

## Company Secretarial Services

### • Company And Business Name Registration

- Assisting clients with company formation and business names registration.
- Facilitating change of company names and other related services.

### • Company Secretarial Management

- We service companies by providing registered office, facilitating share transfers, director list updates, resolutions, filing of annual returns to CIPA and other compliance requirements. We have expertise in organizing Annual General meetings and minute taking.

## Other Services

### • Internal Audit & Risk Management Services

- We provide services in internal audits, fraud prevention measures, fraud investigations, assessing risks – operational, financial or other risks and how to mitigate and manage them.

### • Work & Residence Permits

- For foreign investors, we assist in obtaining all the necessary permits – work and residence.

### • Business And Trade Licenses

- We have vast experience in arranging various business and trade licensing required by City Councils and government regulatory departments.

### • Payroll Management, Recruitment And Secondments

- We also assist companies and organizations in staff recruitment requirements. For those requiring short term staff, we second staff at the appropriate levels.

- We assist clients who wish to outsource payroll management.



*Adding Value To Your Business*

## CONTACT US

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Find us on:



Impact  
Business  
Consultants



*Adding Value To Your Business*

# About us

Impact Business Consultants was established as a trading name for Impact 2000 Network (Pty) Ltd, a company incorporated in Botswana in April 2000 under company registration number CO.2000/1638.

## Vision

To be the premier provider of professional and business management services in Botswana and beyond at a competitive price without compromise.

## Mission

To add value by making a positive difference in businesses and individuals through providing affordable and efficient services in the spirit of team work.

## Values

At Impact Business Consultants, we shall be driven by the following key values

- Integrity
- Excellence
- Holistic value of an individual (Spiritual, Social, Intellectual)
- Transparency / honesty
- Dedication

# SERVICES OFFERED

## Accounting & Tax Services

### • Accounting And Financial Management

- We provide excellent Bookkeeping services, budget formulation and budgetary control and cashflow management as the life blood of any business.

### • Taxation & Tax Planning

- We assist companies with computation and submissions of Income tax, VAT, Capital Gains Tax, Transfer Tax, Withholding tax and many more

### • Accounting System Design And Implementation

- We assist with formulating accounting policies and procedures for different businesses  
- With our vast experience, we help clients move from manual to computerized accounting systems

### • Accounting Software Packages And Support

- We sell, install and support various accounting software packages such as Quick Books and LMS for legal firms.

### • Fixed Asset Register Management

- Our expertise includes assisting clients in creating, reconciling and managing fixed asset registers for proper accounting records. This may include Asset Tagging and recording with bar codes.

## Business Management Services

### • Strategic Planning

- We pride ourselves in helping businesses in strategic planning, succession planning and leadership development. We train Business Executives in formulation of long term plans for businesses.

### • Management Consultancy

- We assist clients with the latest technics for managing businesses and how to improve their performance, by analyzing existing organizational problems and the development of plans for improvement.

### • Business Plans And Financial Proposals

- We assist startups and existing businesses to produce bankable business plans and financial proposals for new projects as well as working capital requirements.

### • Business Process Mapping And Re-Engineering

- We have experience in evaluating and designing effective business processes, work flows, document flow charts and recommending the appropriate IT platforms for maximum efficiency.

### • Business Valuation And Due Diligence

- Our experience covers business or share valuation for the purposes of share disposals, or valuations required by other stakeholders. We conduct and advise on due diligence such as when buying a business in order to facilitate effective decision making.

### • Training In Finance For Non-Financial Managers

- Every business owner or manager needs to understand accounting and financial management. Unfortunately, not all are trained in this area. We have over the years successfully designed training programs that are tailor made to client requirements.