

BUSINESS PROFILE



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LINDZ SECURITY

PROTECTION OUR SERVICES



www.lindzsecurity.co.za

PREPARED FOR:

Raymond Lehlake

(Director) Business Development Manager

Lindz Holdings (pty) Ltd

4560 EXT 2 Refilwe, Cullinan, Pretoria, 1000



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Business Profile

EXECUTIVE SUMMARY

Situated in South Africa – Pretoria, **LINDZ SECURITY** is a PTY (Ltd), and its managing Director is Mr. Raymond Lehlake. Our motto is “Protection our services”, and we aim to provide security services to a variety of clients. The business concept outlined in this document is the provision of security services throughout the country. Business will render most services as outlined in the definition of a security service in section 1 of the Private Security Industry Regulation Act 56 of 2001. **LINDZ SECURITY** was registered on 2017/01/05

LINDZ SECURITY offers a variety of reliable services to meet modern day security needs. Our exceptionally professional team is goal oriented with the aim of providing effective support system that is most beneficial to both our team and clients. We provide a wide range of security services, including Guarding Division, Training Academy, CCTV Installation and Response Unit. Lindz Security team works closely with the local SAPS to keep an eye on the current affairs as well as be ready for action when needs be. This helps us increase our strength in Crime Prevention as well as tactical approach to our Training Academy

BUSINESS COMPLIANCE

Registration Number:	2017/003159/07
PSIRA Number:	2980796
Company Name:	LINDZ HOLDINGS (PTY) Ltd
Trading Name:	Lindz Security
CSD Number:	MAAA 0572215
COIDA Number:	990001238247
TAX Number:	9756705187
VAT Number:	402094494
PAYE Number:	7020813640
PSSPF Number:	



DIRECTOR'S PROFILE

Raymond Lehlake joined the security industry in 2005 as a security consultant in 2017 he moved on to establish his own company LINDZ HOLDINGS PTY Ltd

With over 10 years of experience today within the security industry Raymond Lehlake has acquired extensive knowledge of all areas of security operations.

Since the Raymond Lehlake has built a reputation in providing high-level professional security services company in South Africa.

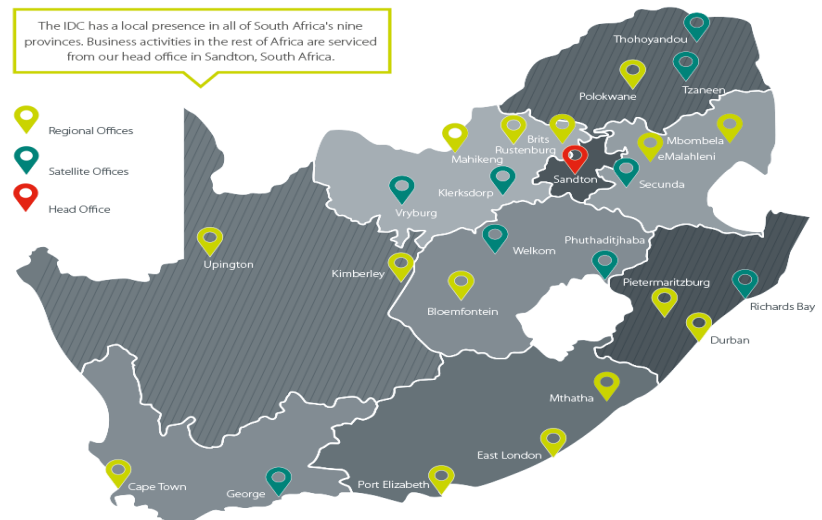
In addition to addressing security solutions Raymond Lehlake also provides consultation to addressing security solutions in areas such as management ect:

***B.Com Masters of Business Administration
Certificate Information Management
PSIRA Grade B, Firearm Competency***

1. BBBEE STATUS

Lindz Security has a level 1 B-BBEE status.

2. COMPANY FOOT PRINT



LINDZ SECURITY head office is in Pretoria - Gauteng Province South Africa and our operations include

Regional offices that are situated in the following areas:-

HEAD OFFICE

PHYSICAL ADDRESS

4560 EXT 2 REFILWE
CULLINAN
PRETORIA
GAUTENG PROVINCE
1000

CANTACT DETAILS

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CELL: +27(0) 76 347 0654

EMAIL: tshepolehlake@gmail.com

EMAIL: info@lindzsecurity.co.za

Website: www.lindzsecurity.co.za

3. FINANCIAL INSTITUTION & BANK CONTACT DETAILS

LINDZ HOLDINGS

BANK: FNB

Acc: 62678428212

Branch Code: 250655

Telephone Number: (087) 575 9404

Email: info@fnb.co.za

4. MISSION STATEMENT

3.1. To be the first choice security business and to that end we aim to provide our clients with:

- A management service which is professional, effective and efficient.
- Service which is cost effective for the client and profitable for **Lindz Security**
- To employ properly registered, competent, and well trained and dependable security officers.
- All security officers will be taken through a criminal check process before employment.
- To manage and operate all business functions of the company within the parameters of the laws of the RSA.

3.2. To make our clients feel secured while they dedicate their energy to their daily goals

5. CHARACTERISTICS OF THE BUSINESS AND ITS PHILOSOPHY

4.1 TYPES OF SERVICES

- Armed and unarmed guarding
- Armed escorts
- Monitoring Centre Security
- Crowd Control
- Events Security
- Bodyguard
- CCTV Installations and Maintenance
- Installation/Maintenance of Electric Fences
- Security Assessments/Audits
- Special investigations (stock losses, cable theft, etc)
- Electrical and telecommunications network protection
- Forest Protection

4.2 THE PRODUCT (PEOPLE)

Security Officers, Supervisor and the Management Team.

4.3 THE PHILOSOPHY

The philosophy at Lindz Security is to ensure an efficient, effective and feasible service to the industry with emphasis to cost effectiveness for client. Business will endeavor to train, develop and promote its employees within its hierarchy structure and believe that they have an opportunity for success in their career, contributing to and sharing in the growth and profitability of the company.

4.4 AVAILABLE RESOURCES

Uniform Dress and Equipment
Occurrence Book and Pocket Books
Torch
Base radio stations
Cell phones
Two way radios
Firearms
Hand Held Scanner Device
Handcuffs and Keys
Time and Attendance System
Computerized Patrol Monitoring System
Well established and functional administrative, operational and financial system

6. SALES AND MARKETING STRATEGIES

5.1.1 Extreme endeavors need to be pursued in an attempt to secure long term services agreements and become a service provider of choice.

- 5.1.2 Name and image of company.
- 5.1.3 Historical service background
- 4.1.4 Advertising (with company-outside, press, media)
- 5.1.5 Purposeful and constructive team work
- 5.1.6 Maintaining set standards
- 5.1.7 Good service user evaluation, feedback and follow up action
- 5.1.8 Continuous service user/client liaison
- 5.1.9 Provide good, effective, efficient, professional and cost-effective services

5.2 INDUSTRY AND BUSINESS SERVICES

To provide professional security service to prescribed specifications of the client's requirements.

7. FINANCES (INCOME AND EXPENSES)

To endeavor, by means of available resources to secure a well-balanced, healthy and profitable financial standing.

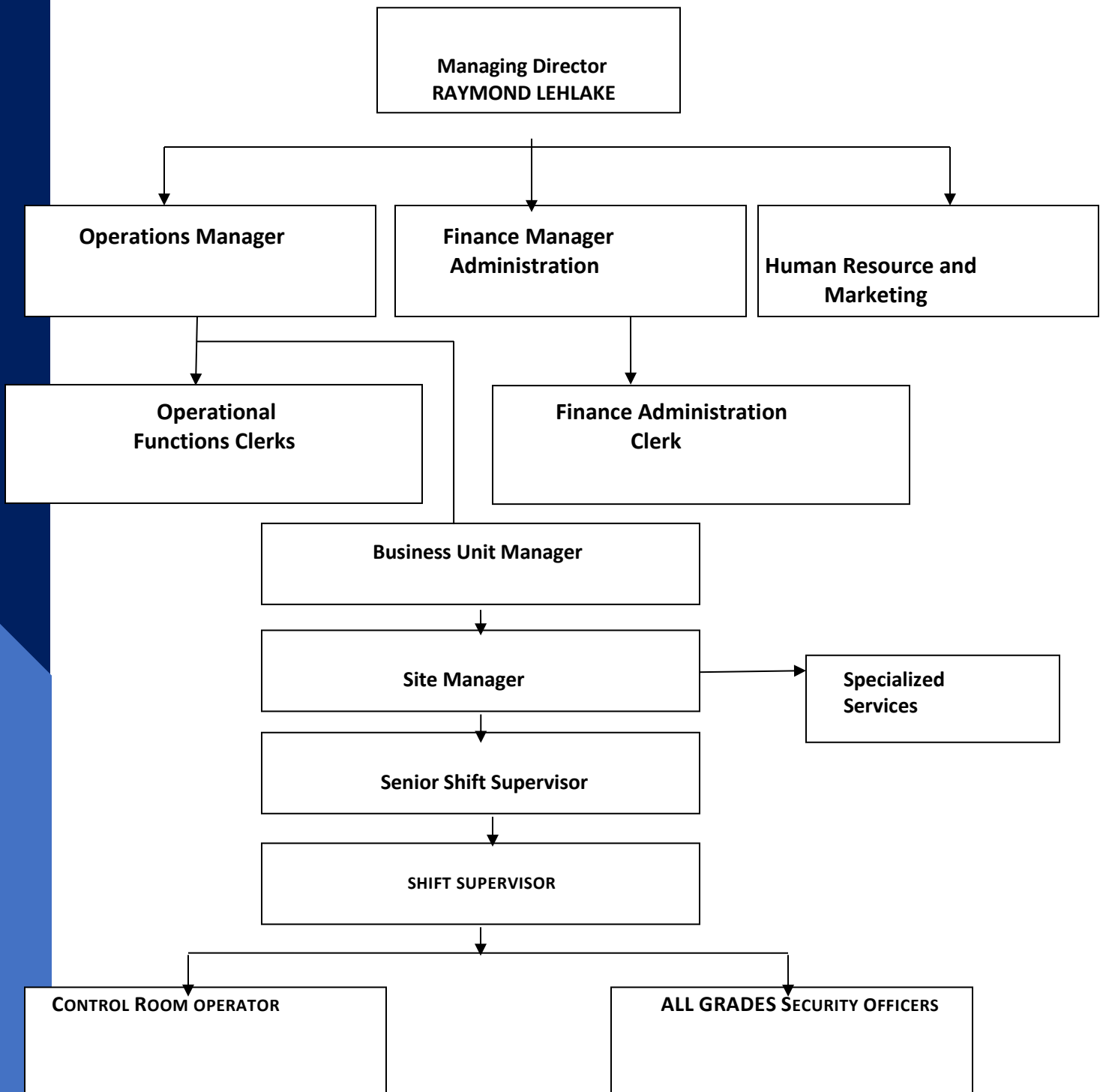
Service User payments (Debtors)
Imperative Expenses (Creditors)
Salaries and Wages
Annual Statutory Increases
Financial Budgeting
SA Revenue (Tax) Payments Commitments
Well established and functional administrative and financial system.

8. ORGANISATIONAL STRUCTURE

The business' managerial and operational structure will comprise of:

Managing Director
Manager Finance and Administrations
Manager Human Resources and Marketing
Branch Manager/s
Operation Manager/s
Business Unit Managers

ORGANOGRAM



9. HUMAN RESOURCES, ADMINISTRATION AND LOGISTICS

The following Human Resources, Admin and Logistical components are required:

8.1 HUMAN RESOURCES

Personal files
Company code of discipline and grievance procedures
Service contract
Union and Welfare Structure/Procedures
Company Operating Standard Procedures
Job description
Merit appraisals
Uniform Dress Issuing and Control
Duty Roster
Time Sheets
Manpower Strength Sheet
Shift Posting Sheets
Employee Normal List

8.2 ADMINISTRATION

Employee Wellness
Management Information System
Pay query facilities
PSIRA membership subscriptions
Provident fund subscriptions
Daily activity report
Client weekly/monthly report
Site audit report
Monthly client evaluation sheets
UIF/COIDA Procedures
Occurrence Book
Case dockets and case diaries

8.3 TECHNOLOGY

CRM (Clients Relationship Management System)
Deggy Electronic Guard Monitoring System
Vehicle Tracking System
Electronic Firearms Management and Issuing System

10. RECRUITMENT AND TRAINING

9.1. Competent PSIRA registered, adequately graded Security Officers to be recruited, pre-employment tested and to undergo an induction program.

9.2. The Security Officers will be pre-trained to be able to demonstrate their effectiveness and efficiency in their appointed designation/occupations to respective clients.

Incumbents of A, B, C, D and E PSIRA grading

Red ticket approved (where applicable)

Company uniform dress

Bullet-proof jackets (where applicable)

Portal Radio (where applicable)

Company ID

Pocket book and pen

Incident and Crime Investigation

Supervision and control

Time keeping

Transportation

Fire-arm and ammo (where applicable)

Personal Protective Equipment (safety)

Access/Egress Control Documentation

Health and Safety

Job Description

Client Liaison

Re-action vehicle and team

Security Bib

Duty Roster

Invoice

Incident/Activity report

Client Evaluation sheets (monthly)

Situational Risk Evaluation Sheets

Site Specific Instruction

Company Induction Training

Mine license (Vehicle drivers)

Client's files

9.3. Proper training facilities will be made available to train newly appointed incumbents to an optimal level of competency.

9.4 Training manuals for the specific designation levels will be compiled.

9.5 Training personnel will be selected to conduct the training sessions.

9.6 After an incumbent security officer has been interviewed he/she will be exposed to a pre-employment criteria test, and upon successful completion he/she will commence with training and after the successful completion of the training be appointed on a three months' probation period before being considered for permanent appointment.

9.7 The objective of the training and development program would be to upgrade and enhance the competency level of security officers being employed by means of a well thought and purposeful plan so that the end product is acceptable to our service users, presentable and professional.

9.8 Characteristics of the training and development program will be as follows:

- It must be cost effective and within the parameters of the prescribed law.
- Training period should be limited, yet purposeful, productive and constructive.
- It must produce the desired results.
- The end results must be measurable.
- There must be a noticeable improvement to all operational functions.
- There must be sound and effective communications between all organizational hierarchy levels.
- Hard working dependable and trust worthy individuals will be identified and rewarded accordingly.
- Each individual must be aware of the business's vision and mission, the execution thereof and have the urge to achieve success.
- Today's successes and achievements become tomorrow's standards.
- The training program must neutralize all identify problematic areas.
- All other in-service training and development programs must be seen as a positive motivational factor.

9.9 Previous employment history and security expertise and proof of training undergone are essential criteria as well as being medically fit to perform security duties.

9.10 The security officers will have to provide their own accommodation and transport to get to the parading point on time prior to going on duty and coming off duty.

9.11 We will provide, without charge, the following uniform dress and equipment to the appointed officers:

- Jacket
- Trouser
- Shirt
- Boots/shoes
- Cap and badge
- Company shoulder flashes
- Rain suit
- Baton and holder
- Flash light (night shift)
- Whistle and lanyard
- Canvas belt
- Pocket book
- Company ID number

- Handheld radio (where applicable)
- Personal protective equipment (where applicable)
- Shoulder epaulettes

9.12 Competent security managers, registered with PSIRA who are capable of demonstrating their expertise and managerial skills in the security operations

11. EQUIPMENT

