



CORPORATE LABOUR SOLUTIONS

1. Executive summary

NJ Corporate Labour Solutions is a privately owned company situated in Pretoria. NJ Corporate Labour Solutions was established after its Managing Member, Gert Petrus Prinsloo owner of GP Prinsloo Attorneys recognized the shortcomings in the industry of Labour and its surrounding areas specifically within his practice client base, and decided that in order to provide a comprehensive service and be a Corporate leader in this field, some small but very significant changes have to be made.

NJ Corporate Labour Solutions offers a wide range of labour services to their client base that consist of your everyday individual to the big corporative giants.

Mr. GP Prinsloo together with his reliable and trustworthy staff compliment is capable of undertaking and providing the best personal service to any client's instructions, big or small. We believe in pursuing the best professional service in all the fields of services that is provided to our clients.

It is our intention to be the best in our field of specialty and to compete with the best.

NJ Corporate Labour Solutions strive to provide the most cost effective services by providing our client base with affordable price structures in accordance with their needs. Our fees consist of fixed fees agreements to monthly retainers.

2. Ownership

Gert Petrus Prinsloo is a South African and founder of NJ Corporate Labour Solutions and has been in the Labour industry since 2010.

Mr. Prinsloo is the sole owner of GP Prinsloo Attorneys and shareholder in FAR Security. Mr Prinsloo is practising in Pretoria and has specialized in the Security Industry and Labour Industry for the past 6 years. Mr Prinsloo strive to be the leading Labour service provider with the best knowledge in the corporate and legal industry and distinguishing himself from his competitors and providing an unquestionable level of service.

He is committed to achieving the highest standards of corporate governance, integrity and business ethics across all operations and right across the world.



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3. Vision and Mision

Our Vision

NJ Corporate Labour Solutions strive to be the leading Labour service provider with in our field of expertise with the best knowledge in the corporate industry. Our focus is on high quality levels of service and developing a prolonged successful relationship with our clients by distinguishing ourselves from our competitors and providing an unquestionable level of service.

Our Mission

To ensure that we build and maintain a strong relationship with all our clients. To make sure we achieve customer loyalty by way of providing an excellent level of service and to ensure that our level of service and the way we deal with our client's demands is unique and stands out in the community.

4. Services

NJ Corporate Labour Solutions offer a wide range of services consisting of the following:

4.1 Disciplinary Management

We assist our clients in the issuing of written warnings and also in conducting the investigation of any occurrence of an employee's misconduct or poor performance.

This also include the drafting of the charge sheet and the chairing of the hearing or appeal hearing.

4.2 Performance management

We assist our clients in the investigation and management of excessive absenteeism of employees.

We also assist in the drafting of job performance.

4.3 Legal Representation

NJ Corporate Labour Solutions is a registered member of CTL Management Forum Employers Organisation.



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All our clients are also accredited with CTL Management Forum Employers Organisation and therefor ensures full representation in any forum that include the CCMA and/or Bargaining Council.

4.4 Union Negotiations

NJ Corporate Labour Solutions assist all their clients in corresponding directly with any union and also assist their client in wage negotiations with the unions.

NJ Corporate Labour Solutions also assist their clients with any grievances and Retrenchment in terms of Section 189 of LRA.

4.5 General Labour related services

NJ Corporate Labour Solutions also provide the following services:

- Assisting with HR procedures and policies;
- Revision of existing procedures and policies;
- Assisting in the drafting of job descriptions;
- Assisting in the drafting of employment agreements;
- Assisting in the drafting restraint of trade agreements;
- Drafting of policies and assisting in the implementation thereof.

4.6 Private Security Industry Regulatory Authority (PSIRA)

NJ Corporate Labour Solutions has also include as part of their services assistance for the security industry clients. These services consist of the following:

- Attending formal inquiries
- Registration of Individual and Business Applications
- Resolving Disputes handling
- Settlements

5. Fees

5.1 Retainer agreements

NJ Corporate Labour Solutions is offering a wide range of fees agreements for our clients. The most popular among our clients are the retainer agreements that are payable on a monthly basis. Each client will be provided



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with a membership form and retainer agreement. Every retainer agreement contains the terms and conditions.

We offer the following retainer packages:

- R 2500-00 per month for a business with 20 or less employees;
- R 3500-00 per month for a business with 20-40 employees;
- R 4500-00 per month for a business that employee between 40-55 employees;
- R 5000-00 per month for a business if the business employee 50 employees or more. Should the business employee 55 or more employees an additional amount of R 18-00 will be charged for each employee after 50.

5.2 Other

Besides the retainer agreements we also offer our services on an hourly rate. This might be more expensive taking into account the waiting time at any CCMA.

NJ Corporate Labour Solutions offer an hourly rate of R 1250-00 per hour or the quarter thereof.

6. Exclusions of certain fees and or expenses

It is of utmost importance to advise and inform our clients of any additional fees and or expenses that might be incurred while on a retainer agreement. Before any additional expenses are incurred NJ Corporate Labour Solutions always inform their client to obtain the necessary permission. These exclusions are listed below:

- fees fixed by law;
- messenger and other delivery fees;
- postage;
- investigation expenses;
- Translation services;
- Correspondent fees; and sheriff fees;
- Advocate fees that include drafting and appearance fees;
- other similar items

7. General Business information

- NJ Corporate Labour Solutions (Pty) Ltd.
- Tel no: (012) 546 0381
- Fax no: 086 591 5426



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- Address: 502 Fay Avenue, Dorandia, Pretoria
- Company Status: Active
- Contact person: Pieter Prinsloo

8. References

Below is some of NJ Corporate Labour Solutions' clients. These clients were obtained by the Managing Member himself and a personal service is provided to each client either through NJ Corporate Labour Solutions or his law Practice.



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