



At **HUTECH**
we are committed
to remain at the
forefront of the
Human Capital Industry.
We are constantly in
the process of updating
our knowledge, skills
and expertise in order
to accomplish
maximum growth
as a company.



Hutech
international group

Corporate Profile

The answer is SMART HR

492 Dawn Street, Lynnwood,
Pretoria, Gauteng

Tel: +27 12 346 3603
Fax: +27 12 348 2491
www.hutech.co.za

Gauteng: pearl@hutech.co.za; basil@hutech.co.za; liesl@hutech.co.za; christo@hutech.co.za

Eastern Cape: debra@hutech.co.za

KwaZulu-Natal: andy@hutech.co.za

Mpumalanga: wayne@hutech.co.za

Free State: liesl@hutech.co.za





INDEX

1. Introduction	Page 3
2. Recruitment Value Added Services	Page 4
3. Industry Focus	Page 5
4. HR Outsourcing	Page 6
5. Flexible Staffing Solutions - Capital Profits Payroll	Page 7
6. BBBEE Is Important To Us	Page 10
7. The Hutech International College (Pty) Ltd	Page 11
8. Forensic Investigations and Loss Management	Page 12
9. Social Development and Enterprise Initiatives	Page 13
10. Our Management	Page 15
11. Hutech Global: Africa	Page 15
12. Head Office	Page 16
13. Provincial Provinces	Page 17
14. Southern Africa	Page 18
15. Company Registration Details	Page 19

www.hutech.co.za





1. INTRODUCTION

Large companies are faced with the **challenge** of employing the **right people** in the **right place**. This is especially true for companies that employ people in **remote areas and those who require specialized skills**, but struggle to find **appropriate** local and specialized skills; such as mines or those involved with infrastructure delivery and maintenance.

The Hutech International Group, established in 1998, is **successfully** managing to provide **essential** Human Capital & Financial based services to both ends of the business spectrum, using a **uniquely designed business model to empower SMME's & entrepreneurs as local service providers within the respective provinces**.

Solving Your Country & International Staff Placement Challenge

This is the key focus of the [Hutech International Group](#). We have a **country wide** network of over **80 SMMEs**. These SMMEs are contracted to us to find **suitable** candidates for **your** employment needs. They **search** in the areas **you need** the people. *Save money, employ people where they live*. Locally employed people will not suffer the challenges of incorporating themselves, and being accepted, in culturally different environments.

Through [Hutech International Group's](#) subsidiary; [Hutech Global](#), your placement needs in Africa with local registered entities are met. Their services can be reviewed on their own websites. The Hutech International Group is a **level 1 BBBEE contributor** with a procurement level of **135%**.

Hutech has expanded their value offering to cover [the full spectrum of Human Capital and Financial Services](#) as a value add to our clients.



- *Recruitment & Selection*
- *Verification Services*
- *Training & Development*
- *HR Outsourcing/Consulting*
- *Wellness Programs*
- *Flexible Staffing Solutions*
- *Payroll Services*



2. RECRUITMENT VALUE ADDED SERVICES

To ensure that you are presented with the **best** possible candidates Hutech International Group provides a **full** candidate screening and evaluation process. This includes:

- *Recruitment advertising;*
- *Applicant verification (criminal record, ITC, claimed qualifications, driver's license);*
- *On-Line Assessment Platform.*

Don't make costly mistakes in hiring the wrong people. We can assist you to assess candidates before you employ them. We deliver integrated HR and Assessment solutions across all sectors.

Psychometric assessments manage risk by ensuring that you don't employ people who are not a fit for the role, the career, or your organizational values. Doing an assessment before employment is the smart move. Here are a few additional features of Hutech's testing methodology:

- *We can assess people anywhere in Southern Africa.*
- *Our reports take the mystery out of psychometric testing. They are easy to understand and practical.*
- *We provide feedback to the candidates, to HR, and to managers.*

Our assessment and evaluation services (on-line, computerized) are customized to our client's need i.e. recruitment and selection, talent matching, succession planning, development planning, training analysis, graduate program's and career guidance. Our ability to tailor and package tools and techniques on all levels ensures return on investment for individual and organization.

A variety of psychometric instruments is used to evaluate an individual's behavior in the work +environment with regards to:

Ability and competence

- *Ability and competence*
- *Personality*
- *Integrity*

Assessment products and suppliers include but are not limited to:

- *Integrity International*
- *TTS*
- *Cut E*
- *Savile*

"As a strategic and operational partner, and client, of Hutech International I can unequivocally confirm that Hutech International, and all staff involved, deliver the highest degree of professionalism and integrity in the execution of their services and portrays the highest levels of honesty and transparency."

Jacques de Wet – Managing Director, Capital Computer Bureau (Pty) Ltd





3. INDUSTRY FOCUS

Hutech with its national footprint and industries prevalent in the provinces resulted in a diverse capability to serve Client in the following industries:

- *Renewable Energy, Nuclear, Power, Water and Sanitation, Financial, Education, Oil and Gas, Engineering (across all disciplines), Tourism, IT, Mining, Construction & Manufacturing (across all disciplines)*

The Difference is in the Synergy

Due to the magnitude of success in the recruitment and placement environment via the support of the SMME's, Hutech International has replicated the current SMME model (catering for recruitment and placement) in order to make provision for deliverance of a full turn-key Human Resource solution.

The **simplicity** is what makes it work. We provide services and skills to SMMEs, and provide them with a viable business opportunity. They provide an **unrivalled** capacity to match applicants to your requests and also offer a turn-key Human Resource solution for the SMME. **Hutech International Group** manages this entire process on behalf of both the SMME, and you.





4. HR OUTSOURCING

SMMEs are **not equipped**, nor have **the resources**, to satisfy the **complex** Human Resource requirements that the **law** stipulates. Traditional outsourcing of these services has also proved **too expensive** for small companies **battling their cash-flow challenges**.

If you are an SMME looking for an affordable, end-to-end Human Resource solution then Hutech International Group has the answer.

For SMMEs, **complying** with all the **necessary** Human resource **legislation** is a major problem. To manage this in-house requires **people, money and knowledge**, all resources that are precious to the SMME, and are better directed in **growing** the business. The traditional answer to address the demand for human resource compliance is to outsource the service; this also proves a **financial** burden, if it can be accommodated at all.

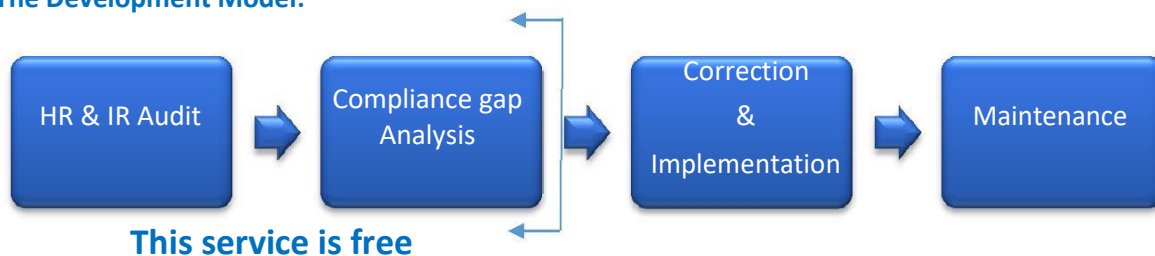
Our Human Resource Outsourcing Offering

How can we satisfy the SMME's need for fully compliant HR services when others can't?

The answer is in **shared resources**. It is apparent that whilst SMMEs need the assistance of professional HR practitioners, they don't need them **full time**. The **Hutech International Group** can therefore offer their professional services at an affordable rate.

Portal Link: www.hrfinwallet.co.za

The Development Model:



The SMME obtains the services of a **graduate HR professional** with the advantage of subject matter experts, as and when required.

As an SMME, you have access to specialists in:

- *Human Resources*
- *Organizational & Change Management*
- *Industrial Relations*
- *Training And Development*
- *Legal And Financial Experts*
- *Performance Management*





Hutech introduced a virtual Human Capital and Financial Services portal in support of our HR Outsourcing value offering. **Portal Link:** www.hrfinwallet.co.za

5. FLEXIBLE STAFFING SOLUTIONS – CAPITAL PROFITS PAYROLL

The combined value offering is integrate model which provides a fully outsourced of non- core functions or flexible complements in Client structures.

Hutech’s track record in the FSS arena dates back over 10 years with Unisa, Airlink and Denel Test Range (The Dunes) as existing Clients.

Full on-site maintenance and proactive contractors data base is maintained to ensure continuity in the supply of contractors when and if required.

The service structure is rounded off with a fully fledged Financial and Payroll Services provided by Capital Software - our Financial Services Partner.

Said services are:



PAYROLL MODULE:

Payroll services include inter alia the following:

- Employee record keeping, data administration and processing;
- Processing of payroll data;
- Transfer of salaries / wages via EFT;
- Electronic delivery of pay slips;
- Statutory payments e.g. PAYE, UIF & SDL;
- Monthly submission of EMP201 reports;
- Bi-annual submission of EMP501 reports;
- Annual IRP5 reports;
- Third party creditor payments (e.g. Medical, Pension, Insurance, Loans, Unions subscriptions, Emolument Attachment Orders (“Garnishees) etc;
- Integration with multiple banks;

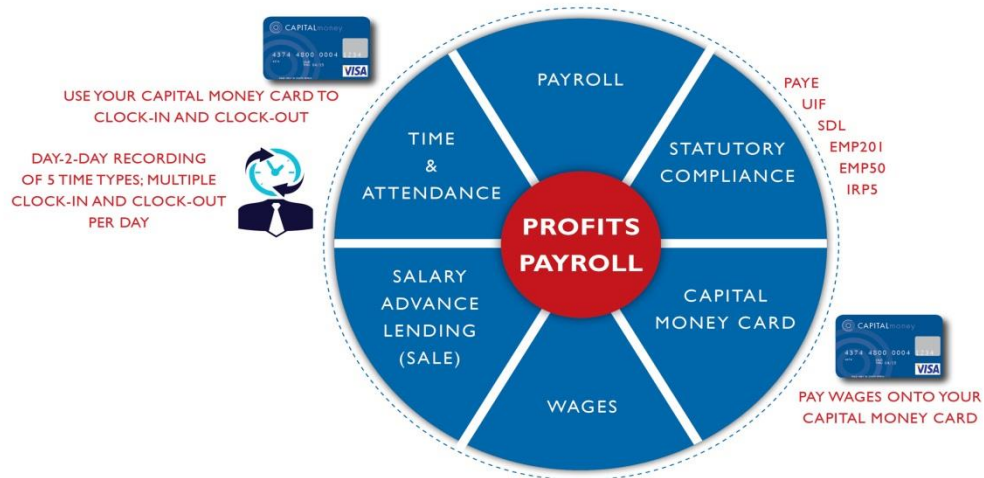
Services Diagram

- Electronic delivery of monthly management report (e.g. earnings and pay reports, etc.)





OTHER



PRODUCTS AND SERVICES:

Statutory compliance:

Annual releases include the latest statutory amendments for each respective year, including new tax tables, thresholds, rebates, medical tax credits etc.

CIPC & SARS Registration:

- CIPC:
 - Registrations / amendments
 - Annual return submissions
- SARS:
 - registrations / amendments
 - PAYE / UIF / SDL
 - VAT
 - Income Tax & Provisional Tax
- Accounting Services:
 - Monthly management reports
 - VAT
 - Financial statements

Time & Attendance Module:

This module includes inter alia the following:

- Access control for time worked utilizing the Capital Money Pre-paid Debit Card;
- Variable time by rate (e.g. regular, overtime, holiday, Saturday, Sunday etc.) to derive earnings etc.





Leave Module:

This module includes inter alia the following:

- Company policy record;
- Employee policy record;
- Employee leave record;
- Payslip update etc.

EPS (Employee Payment Solution):

EPS includes inter alia the following:

- A payment solution for large employers;
- Manage statutory and non-statutory employee deductions;
- Affordability assessment of employees;
- Rejection or approval of deductions subject to pre-determined criteria;
- Automatic remittance of deductions to approved creditors etc.

CMC (Capital Money Cards)

This module includes inter alia the following:

- Low-cost payment card, sponsored by a major bank;
- Co-branded VISA association;
- Card distribution;
- Card registration;
- Card payments;
- ATM and POS enabled etc.





6. BBBEE IS IMPORTANT TO US

BBBEE Status

Chairlady: Me P Pretorius

100% black owned and majority shareholding (74%) black female owned.

Level 1 Qualified Small Enterprise with a Procurement recognition level of 135%

Quick Facts:

- Established in 1998;
- National Footprint over 60 Consultants in South Africa;
- Award nominee for 5 years consecutively for Recruiter of the Year; and
- Southern Africa representation.

Full HR outsource and payroll for 6 years

“Dedication, commitment and compassion for the working force has been demonstrated in all the competencies of Hutech International. Hutech International is always available for support and guidance towards both the Dunes as a client and to the employer. It is a privilege being associated with Hutech International Group”

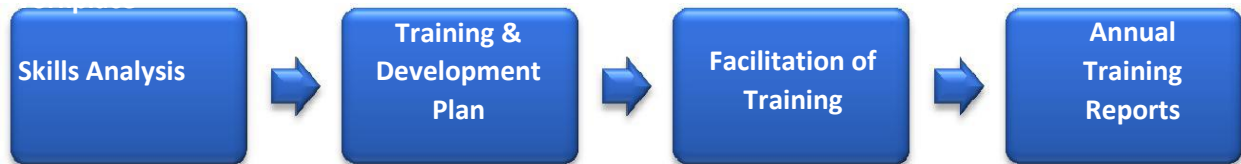
- Nico August – General Manager- Denel Overberg Test Range – The Dunes – Western Cape





7. THE HUTECH INTERNATIONAL COLLEGE (PTY) LTD

Our Training College underpins all the services we provide:



As an **extension** of our **partnership** approach, we will provide you with **tailor-made** training solutions developed around **your** needs.

We understand that training services must provide meaningful employee development that should ultimately **grow** your bottom line with a measureable **ROI**.

(Please review our training college profile for further information.)



The direction in which education starts a man will determine his future in life.

Plato



8. FORENSIC INVESTIGATIONS AND LOSS MANAGEMENT

Part and parcel of the SMME development and support; Hutech has established a full blown Forensic Investigation Unit.

We have realized that there is an abundance of skills in the market that can and should be utilized in this regard. Many corporates and even Government institutions have moved to private investigators in order

To resolve and be pro-active on crime and crime related activities in the workplace. Tender and commercial related crimes are at the fore front and detrimental to the economy.

As part of our offering we specialize in-

- Contraventions of the Companies act and this includes investigations into revenues losses expenses;
- Investigation of corruption, collusion and related fraudulent acts.
- Identification of illicit financial transactions and syndicate operations.
- The total investigative process that includes the questioning of witnesses and suspects, taking affidavits and statements, ensuring that evidence is gathered and safe guarded at all times, facilitation of expert witnesses where applicable and this includes handwriting experts and polygraph examinations and reports, rendering of testimony in the criminal courts and disciplinary matters where applicable and related to the matters investigated.

LOSS MANAGEMENT

Hutech provides a comprehensive service in this regard. Tailor made Loss Management Policies are Developed and implemented for clients.

The process includes inter alia the following:

- Reporting of the incident-Loss, damage, theft etc.;
- Investigation of the incident;
- Determination of liability;
- Recovering of the loss, damage etc.;
- Implementing/facilitating the disciplinary process if applicable and apply section 34 of the BCEA;
- Assist the SAPS in the event there is a criminal case reported.

This function is headed by elite ex-SAPS members and legal professionals.



9. SOCIAL DEVELOPMENT AND ENTERPRISE INITIATIVES

Hutech initiated two projects for the 2018/2019 financial year, namely:

Under Social Development:

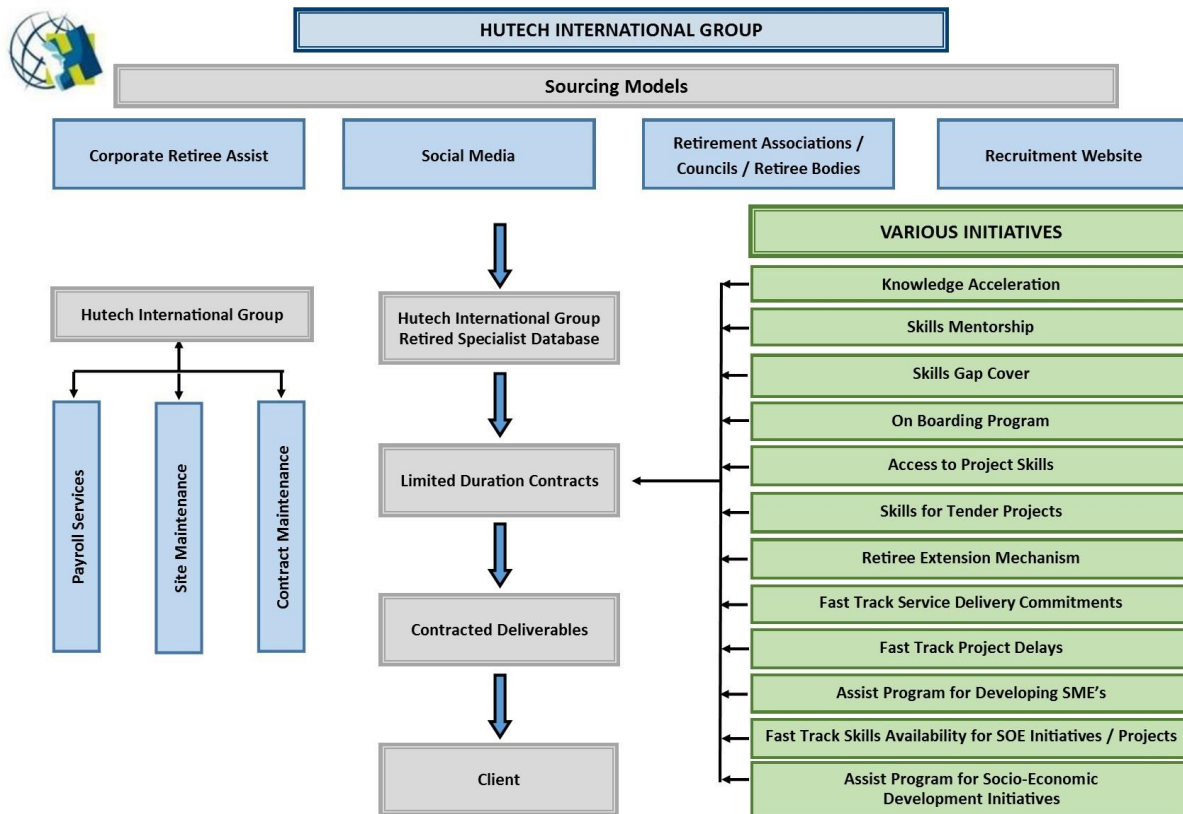
- Retired Specialist Program; and
- Domestic Wallet.

Under Enterprise Development:

- HRFIN Wallet

Retired Specialist Program

This program has been designed to support our Client base in providing Retired Specialized Skills on limited duration contracts whereby our clients could make use of various initiatives as listed in the diagram:





Benefits of a strategy utilizing Retired professionals

- A simple, flexible, reactive solution to fill your specific competency needs
- A “One Stop Shop” of “Skills On Demand” i.e. Short Limited Duration contracts
- A large database of retired professionals nationally
- A mechanism of having a continuity program in place for retirees on Long Lifecycle projects or post official retirement employment date
- Skills available for tender projects
- A methodology of fast tracking service delivery commitments
- A methodology of fast tracking project delays
- An assist program for developing SME’S
- A support program to fast track skills availability for SOE initiatives / projects
- An assist program for socio-economic development initiatives
- ***These Skills will be offered on an “All-inclusive Rate” Basis which will include a management fee determined by the existing cost structure of a particular position***
- It’s Non-Intrusive to Current workforce
- Allocation to Non-Accredited Training of Short Skills
- ***Hutech International Group is a certified Level 1 BBBEE with a procurement recognition level of 135%***

For more detail information contact: carol@hutech.co.za

Domestic Wallet

The web enabled wallet has a two tier purpose, namely:

- Household’s to be compliant and month to month maintenance (pay slip generator, leave maintenance, employment contracts and disciplinary guide) ; and
- Upliftment of domestic employees whom qualifies for accidental (R30 000), funeral cover (R10 000) and repatriation (Up to R 35 000)

A monthly subscription for only R60, households have access to all functionalities and benefits for their domestic employee.

Visit www.domesticwallet.co.za to subscribe and to make a difference in this industry that is so neglected!

HRFIN Wallet

Designed for SSME’s and takes care of day to day Human Capital. System functionalities are:

- Compliance Audit (free download);
- Recruitment and Selection;
- Industrial Relations, disciplinary step by step guide;
- Business Insurance (optional);
- Policies & Procedures;
- Training and Development; and
- Financial Services & Payroll

Your virtual HR Partner, cost effective and access to Subject Specialists when and if required for only R100 per month.

Visit: www.HRFINwallet.co.za





10. OUR MANAGEMENT

Pearl Pretorius and Basil Muller: Hutech International Group, Hutech Global, Hutech International College and Belegile Consulting

Andy Grant: Hutech International KZN
Wayne Gerber: Hutech International Mpumalanga
Debra Aukett: Hutech International Eastern Cape
Liesl Lotter: Hutech International Central Region

11. HUTECH GLOBAL: AFRICA

Headed by Carol van der Spuy: Business Development Executive
Mobile: +27 83 675 1946 / carol@hutech.co.za

Jointly this team supports our **Vision** and **Mission**:

Vision

*Our vision is to be the **foremost** and most **renowned** integrated Human Resources consulting company in **Africa**.*

Mission

*To deliver high returns to our stakeholders by providing **continuous** world-class Human Resource services on a **just-in-time** basis, in **all circumstances** and at **all times**.*

Underpinned by our Core Values

With a stringent selection process and strong leadership, we are committed to the following values:

- Integrity and Honesty;
- Operational Ethics;
- Respect;
- Service Delivery Excellence.

HR OUTSOURCING AND PAYROLL FOR 15 YEARS

“Without Hutech International the Chamber administration would have been burdened with payroll administration that could have cost the chamber at least another, otherwise unnecessary, staff member.

We have been very pleased with the service delivery of Hutech International and its user-friendly staff.”

Ambassador (retd) Roger
Ballard-Tremeer
Hon CEO South Africa – Anglo





Hutech branches both national and in Southern Africa are outlined with relevant contact details.

12. HEAD OFFICE

GAUTENG – PRETORIA

492 Dawn Street, Lynnwood, Pretoria
Tel: 012 346 3603 / Fax: 012 348 2491

Contact Details:

Basil Muller (basil@hutech.co.za)

Liesl Lotter (liesl@hutech.co.za)

BELEGILE CONSULTING

492 Dawn Street, Lynnwood, Pretoria
Tel: 012 346 3603 / Fax: 012 348 2491

Contact Details:

Pearl Pretorius (pearl@hutech.co.za)

GAUTENG – MIDRAND

33 Robin Road, Vorna Valley, Midrand
Tel: 011 466 0334 / Fax: 086 689 2683

Contact Details:

Hans Homan (hans@hutech.co.za)

GAUTENG – EXEC. CONSULTANT

Pretoria East
Cell: 082 554 4534 / Fax: 086 699 7430
Contact Details:

Estee Roets (estee@hutech.co.za)

GAUTENG – EXEC. CONSULTANT

Muckleneuk – Pretoria Central
Cell: 083 675 1946 / Fax: 086 610 4565
Contact Details:

Carol van der Spuy (carol@hutech.co.za)





13. PROVINCIAL OFFICES

MPUMALANGA and POLOKWANE

07 Knoppiesdoring Street; Barberton; 1300

Tel: 013 712 6700 / Fax: 086 241 7666

Alt: 013 235 0091 / Fax: 086 212 4727

Contact Details:

Wayne Gerber (wayne@hutech.co.za)

OVERBERG

P.O. Box 146 L'Agulhas, 7287

Cell: +27 731 85 7949

Contact Details:

Julian R. Thomas (julian@hutech.co.za) Executive HR Consultant

KWAZULU-NATAL

6 Cottage Lane, 4 Moyeni Road, Gillitts, Clifton Park, Durban, KwaZulu-Natal, 3610

Tel: 031 764 0878/36

Contact Details:

Andy Grant (andy@hutech.co.za)

FREE STATE

Tel: 012 346 3603 / Fax: 012 348 2491

Contact Details:

Liesl Lotter (liesl@hutech.co.za)

EASTERN CAPE

15 Erens Court, Clanwilliam St, Bridgemead, 6025

Office: 041371 0002 / Fax: 086 6176 133

Contact Details:

Debra Aukett (debra@hutech.co.za)





14. SOUTHERN AFRICA

MOÇAMBIQUE

To be finalised

ZIMBABWE

Address: 20 Bath Road, Avondale, Harare

Tel: +263 430 8158

Contact Details:

Andrew Jemedze (andrewj@headhunters.co.zw)

NAMIBIA

To be finalised

BOTSWANA

To be finalised

DEMOCRATIC REPUBLIC OF CONGO (DRC)

Address: Unit 17, 4th Floor, Virunga Building, Boulevard Du 30 Juin, Gombe

Tel: +243 82-140-5340 / +243 810-448-466

Contact Details:

Ms Esther Sola (esthersola@promanhouse.com)

Statutory compliance is one of the key components to our success and forms a critical business dimension of the Group. Certified copies can be requested by contacting the Head Office in Pretoria.





15. COMPANY REGISTRATION DETAILS

Hutech International Group (Pty) Ltd

Reg. Nr: 2006/008582/07

Vat Reg. Nr: 444 023 1605

Hutech International: KZN

Reg. Nr: 2014/177056/07

Vat Reg. Nr: 444 023 1605

Hutech International College

Reg. Nr: 2013/061922/07

Hutech: Global

Reg. Nr: 2013/206912/07

Belegile Consulting

Reg. Nr: 2014/253412/07

