

# MiBusinessAssist

**We do admin,  
you do business.**

Introducing MiBusinessAssist, a new business support service designed to save you time and reduce unnecessary operational costs.

At MiWay Business we understand that time is precious and that your company demands your focus and energy, that is why MiBusinessAssist is now available, to take care of all the admin, while you focus on growing your business.

**miWay** · CO·ZA

An Authorised Financial Services Provider (FSP 33970).

## MiOffice

MiOffice Services gives you access to a range of value-added benefits, specifically designed to save you money and spare you from tiresome, time consuming administration. Services include 24/7 telephonic and online access to our team of business consultants who will assist with matters such as:

- Obtaining information from government organisations such as SARS, or The Department of Labour or Trade & Industry, regarding legislation, required documentation and forms.
- Contacting service providers on your behalf to facilitate delivery or handle complaints relating to the service providers on the panel on your behalf.
- Setting up appointments on your behalf.
- Making bookings with hotels or car rental companies for your next business trip.
- Assisting you with technical enquiries such as connectivity, ADSL, network hosting, security, telephone systems (including VOIP and PABX), cloud services, printing facilities, hardware and software upgrades, to name a few.
- Guiding you in the use of online marketing tools.

## MiDeals

MiDeals Services saves you money on a number of operational matters. Our team of buyers is available 24/7 and can source reliable, quality service providers from a database of over 100 000 tried and tested suppliers. They will get back to you with three quotes saving you time and allowing you to make an informed choice. Our buyers typically negotiate on average 15% discount with service providers or arrange for other value-added services like free call-outs or assessments. You can place as many requests as you wish with us, either telephonically or online, and we will get back to you within 24 hours. More complex enquiries, however, may take up to 72 hours to resolve.

We have also pre-negotiated deals with a variety of service providers, such as training services for your staff, IT software and hardware, marketing services, accounting packages, courier services and more.



10% discount off hardware for small business products.



SME connectivity solutions up to 13% off.



15 minutes free support + 50% discount on the hourly rate for on-site (Gauteng Only).



50% off 2 hours of support (Nationwide).



Up to 15% discount on printer bundles, tablets, laptops and accessories.



25% off on website design, emails and monthly hosting services.



50% off monthly social media management.



20% off selected packages, at selected stores only.



50% off courier services.



20% off online accounting software.



20% off online accounting software.



25% off a variety of training courses.

Visit [www.mibusinessassist.co.za](http://www.mibusinessassist.co.za) for our full list of partners and the discounts available to you.

## MiVehicles

Looking for a new vehicle? Whether it is a panel van, bakkie, trailer or purpose-fitted truck, our MiVehicles agents/ advisers can source new or pre-owned vehicles for you through a network of more than 200 motor dealerships nationwide.

You can also choose from a wide range of vehicle accessories at great prices - like tracking devices, canopies, smash & grab protection, tyres, shocks, Bluetooth and more - you even have access to a fleet discount. Let our specialists help you find the right vehicle solution for your business and take care of the administration, ensuring you are on the road, hassle-free, as quickly as possible, saving you both time and money.

Simply call our vehicle specialists on 08 61 55 33 44 Monday to Friday, 8am to 5pm. McCarthy Group's selection of vehicles are available at discounted rates.



10% off repair, replacement and installation of products.

## MiPeople

We understand that people are the most important asset you need to run your business effectively. MiPeople Services gives you access to HR advisers and labour lawyers from Monday to Friday, 8am to 5pm, to assist with those troublesome HR related matters, such as:

- Legislative requirements for the payment of the Skills Development Levy.
  - Assistance with grievance policies and procedures.
  - Answering questions around contracting temporary staff and what documentation and contracts are needed.
  - Free access to the latest employment contracts which are compliant with all legislative requirements, and which can be customised to suit your business's needs.
- Go to [www.mibusinessassist.co.za](http://www.mibusinessassist.co.za) under the 'People' section for more details.

- General advice on performance/discipline management, skills development, planning and reporting.
- Recruitment services, including free access to an online platform that allows you to search through thousands of CVs for suitable candidates.

Remember that you can also find valuable tips, articles and discounts on training for your staff on our website [www.mibusinessassist.co.za](http://www.mibusinessassist.co.za) under the 'People' section.

## MiCompliance

Managing your business's risks is paramount and so we have developed MiCompliance, an essential commercial tool for any businessman.

Included in this service is a holistic legal review (either online or telephonically) to evaluate whether your business is compliant with the Companies Act; an assessment of the effectiveness of your operation's internal controls, systems and processes; or calls on our expert advisers for free health checks to mitigate your risks adequately and assess whether you have the necessary tools in place to improve your business's longevity.

You can further access our team of legal specialists from Monday to Friday, 8am to 5pm to assist you with matters such as debt recovery, shareholders' disputes, protection of your intellectual property, confidentiality and non-disclosure contracts, and many more.

Our BEE advisory service, available from Monday to Friday between 8am and 5pm, offers a free 30-minute consultation with a specialist to guide you through the more complex BEE requirements, and answer questions you may have relating to the revised Codes of Good Practice of 2013.



You also have unlimited access to a library of documentation for routine legal issues, including guidance charts that explain each document's applications. The library includes over 30 legal contracts that you can customise to suit your specific business requirements, such as loans, shareholder agreements, confidentiality agreements, or standard conditions of trade. Please go to [www.mibusinessassist.co.za](http://www.mibusinessassist.co.za) 'Compliance Section' for more details. Amongst others, you can download a BEE Affidavit template and get discounts on bookkeeping services.

We understand that time is money. We can help save you both. MiBusinessAssist will buy you extra time to focus on the things that really matter to you - like running your company! We do admin, you do business.

## Contact information

MiBusinessAssist Helpdesk:  
0861 55 33 44  
[assist@mibusiness.co.za](mailto:assist@mibusiness.co.za)  
[www.mibusinessassist.co.za](http://www.mibusinessassist.co.za)

Services are available 24/7, but please note that specialised advice may be limited to access from Monday to Friday during office hours (8am – 5pm).