

Company Profile

of



A Ciya (Pty) Ltd
2020/206330/07

Main company contact:
1351 Glova Street, Polokong, Johandeo AH
Email: admin@aciya.co.za/ayandagiya7@gmail.com
Cell phone: 0718207922

1. Business, Administrative & Contact Information

- a. Business name:** A Ciya (Pty) Ltd
- b. Trading as:** A Ciya (Pty) Ltd
- c. Business type:** Private company
- d. Company registration number:** 2020/206330/07
- e. Tax reference number:** 9248321243
- f. E-mail:** admin@aciya.co.za
- g. Cell:** 0718207922
- h. Physical address:** 1351 Johandeo AH, Polokong
- i. Postal Address:** 1351 Johandeo AH, Polokong, Sebokeng, 1982
- j. Banking details:**
 - Bank:** First National Bank (FNB)
 - Branch:** Remote
 - Account number:** 62887395096
 - Branch code:** 250655
 - Account manager:** Ayanda Giya
 - Account managers' details:** AYANDA GIYA
9207230366082

2. Introduction

a. Company History

A Ciya (Pty) Ltd was born in May 2020, during hard lockdown, it was the brain child of Ayanda Giya, owner and founder. It was a result of realization that employment was not a guarantee since as the pandemic had already caused huge job losses. As result, Ayanda Giya had to tap into her skills and find a way to make a living and possibly create employment to help sustain livelihoods in the near future.

b. What the company does

The company's main focus was trading of goods however it has now also ventured into also providing admin support services, sourcing of products for

companies, cleaning and hygiene services, sourcing of skilled workforce and goods for projects assigned.

3. Strategy

a. Vision statement

Our vision is mainly to contribute towards the economy's recovery strategies, to share and develop skills within our communities through recruitment of the youth for every project and help strengthen the BEE ideology through every project, contract and venture.

b. Mission statement

Currently, the main focus is on creating opportunities for youth in the Vaal Triangle, with Johandeo taking being top priority. Our customers are mostly people in the Vaal, people with limited knowledge and resources and are unable to reach where we can source products and information as needed by them, we are now working on developing the immediate surroundings.

c. Values

Resilience, Integrity and Strength.

d. Business goals & objectives

We aim to create employment for a minimum of 10 young people by December 2021.

e. Business strategy

We intend to use organic growth as part of our strategy, providing excellent service to each and every client, gaining momentum through "word of mouth" marketing. This can be achieved through customer satisfaction at all times.

f. Economic intent

The economic intent of the entity is generating good revenue, meet the demands of our clients as they rise and grow into a much more profitable entity that contributes to the economic development of previously disadvantaged areas.

4. Business concept

a. Business concept

Admin support services for private and public entities, SMMEs, QSEs.

b. Admin support services: Admin support (data capturing, filing, reports, statistics, database management, invoicing).

- c. **Company compliance:** Company registrations, CSD registrations and updates, CIDB registrations and upgrades, BEE, tax clearance, personal tax registration.

- d. **Business competitiveness**

We are very competitive in a sense that we provide services that have been learned and executed practically, we have experience in both the private and public sector, have worked on newly developed and short term projects.

- e. **Quality policy & objectives**

We guarantee excellent service at all times.

- f. **Service pledge**

We will first analyse if the supplies/services required will be available on time for delivery, if/when everything is in place, a quotation will be sent, on approval/acceptance a service will be rendered and invoice sent on completion and submission.

- g. **Business model**

Our business model is mainly remote, except if there is a need to be at the clients' office or on site for inspection. This cuts office space rental costs, as a result client fees are also lower.

- h. **Value chain**

We will be contributing towards economic freedom and recovery, creating opportunities, skills development, employability, development of disadvantaged areas, circulation of knowledge and skills within an underdeveloped and developing community.

5. Management & Ownership

- a. **Management structure:** Ayanda Giya-Manager/CEO.
- b. **Ownership Structure:** 100% ownership-Ayanda Giya
- c. **Directors:** Ayanda Giya
- d. **Business & leadership skills:** Ayanda Giya
- e. **Supply Chain Management:** Andisa Ciya
- f. **Office and administrative personnel:** Ayanda Giya
- g. **Professionals & Advisors:** Andisa Ciya
- h. **BEE status:** BBBEE- Level 1

6. Completed projects

- Mother and Daughter Holdings-CSD Registration, Summary Report and Tax Clearance Pin.
- Neo Pneumatic Tools-CSD Registration.
- EC Tax and Accounting Service-CSD and CIBD registrations.

7. Attachments and supporting Documentation (available on request)

- a. Copy of detailed curriculum vitae or resume of partners, owners & management.
- b. Copy of identity documents of directors and shareholders.
- c. Company/CC documents
- d. Tax clearance pin from SARS.

**Thank you for taking the time to go through this business profile.
If there are any questions or comments, please contact us.**