectual property, and regulatory compliance

### ***Bookkeeping Services:***

Our bookkeeping services include;

- Documents Capture & Trial Balance Prep
- Bank Statement Reconciliation
- Bookkeeping System Setup Assistance (Xero & Others)
- Software Training and Support (Xero & Others)
- IRP6 Tax Assistance (Business Tax)
- and More

### ***Beneficial Ownership Services:***

Our Beneficial Ownership services include;

- Securities Register.
- Beneficial Interest Register
- Disclosure Form
- And Many More

At OpIndie Solutions, we are committed to providing quality and cost-effective services to our clients. Our team of professionals is dedicated to delivering tailored solutions that meet the specific needs of each client.

Contact us today to learn more about how we can assist you in achieving your business goals.