

## TO WHOM IT MAY CONCERN

As a well recognised Marketing Company in the surrounding area's we strongly recommend that all companies wishing to come on board with us are registered businesses. As a valued TOP TRADES investee we recommend that all necessary parties involved make sure they follow the correct legal and ethical procedures. Listed below are some of these procedures we recommend businesses (If applicable) to maintain.

<b>Insurance</b>	We strongly recommend that all businesses are insured for any damage to client's property that may be damaged while working on site.
<b>SARS</b>	We believe that all businesses should be registered TAX payers. Our goal is to have healthy competition on the site, and we believe that paying TAX plays a big roll in this.
<b>Workers Compensation</b>	By law any company employing manpower should have Workers compensation (Insurance for all manpower)
<b>BIBC</b>	Building industrial bargaining council
<b>WARAC</b>	The waterproofing and roofing association
<b>SIKA</b>	Selected suppliers of products and systems
<b>Occupational Health and Safety (OHS)</b>	We recommend all companies to have these checks and certificates in place. Please see contact detail below of our recommended OHS personal that will be able to assist you in completing these check for your business.

### **SAM CAPLAN**

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They are able to provide Occupational Health & Safety (OHS) Plans for businesses, which is specific to the business, they also aid in putting health and safety policies into place for the business, as well as maintenance of OHS plans, risk assessments, investigations for injuries occurring on site, as well as documentation for all work-related injuries which occur to COIDA(Compensation Commissioner(Workmen's compensation). They provide legal consultation and appear in court if necessary for the business, when work-related injury cases are heard by the compensation commissioner.

They also provide first aid courses and first aid products and first aid boxes to businesses in need of such.

They are also able to provide business start up information and information required on business registrations, as well as business entity registrations done through them.