



**PROUDLY PRESENTS**

## **Statutory Compliance Workshop**

### **What's in it for you?**

The aim with the course is to give guidance to a) people that have the energy and courage to start a new business or b) growing businesses that is unfamiliar with additional compliance elements. As there are so many things that they have to think about and need to execute when they start or grow, that they sometimes forget about the items that can cause them so many problems that they start to hate their own business – just because they didn't know.

### **Who should attend the Statutory Compliance workshop?**

Entrepreneurs, owners of start-ups as well as fast growing entities will benefit from the workshop.

### **What are the objectives of the workshop?**

To equip entrepreneurs and start up business owners with the basic compliance aspects that any business need to comply with. To help them with the **what** (what to register for) and the **when** (when to register for what) and by **who** (where to register what by when) in order that they can relax as they are compliant to all regulations and can put their effort and time to get the new business going or growing even more.

### **Content**

**The workshop covers:**

- **Business Plan** – why is it important to have a business plan, what does a business plan cover (the different sub categories e.g. Executive Summary, Background Information, Marketing Plan, Operations Plan, Financial Plan)
- **Different Enterprise Types** – so that they can make the correct decision to register for the correct business.
- How to **register** your business, where to register and which forms to use.
- How and when to open a **business bank account**



- **Branding and Marketing:** what to have ready in the beginning, where to start with marketing material.
- **Bookkeeping** decisions to take, when to start with bookkeeping, the difference between Income Statement and Balance Sheet.
- When to register for:
  - **Income Tax,**
  - **Employee Tax,**
  - **Unemployment Insurance Fund,**
    - **Workmen's Compensation,**
    - **SETA and**
    - **Value Added Tax,**

where to register for the specific option, what forms to use, how to make sure the business is compliant in each area.

- Suggestions which **policies** to think about and reasons why?

Other topics we touch on are: how to make sure the business stay compliant and what must be in place when they want to put in a tender (including BBBEE elements to consider).

KINDLY NOTE: A company need analysis can be conducted before the course, then only address the skills areas required.

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