



**1. VALUE STATEMENT**

African Filing Systems offers a professional service in the fields of *filing* and *document management*. We have a comprehensive range of products, designed to help you track your documents, no matter where - from cradle to grave. Our service is focused on providing our clients with records management solutions. Our goal is to leave our clients with an easily managed, structured system that results in saving TIME, SPACE and MONEY.

AFIRCAN FILING SYSTEMS is the re-birth of a company that has been manufacturing files for over 30 years bringing together partners with over 80 years' collective experience. African Filing manufactures the top ranges of filing and archiving products needed to solve even the most complex records management problems. BEE compliant and able to supply nation- wide, we offer a money back guarantee should our system not work.

**2. CORE BUSINESS**

**A. SERVICE**

We offer a solution to your problem - we will analyse, recommend, implement, train up staff and convert your current problem areas into well organised, cost efficient and easily run systems. We are committed to efficiently supplying superior products to our clients.

**B. MANUFACTURE**

Together with our partners we can manufacture any file or cardboard box NEEDED. At present our range is designed to solve all your problems, however we can accommodate any specific needs.

Our range is the best designed most accurate and attractive product in the market. We have put detail into our index, gusset sizes, labels, and general ease of tracking your document.

All our products are modular, acid free & recyclable.

**C. RESEARCH and DESIGN**

We are always looking at improving what we have, and have the capability and know how to be constantly analysing and improving what we offer. As business needs evolve, so must the products and service.

**3. SUPPLEMENTARY BUSINESS**

Thanks to the invaluable relationships we have made within our industry, we have built a network that is able to offer supplementary support outside our core business. From printing to office furniture we can be of assistance. JAYLEMAY is our specialised furniture company born out of the need created by our clients to offer furniture at the same great levels of service.

**4. DIRECTORS**

**L.M. Baillie**

**M. Wykerd**

**R. Spykerman**

**C.L. Wykerd**

**5. COMPANY DETAILS**

**Name: MZANZI FILING SYSTEMS PTY (Ltd)**

**Trading name: AFRICAN FILING SYSTEMS**

**Reg No: 2009/024451/07**

**VAT No: 4430256323**

**SADEC No: 21009713**

**Banking details: ABSA**

**Account No: 4076509985**

**P.O.Box: 18288 Sunward Park, Boksburg, 1470**

**6. PREMISES**

**4 Watkins, Street, Denver Jhb.**