






## CORPORATE PROFILE



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# OUR SERVICES

01

Certified  
Internal  
Auditors

02

Chartered  
Accountants

03

Corporate  
Secretaries



04

Telecom &  
ICT Consultants



05

Company  
Valuations

06

Tendering &  
Procurement  
Consultants

07

Revenue  
Assurance

08

ICT Systems  
& Software for  
Telecomms



09

Public Service  
Consultancy



10

Citizen Enterprise &  
Supplier Development

11

Tax  
Advisors

12

Anti-money  
Laundering

# Background / History

Our firm was created to provide tailored services to individuals of high net worth, family businesses, corporates, public sector, parastatals and non-governmental organisations. It was conceived as an idea for developing citizen accountants and other professionals. The company is administered by qualified accountants and experienced auditors. It complies with professional accountancy principles in all its business activities.

African Business Coach builds on the foundation of GDT Faithful Proxies, which was founded by a then University of Botswana student, Mr Gaamangwe Lebele in the early 1990s. The company focused on rendering various services to campus residents. It was nurtured through the years to grow from a family owned entity to a professional accounting firm with strong international appeal. Our employees present a wealth of experience which has enabled the company to expand its services from individual customers to corporates.

With services that range from; internal auditing, outsourced accounting, anti-money laundering, telecoms, ICT, banking consulting, public service advisory and procurement, we are able to assist our clients to achieve high performance.

Our clientele has expanded steadily to over 500 entities from different industries. African Business Coach seeks to expand the company offering into a group and consortium approach, which is geared towards harnessing the synergies offered by different professionals from different backgrounds. We pride ourselves in high confidentiality and diligence to ensure client satisfaction.



## Mission:

To be the accounting and business advisory services company of choice.



## Vision:

To provide quality accounting, tax, business advisory, risk management services and corporate secretarial services to our clients.



## Values



Professionalism



Confidentiality



Honesty



Teamwork



## General Information

Name of Business	:	GDT Faithful Proxies (Pty) Ltd t/a African Business Coach
Type of Business	:	Chartered Accountants, Investment Advisors
Date of Incorporation	:	04 June 2007 as a business name
	:	2014 as Limited Liability Company
Company no	:	90019 (CO2014/848)
Physical Address	:	Plot 5050, Extension 10, Gaborone.
Postal Address	:	P O BOX 25676, GABORONE
Directors	:	Desiree Gaamangwe
Company Secretary	:	Masilo Malekane
Accountants	:	GDT Faithful Proxies
Auditors	:	N/A
Bankers	:	Absa Bank of Botswana
Contacts	:	+26773222044, +267 3184723
Email	:	info@gdtbotswana.com



## Leadership Profile

Chartered Accountants  
(ACCA, BCOM, CIA)

- 20 years in Auditing (Internal and External);
- Director of Internal Audit experience;
- Reporting strategic auditing matters to the Board of Directors;
- Establishing and managing successful Internal Audit Divisions;
- Supervision of audits; Financial, Operational, Project Audits within the robust control environments of the Central Bank and the Auditor General;
- Formulating Risk Management Policy, Business Continuity Plan, Strategic Plan and Procurement Frameworks.
- Developing the Governance Framework; Board and Committee Charters, Shareholder Agreement and the Internal Audit Charter.
- Mentoring company directors and Board Secretarial.
- Board Membership in State Owned Parastatals.
- Served on a number of Boards including BURS, BOCRA





# The Bouquet of our services



## 01 Accounting & Taxation

This entails the systematic and comprehensive preparation, summary and analysis of the business financial transactions and its financial position. African Business Coach compiles information supplied by the client into proper financial The Bouquet of our services statements without expressing any assurance. Compilation is our lowest level of financial statement service. The financial statements can be prepared and made available for the audit assurance process in line with the requirements of accounting best practice and/or the prevailing company law.

We provide a full range of accounting related services being; financial reporting, payroll processing, bank account reconciliation, corporate order financing arrangement, general and subsidiary ledgers (Accounts Receivable, Accounts Payable, Inventory, Property, Plant and Equipment/Fixed Assets); including tax calculations and returns.



## 02 Corporate Secretarial Services

The scope for the assignment could be varied as the services would extend to providing independent advice on the conduct of the company especially from governance and compliance point of view. African Business Coach is geared to provide the following services to its clients:-

- Maintain company statutory records in line with the requirements of the Companies Act, e.g. minute books, a register of directors, members and officers etc.
- Filing annual returns with the Registrar in line with the Botswana Companies Act.
- Directors resolution and bank account signatory processing.
- Arrangement of Board, Shareholders annual general and special meetings.
- Attending company Board and Shareholder meeting(s) for minute taking and general guidance on the proceedings.
- Registration of limited liability companies (both private and public)
- Registration of companies limited by guarantee (with and without a share capital).
- Maintaining and updating of the company records with the Botswana Companies, Intellectual and Property Authority (CIPA).
- Training, mentoring and organisation of the Board of Directors.

## Business Risk Services (Internal Audit)

Internal audit is an independent and objective assurance activity designed to reduce financial risk to the company and add value through the identification of potential risk exposure. The risk assessment and audit process is a tool through which management can assess the effectiveness of the system of internal control in order to improve the bottom-line or improve on the ability to deliver on the organisational mandate and objectives. The international auditing standards and best practices are applied in carrying out the assigned duties. Our internal audit services encompass the following; we work with our clients' management team and assist them by:

Assessing the adequacy and reviewing the effectiveness of internal controls;

- Making recommendations on correcting deficiencies if necessary and providing an independent opinion.
- Assisting management in identifying the key strategic risks in their organisation, assessing whether they have the appropriate policies, procedures and processes in place to mitigate these risks, alerting management to areas where they are particularly at risk and identifying opportunities to improve their levels of risk management.
- Assessing the corporate governance policies, procedures and standards in the organisation and where necessary, providing recommendations to management on areas where there are opportunities for improvement.
- Preparing a full report with recommendations which is then discussed with line management in accordance with the agreed scope.



## Corporate Advisory Services

Corporate finance is a specific field of finance related to the various financial decisions taken by the companies as regards the sources of funds and capital structure. The main purpose of corporate finance is enhancing the corporate value and minimise financial risk. Whether you are looking to acquire business, raise funds, restructure, develop your operations management or divest from existing business; we have the specialist advisory skills to support you both in the local and global market. The key focus areas are:

- Funding
- Corporate capital structuring
- Mergers and acquisitions and Liquidations
- Shareholding rearrangement
- Due diligence
- Company valuations
- Financial planning, budgeting, capital project evaluations
- Financial control/forecasting & monitoring
- Tax/VAT Returns/advisory services
- SME Development



05

## Training

Financial management training, mentoring/coaching together with corporate governance training services are provided by our qualified professionals.

06

## Turn Around & Recovery Services

Liquidation (winding-up) and/or dissolution entail preparing the affairs of the company/organisation in order to bring it to an end. Due diligence and process is followed depending on the type of winding up/liquidation in place. The Botswana Companies Act defines the two types being by:- 1) Court Order and 2) Voluntary.



07

## Other Business Services

Other services entail processes that require the finance or accounting information interpretation, dissemination and reporting such as:-

- Business / Organisational Plans
- PPADB Registrations
- Accounting Software/Systems Packages; we are certified providers of accounting software; various packages such as Sage Pastel Software can be made available and installed for our clients
- Advising on the companies act
- Tendering & Procurement assistance
- Revenue assurance
- ICT Systems & Software for Telecoms, Audit, Procurement Training for banks, regulators, central government, councils, land boards
- Forensic audits
- Procurement systems and databases
- Citizen enterprise & supplier development
- Telecommunications experts
- Standards training & compliance systems
- Tax advisors
- Company valuations
- Anti- fraud systems
- Costing models for telecoms
- Quality assurance for internal audit departments in line with internal auditing standards
- Anti-money laundering



## Our Clientelle

Business Doctors provide services to a plethora of companies from diverse industries. A short list of some of the industries covered is shown below.

- Medical Doctors and Medical Aid
- Catering
- Security
- College of Medicine
- Lodges and Hospitality
- Workers Unions
- Transport
- Construction and electrical
- Farming Ventures
- Trading

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Get in touch...



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