



ONE PARTNER FOR HR, LEGAL, PAYROLL & BUSINESS COMPLIANCE

We support organisations with professional HR, labour, legal and business compliance solutions - delivered with integrity, discretion and executive-level service.



www.simlanga.co.za

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Professional HR, legal
and payroll support -
done right, first time.

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ABOUT US

Simlanga Services is a professional HR, payroll, labour, legal and business support firm dedicated to building fair, compliant and productive workplaces. We support businesses of all sizes with practical HR and accurate, compliant payroll solutions that strengthen employer–employee relationships, ensure compliance with South African labour legislation, and empower leaders to manage their teams confidently and professionally.



Guiding leaders to manage people fairly, confidently and legally.

MISSION

To deliver reliable, compliant and people-centred HR and labour solutions that foster healthy workplaces, minimise conflict and promote organisational growth.

VISION

To deliver reliable, compliant and people-centred HR and labour solutions that foster healthy workplaces, minimise conflict and promote organisational growth.

OUR SERVICES

One partner for HR, legal, payroll & business compliance.



HR & LABOUR RELATIONS

Supporting employers with fair, structured and fully compliant HR and labour solutions across operations



LEGAL & BUSINESS COMPLIANCE

Legal documentation, registrations and compliance support to keep your organisation aligned and protected



HR & LABOUR RELATIONS

Confidential, accurate and compliant payroll, tax and accounting support for business stability and good governance.



TRAINING & SKILLS

Practical workplace training that equips leaders and staff to manage people confidently, legally and professionally.



B-BBEE ADVISORY

We support strategic B-BBEE planning, boost scorecards, align suppliers, ensure verification readiness.



RECRUITMENT SERVICES

Targeted sourcing and structured selection that place the right people, first time.



HR & LABOUR RELATIONS

Supporting employers with fair, structured and compliant HR and labour solutions that strengthen governance.

We help leaders maintain lawful, well-run workplaces through clear policies, correct procedures and principled employee relations.

What's included:

- HR policies, procedures and disciplinary codes
- Employment contracts and role profiles
- Disciplinary hearings (substantive & procedural fairness)
- Performance, incapacity and misconduct processes
- Grievances; bullying & harassment case handling
- Union engagement, wage talks and consultations
- CCMA/Bargaining Council support (docs & preparation)
- HR on-Demand (retainer advisory)

Outcomes:

- Lower risk and fewer disputes
- Clean, auditable documentation
- Faster, defensible management decisions
- Consistent, accountable people management

How we work:

Rapid risk scan → stabilise urgent issues → implement the right mix of policy, training and advisory. Aligned to the LRA and best practice.



LEGAL & BUSINESS COMPLIANCE

Supporting organisations with essential legal, statutory and compliance services that protect operations and strengthen governance.

We help businesses meet regulatory requirements through correct documentation, registrations and structured compliance practices that reduce risk and improve organisational integrity.

What's included:

- Company registrations and amendments (CIPC, CSD, Tax, UIF, PAYE, VAT)
- Business compliance documentation & statutory records
- COIDA & Letter of Good Standing
- B-BBEE affidavits & compliance advisory
- Contracts, agreements and organisational documents
- Regulatory filings, renewals and submissions
- Business policy and governance frameworks
- Compliance checklists and ongoing advisory

Outcomes:

- Reduced exposure to legal and compliance risk
- Up-to-date statutory records and documentation
- Stronger governance and organisational accountability
- Clear visibility of compliance status and gaps

How we work:

We assess your current compliance status, correct gaps, update documentation and maintain required records and submissions - ensuring your organisation stays legally aligned and protected.



PAYROLL & ACCOUNTING

Confidential, accurate and compliant payroll, tax and accounting support that strengthens financial governance.

We assist organisations with secure payroll management and financial administration, ensuring accuracy, confidentiality and compliance with statutory requirements.

What's included:

- Monthly payroll processing and payslips
- PAYE, UIF and statutory submissions
- Tax returns and VAT calculations
- Financial statements and management accounts
- Employee records and leave management
- Cloud-based accounting (Xero/Sage)
- Multi-entity consolidation and reporting
- CFO advisory (strategic financial guidance)

Outcomes:

- Accurate and compliant financial records
- Reduced administrative and tax risk
- Better financial clarity and reporting
- Stronger financial discipline and control

How we work:

We handle payroll and accounting through secure cloud-based systems, ensuring confidentiality, accuracy and timely statutory submissions, while providing financial insight that supports better decision-making.



TRAINING & SKILLS DEVELOPMENT

Practical workplace training that equips leaders and teams to manage people confidently, legally and professionally.

We build leadership capability, improve people management and ensure workplace conduct aligns with legal and organisational standards.

What's included:

- Supervisory & line-manager training
- Disciplinary investigations & hearings
- Handling grievances, bullying & harassment
- Labour law & employee-rights essentials
- Performance management & documentation
- Workplace conduct, ethics & professionalism
- Custom programmes tailored to organisational needs

Outcomes:

- Confident and capable leadership teams
- Fewer disputes and procedural errors
- Improved workplace conduct and culture
- Stronger compliance and accountability

How we work:

Training is interactive, practical and tailored to your organisation's environment, ensuring managers and teams can implement what they learn immediately and effectively.



B-BBEE ADVISORY

Guidance on B-BBEE strategy, compliance, documentation and verification preparation.

We assist organisations with strategic B-BBEE planning and compliance support to improve scorecard performance, strengthen supplier-chain alignment and ensure readiness for audits and verification.

What's included:

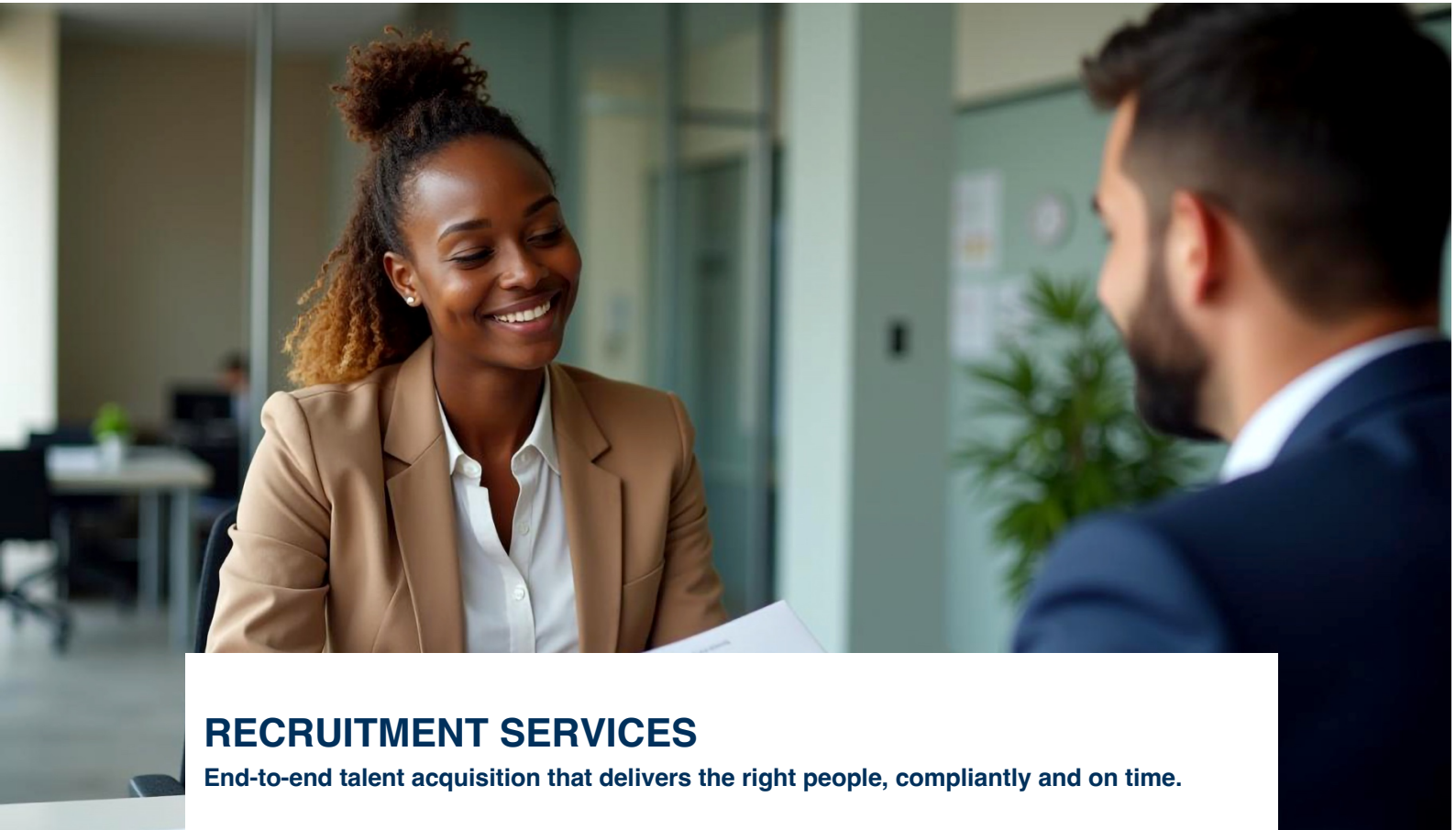
- B-BBEE advisory and compliance support
- B-BBEE strategy & planning aligned to business goals
- B-BBEE documentation preparation & evidence collation
- Verification preparation & audit support
- B-BBEE file management & gap-analysis reporting
- Supplier development and ESD planning support
- Employment Equity advisory (where applicable to B-BBEE)
- Alignment between HR, finance and procurement for scorecard optimisation

Outcomes:

- Improved B-BBEE scorecard performance
- Stronger audit and verification readiness
- Clear evidence files and compliance documentation
- Enhanced supplier and ESD alignment
- Better planning across pillars and procurement strategy

How we work:

We assess your B-BBEE position, identify gaps, prepare compliance files, and support you through verification and implementation to strengthen your scorecard results and audit confidence.



RECRUITMENT SERVICES

End-to-end talent acquisition that delivers the right people, compliantly and on time.

We support organisations with role design, sourcing, screening and selection, ensuring every hire aligns to business needs, South African labour legislation and POPIA. Our process improves quality of hire, shortens time-to-fill and gives clear cost and pipeline visibility.

What's included:

- Workforce planning and role profiling (job descriptions & success metrics)
- Sourcing strategy: targeted adverts, talent mapping & direct search
- CV screening, structured interviews and shortlisting
- Skills, psychometric and cultural-fit assessments (as required)
- Background, criminal, qualification & reference checks
- Offer management, counter-offer handling and salary benchmarking
- Onboarding coordination and day-one readiness
- Compliance documentation and audit trail (POPIA, BCEA, LRA)
- Diversity and B-BBEE talent pipeline support
- Hiring manager training (interviewing & selection best practice)

Outcomes:

- Better quality of hire and cultural fit
- Reduced time-to-hire and vacancy downtime
- Transparent pipelines and predictable costs
- Improved compliance and reduced hiring risk
- Stronger retention through structured onboarding
- Diverse, future-ready talent pools

How we work:

We assess your current position, develop a strategic workforce plan, and manage the submissions and programmes that support B-BBEE and skills development objectives.

1. Discover – Clarify business need, role profile, selection criteria and timelines.
2. Source – Activate targeted sourcing, headhunt and adverts; build a compliant pipeline.
3. Select – Screen, interview and assess; present a ranked shortlist with evidence.



FLEXIBLE WAYS TO ENGAGE WITH US



ONLINE
CONSULTATIONS

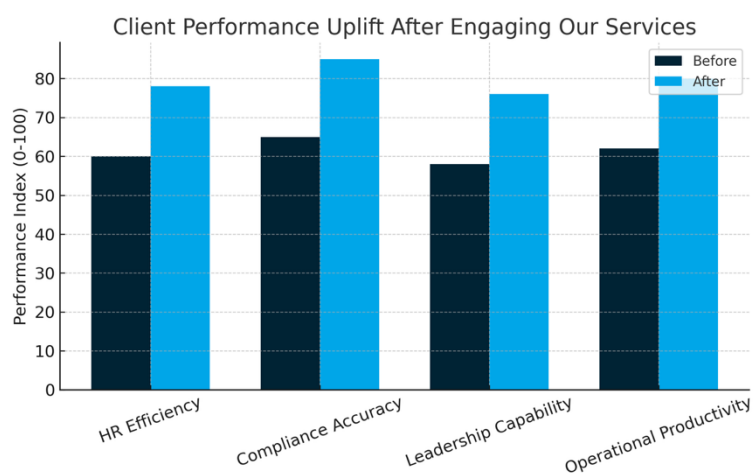
FACE TO FACE
CONSULTATIONS

MONTHLY SCHEDULED
MEETINGS

+30%

Achieving Up To 30% Client Growth Through Strategic Support

We help organisations strengthen performance, improve compliance, and build confident leadership teams. With structured support and measurable delivery, clients experience operational improvements, reduced risk and strategic growth that sustains long-term success.



WHAT CLIENTS HAVE TO SAY

One partner for HR, legal, payroll & business compliance.

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Thandi
HR Director

Simlanga brought order and confidence to our HR function.

Their guidance on policies, hearings and documentation was practical and compliant, and the training for our line managers reduced disputes dramatically.

Professional, discreet and consistently reliable-their support strengthened our governance and culture.

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Thulani
Operations Manager

Partnering with Simlanga has been a game-changer. They streamlined our compliance- from registrations and statutory submissions to payroll accuracy-while giving us clear, executive-level advice.

We now have clean records, faster decisions and far less operational risk. Highly recommended.

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Donovan
People & Culture Lead

Simlanga's approach is personal, thorough and results-driven. They handled sensitive labour matters with integrity, prepared us for CCMA processes, and upskilled our managers with practical training. Their blend of HR, legal and compliance expertise sets them apart-we trust them with our most critical people issues.





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