

síyeza

INTELLIGENT INFORMATION VERIFICATION

THE PROPERTY HOUSE
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RE: LETTER OF INTRODUCTION

Thank you for providing me with the opportunity of presenting my company to you, I am passionate about what I do and personally assure you satisfaction. Should you not find what you are looking for please feel free to contact me, there is very little we cannot accomplish



Quinette Prinsloo CEO of *síyeza*

síyeza is a national information verification and tracing company. With the advance in technology it has become possible to verify considerably more information by utilizing IT systems than a few years ago. Gone are the days when 50 people sat in a smoke filled room calling the debtor and hoping that he would provide up to date contact information.

síyeza have invested considerable time and money into a verification system that is unmatched in South Africa. Without divulging our proprietary trace model we can confidently claim that if we cannot trace a debtor the debtor is truly untraceable. Our in house database provides us access to over 10 million South African citizens. We do not make use of the out of date tracing resources of most other tracers like the Department of Home Affairs and the SAPS. Our system accesses the databases of all major credit bureaus in South Africa ***BUT*** to a level much deeper than otherwise possible.

ALL INSTRUCTIONS ARE ACCEPTED ON A NO-TRACE NO CHARGE BASIS AND OUR INFORMATION IS GUARANTEED FOR A PERIOD OF 30 DAYS.

Should you require a longer guarantee period we can modify the trace model to accommodate this.

We understand the processes involved in collecting debt in terms of the Magistrate Court Act, The High Court Act and the implications of the National Credit Act. We accept every instruction with this in mind and we will provide you with verified information you can act on.

2.

Detailed below is a list of the services we offer:

1. Tracing of absconded and or delinquent debtors. (Individuals)

Tracing is our mainstay and we proud ourselves on our track record.

We will provide updated and most importantly verified contact information on any instruction we receive, this report will include:

Contact numbers, cell and landline; Residential Address; Employer and employer address. (for serving purposes)

2. INCLUDED AT NO ADDITIONAL CHARGE:

Dept. Home Affairs ID Verification

Verification of a supplied ID number against a supplied name and surname as per the Dep. of Home Affairs.

COST OF SERVICE R199 excl VAT

3. Tracing of Legal entities and members / directors.

Due to the fact that legal entities might have several subsidiaries/directors/members we can not economically trace these entities for the normal fee. We will however trace up to three members/directors and list, but not trace all subsidiaries.

COST OF SERVICE R599 excl VAT

4. "Dead or Alive Enquiry" enables the enquirer to ascertain the living status of an individual.

This services saves a tremendous amount of time and money. Before you proceed in any matter, it would be to your benefit to establish the status of the subject as not to waste any valuable resources and money on the matter further. This enquiry is more cost effective than appointing a tracing company to trace the subject only to find that the subject is deceased.

This is an industry first and unique to *siyeza*

COST OF SERVICE R45.45 excl VAT

5. Signing of Property Transfer and Bond Registration documentation (Gauteng Only)

Our CEO is a qualified Conveyancing Secretary with a Diploma in Conveyancing Practice. We will attend to the signing of any property related documents on behalf of your firm with your clients, in a place convenient for your clients even in the comfort of their homes. We will follow the FICA procedures to identify your clients properly and explain all documents pertaining to their transaction.

Most attorneys find this service useful as it frees up valuable staff in your office and it speeds up the transfer/registration process but most importantly it is convenient for your clients. They have also found that clients do not mind paying for the additional cost compared to the convenience. **We will have documents signed within 36 HOURS after receipt of instruction. Provided the client is able to meet with us within this time.**

Our CEO is in the process of registering as a Commissioner of Oaths and once this is in place we will be able to offer additional services.

COST OF SERVICE NORMAL R699 excl VAT

3.

- 6. Standard Asset Search** a thorough search of public and private sources of information to ascertain and or verify the assets of an individual for purposes of attachment. This will include but is not limited to physical property. We will in addition, indicate any notarial bonds. This enquiry will include any interest held in any business.

COST OF SERVICE R349 excl VAT

The asset search excludes vehicle ownership as we feel that it is of no real value for attachment purposes. Should you require vehicle detail we will be able to provide such information at an additional cost of R99 excl.

- 7. Full Asset Search** this search includes all the above excluding vehicle information **BUT** including a fair value of household goods. This is an industry first and unique to *siyeza* We are able to provide either an insurance replacement value of household assets or the value of goods as provided in a credit application. Should our investigation be successful you will have access to information of real value for attachment purposes.

COST OF SERVICE R649 excl VAT

- 8. Vehicle Fair Value Estimate** a fair market valuation on any motor vehicle, taking into consideration retail and market values. The condition of the specific vehicle is NOT taken into consideration but for attachment purposes this information might be valuable to ascertain if profit can be made on a vehicle after settlement of and outstanding finance.

This is an industry first and unique to *siyeza*

- 9. Document Delivery or Collection** (Gauteng Only)

We will attend to the delivery and or collection of any document, anywhere in Gauteng. Service within 3 hours from receipt of instruction, during normal business hours. Service within 6 hours out of normal business hours.

COST OF SERVICE NORMAL R399 excl VAT
COST OF SERVICE ABNORMAL R599 excl VAT

- 10. Combination Consumer Enquiry** (Consumer)

The Combination Consumer Enquiry offers the information from both of the above reports (TransUnion and Experian Consumer Enquiry) in a single report side by side in simple layout.

COST OF SERVICE R99 excl VAT

- 11. Principal Clearance** (Commercial/Consumer)

A principal clearance is an enquiry on an individual in their business capacity such as an enquiry on the director of a company.

The enquiry shows an individual's personal details, previous 3 employees, address information, work and home telephone numbers, judgements, defaults, notarial bonds, notices, principal trace and enquiry history.

COST OF SERVICE R89 excl VAT

- 12. Principal Clearance with ID Number Verification** (Commercial/Consumer)

A Principal Clearance with ID Verification is a clearance on an individual in their business capacity such as an enquiry on the director of a company with an ID Verification in the same report.

COST OF SERVICE R99 excl VAT

4.

13. Principal Link (Commercial/Consumer)

A principal link displays an individual's personal details, address information, any linked businesses and enquiry history. Also referred to as director search.

COST OF SERVICE R99 excl VAT

14. Individual Portfolio (Consumer)

This report includes the fixed properties owned by an individual, companies they are directors/members of, the properties owned by these companies and included in this report is a credit bureau report on the director and the company.

COST OF SERVICE R199 excl VAT

15. Mini Company Report on File (Commercial)

A scan on file allows an enquiry on a business either by supplying the company name or the company registration number. In the report the business identification is displayed (business name, start date, industry, duns number, business function, phone number, fax number, VAT number, physical and postal address), name history, registration details as per the registrar of companies, member break down, civil court records, default data, notarial bond information, principals summary (principals are any registered director(s) or member(s) linked to the company), bank information and trade information on file. Investigate takes 8 hours

COST OF SERVICE R299 excl VAT

16. Bank Code 24 HOURS (Commercial)

In the report the bank will give the business a bank code for the amount specified in the enquiry. This is an industry first and unique to *siyeza*

COST OF SERVICE R199 excl VAT

17. Full Company report (Commercial)

A scan on file allows an enquiry on a business either by supplying the company name or the company registration number. In the report you will receive everything in the Mini company report plus extras; these include company affiliation link, principal link, operation information, comments, balance sheet if available, deeds information and principal clearances.

COST OF SERVICE R299 excl VAT

18. Default Loading (Commercial/Consumer)

This product allows for real-time default (blacklist) loading of businesses or consumers onto the credit bureau databases. This is an industry first and unique to *siyeza*

COST OF SERVICE R99 excl VAT

19. Service of Sec.56;57;58 documentation (Gauteng only)

COST OF SERVICE R449 excl VAT

20. Academic Qualification (Global)

COST OF SERVICE R499 excl VAT

21. Academic Qualification (South Africa)

COST OF SERVICE R199 excl VAT

5.

22. Criminal Record Check

This report will only indicate a positive or negative result. A detailed report will require fingerprints on the target and additional cost of R820 Incl. VAT.

In future the Criminal 'Name Clearance' check, which requires only a name and ID number, will be turned off by the South African Police Services CRC's. We anticipate Name Clearance check's to be turned off in Q1 2009. WE ARE IN THE PROCESS OF IMPLEMENTING A "REAL TIME" FINGER PRINT TECHNOLOGY AND WILL ADVISE OF THE PROGRESS IN DUE TIME

COST OF SERVICE R149 excl VAT

23. Drivers License Check

COST OF SERVICE R149 excl VAT

24. Matric Qualification

COST OF SERVICE R199 excl VAT

25. Reference Check

This report is a leading South African pre – employment and background screening solution. Know your employees and reduce the risk associated with employing staff with questionable integrity, credibility and skills.

COST OF SERVICE TO BE QUOTED

26. NATIS Search

NATIS - national motor vehicle license database; stolen vehicle records, vehicle ownership history. To establish ownership details

COST OF SERVICE R99 excl VAT

27. Bank Account Search

A search of ABSA;FNB;NEDBANK AND STANDARD BANK records to identify account belonging to an Individual/entity. PLEASE NOTE THAT THIS SERVICE RELIES ON CONFIDENTIAL SOURCES AND THEIR IDENTITY IS PROTECTED BY siyeza's STANDARD CONFIDENTIALITY AGREEMENT.

COST OF SERVICE R1999 excl VAT

28. Bank Account Current Balance

Current account balance per account.

COST OF SERVICE R450 excl VAT

29. Bank Account Detailed Statement – per month per account

Not older than 90 days

COST OF SERVICE R2199 excl VAT

30. Bank Account Detailed Statement – per month per account

Older than 90 days

COST OF SERVICE TO BE QUOTED

31. Telecommunication Information

Telecommunications billing details & detailed billing:

Cellular phone account holder and user (contract and pre-paid) identification.

Telkom line account holder identification (including unlisted numbers).

Telkom lines installed at a physical address (and account holder details)

Detailed billing for Telkom and cellular phone networks.

Email and IP address identification

Cell phone tracking and location

Profiling cell phone numbers through handsets/identification of cell phone numbers (SIM cards).

COST OF SERVICE TO BE QUOTED

6.

32.Tracing and acquisition cell phone handset location

Polling of location. Price quoted per poll.

COST OF SERVICE R349 excl VAT

33.Cloning of email address

Incoming and out going

COST OF SERVICE TO BE QUOTED

34.Identify ownership of email address

COST OF SERVICE R450 excl VAT

35.Polygraph Services

COST OF SERVICE TO BE QUOTED

Affiliated Services...

Department of Home Affairs

- SA PASSPORT RENEWALS AND APPLICATIONS
- ADULT PASSPORTS AND TEMPS
- MAXI PASSPORTS
- MINOR PASSPORTS (UNDER 16)
- MINOR PASSPORT AND TEMP
- BRITISH PASSPORT RENEWALS AND 1st TIME APPLICATIONS
- CANADIAN PASSPORT RENEWALS AND 1st TIME APPLICATIONS
- ABRIDGED BIRTH CERTIFICATES
- UNABRIDGED BIRTH CERTIFICATES
- ABRIDGED MARRIAGE CERTIFICATES
- UNABRIDGED MARRIAGE CERTIFICATES
- VAULT COPIES OF BIRTH CERTIFICATES
- DEATH CERTIFICATES
- IMPEDIMENT LETTERS - PROVING NOT MARRIED OR PROVING DIVORCE
- APOSTILLE STAMPS - FOREIGN AFFAIRS

PLEASE REQUEST A QUOTE ON THE ABOVE SERVICES

7.

Services with regards to Motor Vehicle Registrations

- BUSINESS REGISTRATIONS (Registering a CC or PTY at the traffic department to receive Enatis Number)
- MOTOR VEHICLE REGISTRATIONS
- MOTOR VEHICLE CHANGE OF OWNERSHIP
- MOTOR VEHICLE FIRST TIME LICENSING
- MOTOR VEHICLE LICENCE RENEWALS
- DEREGISTRATIONS
- DECEASED ESTATES - REGISTERING OF MOTOR VEHICLES FROM DECEASED TO NEW OWNERS
- CHANGE OF ADDRESS (LICENSING - clients moving from one Town or City to another)
- ROADWORTHY CERTIFICATES
- POLICE CLEARANCE (VEHICLES)
- VIN UPDATES
- ENGINE CHANGE
- STOLEN AND RECOVERED
- EXPORT CLEARANCES

PLEASE REQUEST A QUOTE ON THE ABOVE SERVICES

Legal Practice Support Services...

Debit Order/Credit Card Processing Facility

We can provide your firm with an easy to set up facility were your clients can pay either by debit order or credit card. *Make sure you get paid.*

**COST OF SERVICE R449 excl VAT
PAYMENT IS ONCE OFF**

Fax to Email Service

Receive all your company faxes in your email inbox. No more lost faxes or out of paper issues. We can set up as many 086 fax numbers as you require.

COST OF SERVICE FREE

086 Office Number

We can help you set up an 086 Telkom number for your practice. This service does not cost your company more on telephone calls and it makes small firms look more professional. Your clients can call you from anywhere in the country and only pay one rate. More importantly if you have to move your office your number will not change, ONE NUMBER FOR LIFE, YOUR OLD CLIENTS WILL NEVER HAVE TO SEARCH FOR YOUR NUMBER. We will at no additional charge make sure your firm is listed with the Telkom 1023 directory enquiries.

In addition we will add your firm's number to our:

siyeza **LEGAL PRACTICE DIRECTORY** (office hours only)

This directory is searchable by the public much like the 1023 service of Telkom. Make it easy for your clients to find you.

**COST OF SERVICE R499 excl VAT
PAYMENT ONCE OFF**

8.

ONLINE DIRECTORY LISTING

Get your firm listed on over 100 online directories. If you are listed with www.attorneys.co.za we will link these listings to your attorneys.co.za profile

**COST OF SERVICE FREE
WITH EVERY 086 OFFICE
NUMBER**

VIRTUAL OFFICE SOLUTION

YOUR OFFICE IN A BOX...

Virtual Office Assistant

Your pre-paid professional call answering and virtual office business solution.

Our professional business call answering and 21st century Virtual Office service for your business are pre-paid services. With our service you will get:

- An instant business telephone number for your business.
- A professional business call answering service for your business.
- Business e-mail addresses for you and your employees.
- An instant fax number for your business.
- with prepaid services there are no hidden costs and
- with a prepaid service you are always in control of your business expenses.
No bills to leave you breathless at the end of the month.

The advanced features of current generation cellular phones, notebook computers, data cards and WiFi, enables you to conduct your business from anywhere, hence the term "virtual office".

With Data card and WiFi technology most modern businesses you do not need to rent expensive office space to link into costly network systems: all you need to project a professional corporate business image is an advanced professional business call answering service and modern boardroom facilities in which to meet your clients, and that is exactly what Virtual Office Assistant offer your business.

Virtual Office Assistant provides a cost effective, pre-paid professional service that will increase your productivity and enhance your business identity and image.

Our professionally trained virtual assistants will answer your business telephone calls live, in your own company name. Then, with your client on hold with music in the background, we will speak to you on the same line to find out if you are available to take the call. If so, we will transfer the call to the telephone of your choice, whether a landline or Cellular phone, anywhere in South Africa and the world. If you are not available, we will take and transmit the message to you, either by email or SMS.

Our service goes far beyond just answering your phone: we create a professional corporate business identity for you so that your business appears well established and successful.

Your business can also use any or all of our nine business office addresses on your business cards, letterheads, stationery, website, promotional and advertising material.

Your monthly Virtual Office fee of R959.00 includes:

- Your own exclusive 0861 XXX XXX corporate telephone number.
- Your own exclusive 0866 XXX XXX fax to e-mail and email to fax number.
- All business calls transferred to either your cell phone or landline, standard Telkom and cellular call transfer rates apply, pre-paid service in order for you to always be in control of your business expenses, no surprises at the end of the month!
- 3 Virtual Office users.
- Answer up to 1000 calls per month included.
- Calls answered live in your company name.
- Music on hold for your customers while calls are put through to your cell phone or landline number, anywhere in South Africa.
- Callers introduced by reception.
- Voice mail accessible 24x7, message storage with remote set up and retrieval.
- 9 Central business addresses to use on your stationery, business cards, letterheads, website and advertising. Available office addresses for your use: Sandton, Pretoria, Cape Town, Durban, Bloemfontein, Port Elizabeth, Nelspruit, Polokwane and Bellville.
- Web hosting for your business website(10MB e-commerce enabled hosting space and shopping.
- 3 business branded email addresses: i.e. yourname@yourcompanyname.co.za
- Immediate E-mail message notifications, no additional fees to notify you via e-mail.
- Immediate SMS message notifications, 39 cents per sms message notification
- A professional business image and identity.
- A credible business image.

IT Sales and upgrades

We have access to 11 major IT suppliers and brand name importers. Our network guarantees you the best possible price to quality and service ratio available.

We specialise in Law Firm IT requirements and will delivery any were in South Africa.

Hardware sales available countrywide.

Network Support and printer services available only in Gauteng

Financial Services

Available only to attorneys and employees of law firms. Access preferred home loan rates and services including personal loans. Reduced rates for the rental of office equipment.

Preferred rates when applying for business finance.

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I sincerely thank you for your time, please consider our proposal, we endeavor to perform at all time over and above you expectation and we strive to be different to competitors in our market.

Should you have specific concerns or questions or even if you require a tailor made service we will be only too willing to assist. Please contact Quinette for any assistance.

We will continuously search for solutions specific to legal practices and will keep you updated with new developments.

We have teamed up with a leading Private Investigation Firm and will be only too willing to assist you with any investigation requirements

Should you decide to refer business to us you may forward all instructions on a company letter head to Quinette Prinsloo, on email siyeza@twentyfour10.co.za or fax 086 601 0182.

THE SIYEZA TEAM