DEBUNKED CONSULTANTS

COMPANY PROFILE

Building businesses and organisations in Botswana, properly, from day one.

Company registration, compliance, business process outsourcing and secretariat services for entrepreneurs, SMEs, investors and member-based organisations, backed by experienced professionals.

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Who We Are



A Botswana firm, built for Botswana businesses and organisations. Debunked Consultants is a 100% citizen-owned firm, founded in Gaborone in 2017 and backed by a team of experienced professionals across company secretarial, accounting, legal and business advisory disciplines.

For businesses and investors. We help entrepreneurs, SMEs, NGOs and established companies register correctly, stay compliant and run their corporate affairs with confidence. For SMEs we can run the whole back office, from accounts and payroll to IT and marketing, and we are a trusted local partner for investors entering Botswana.

For member-based organisations. We act as the secretariat's office for unions, associations, clubs and cooperatives, running membership, collections, meetings, governance and communication, as we have done for the Botswana Doctors Union since its inception.

Mission & Values

MISSION

To make Botswana an easy place to start, run and grow a business, for every entrepreneur and every investor who believes in it.

OUR APPROACH

One team and one point of contact. We coordinate the specialists, so you deal with one firm from registration to running your organisation.

Members of the Association of Business Consultants of Botswana.

OUR VALUES

Integrity
We do things properly, transparently and by the book.

Excellence
Accurate filings, clear records and work done right first time.

Partnership
We grow with our clients and the people who back them.

Teamwork
One coordinated team across every discipline you need.

Creativity
Practical, tailor-made solutions for each client.

Who We Serve

From first-time founders to international investors and national unions.

Entrepreneurs

Starting a company the right way, with the right structure from day one.

SMEs & Corporates

Ongoing compliance, corporate secretarial support and a fully outsourced back office.

NGOs & Associations

Registration as companies limited by guarantee, boards, minutes and governance.

Investors

Setting up and operating in Botswana, with resident representation where needed.

Unions & Member Organisations

Secretariat services: membership, collections, meetings, elections and benefits.

Our Services at a Glance

Three practices, one team, backed by our sister companies and partners.

Corporate Services

Businesses & investors

- Company registration
- Compliance & secretarial
- Annual compliance retainers
- Nominee & resident services
- Business linkages

SME Outsourcing

Your whole back office

- Accounting, tax & payroll
- HR & office administration
- Invoicing, collections & tenders
- Websites, IT & systems
- Branding, legal & growth

Secretariat Services

Member organisations

- Membership & secretariat
- Subscriptions & collections
- Elections, AGMs & training
- Member benefits & brokerage
- Investment-arm secretarial, payroll & HR

Our Network

Sister companies & partners

- Legal: Ramaphane Law Group
- Accounting & tax: Paper Valley
- Websites & systems: Tswanadomains
- Projects: Mercury Projects
- Media: Rimzy Productions
- Business linkages: DAI

Company Registration

Start on the right foundation. We register new companies with CIPA and take care of everything that follows, so your business is ready to trade, bank and tender from the start.

For local businesses

Private and public companies, and companies limited by guarantee for NGOs and associations, with advice on structure, shareholding and constitution.

For investors from abroad

Local companies and external company (branch) registrations handled remotely, with resident director, secretary and registered office where needed.

FROM IDEA TO OPERATING COMPANY

i. Name reservation

Searching and securing your preferred company name.

ii. Incorporation

Constitution, appointments and beneficial ownership filed with CIPA.

iii. Tax registration

BURS taxpayer and VAT registration via our sister firm, Paper Valley.

iv. Bank account

Resolutions and documents for opening your company account.

v. Licences & registrations

Trading licences, PPADB registration and sector approvals.

Compliance & Secretarial

Good standing, year after year. We track your deadlines, prepare your filings and keep your records in order, so your company is always ready for any bank, tender or investor.



Statutory compliance

CIPA annual returns, changes to directors, shareholders and address, beneficial ownership updates and company revivals.



Regulatory compliance

Requirements of CIPA, PPADB, the Ministry of Trade and commercial banks, and BURS through Paper Valley, our sister BICA-licensed accounting firm.



Corporate secretarial

Share certificates and registers, resolutions, bank documents and secure safekeeping of company records.



Board meetings & minutes

Scheduling, rapporteuring, transcription and minutes that stand as the official legal record of your board.

Prefer one fixed annual fee? See our **Annual Compliance Retainers** overleaf.

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Annual Compliance Retainer

Compliance, handled. Choose the level of support that suits your business. Each package is one fixed annual fee, agreed upfront, so you always know what staying compliant will cost.

Essential

One check-in a year

For small or newly registered companies that need the basics covered.

- CIPA annual return filed on time
- One annual compliance review
- Statutory deadline reminders
- Annual confirmation of your company details on record

MOST POPULAR

Growth

Two check-ins a year

For trading SMEs that want their records kept current all year.

- Everything in Essential
- Bi-annual compliance reviews
- Share and director registers maintained
- Beneficial ownership updates filed
- Drafting of routine resolutions

Premium

Quarterly check-ins

For companies with active boards, several shareholders or owners abroad.

- Everything in Growth
- Quarterly compliance reviews
- Changes of directors, shareholders and address filed
- Annual shareholder resolutions and minutes
- Company extracts for banks and tenders on request
- Priority support

Fees are agreed upfront and quoted on request. They exclude statutory fees payable to CIPA and other authorities; additional filings, nominee services and advisory work are quoted separately.

Nominee & Resident Services

Trusted representation, when you need it. Whether you are a local holding company, a growing family business or an investor without people on the ground yet, we provide qualified, Botswana-resident professionals to fill key statutory roles.

Nominee director
An experienced resident director appointed to your board to meet local requirements and sign statutory documents, acting on the board's documented instructions.

Nominee shareholder
Shares held in our nominee's name on your behalf, under a written agreement and declaration of trust confirming you as the beneficial owner.

Company secretary
A qualified resident company secretary who keeps your registers, minutes and filings in order.

Registered office
A physical registered address in Gaborone, with mail handling and safekeeping of company documents.



TRANSPARENT BY DESIGN

- Every appointment governed by a signed nominee agreement.
- Beneficial ownership disclosed to CIPA as the law requires.
- Full due diligence (KYC) on every client.
- Nominees replaceable by your own appointees at any time.

SME Business Process Outsourcing

Your whole back office, one team. Debunked runs the day-to-day functions of small and growing businesses, coordinating our sister companies and partners so you can focus on customers and growth.

One contract
A single service agreement covering everything you choose.

One point of contact
A dedicated account manager for your business.

One monthly report
Finance, people, compliance and activity in one pack.

One invoice
Simple, predictable billing.



SME Outsourcing: Back Office

Accounting & Bookkeeping

With Paper Valley (BICA licensed)

- Bookkeeping and monthly management accounts
- BURS income tax and VAT returns
- Annual financial statements and audit prep

Payroll & HR

With Paper Valley

- Monthly payroll, payslips and PAYE
- Employment contracts and HR policies
- Leave, staff records and recruitment support

Company Secretarial & Compliance

Debunked's core practice

- CIPA annual returns and filings
- Registers, resolutions and board minutes
- Trading licence and PPADB renewals

Office Administration

At Plot 18192, Phase 2, Gaborone

- Virtual office, address and mail handling
- Call answering and reception
- Document management and filing

Invoicing, Collections & Procurement

Keep cash moving

- Customer invoicing and debtor follow-up
- Supplier payments and requisitions
- Quotations and procurement administration

Tender & Contract Administration

Ready to bid, every time

- Tender document preparation and submission
- Compliance documents kept current
- Contract and supplier records

SME Outsourcing: Growth & Technology

Websites, Email & IT

With Tswanadomains

- Website design, hosting and domains
- Business email and office software
- IT support and data backups

Business Systems & Software

With Tswanadomains

- Accounting, CRM and stock system set-up
- Custom software and online forms
- Online payments and e-commerce

Branding & Marketing

With Rimzy Productions

- Logo and brand identity
- Marketing and promotional material
- Social media content and management

Projects & Events

With Mercury Projects

- Product launches and corporate events
- Project planning, budgets and reporting
- Photo and video coverage with Rimzy

Legal Support

With Ramaphane Law Group

- Contracts and service agreements
- Shareholder and partnership agreements
- Regulatory and employment advice

Business Linkages

With Development Advance Institute (DAI)

- Introductions to clients, buyers and suppliers
- Investor, funder and joint-venture introductions
- Links to business networks and institutions

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SME Outsourcing Packages

Choose the level of support that fits your business today, and scale up as you grow. Each package is one monthly retainer, agreed upfront.

Starter

Core back office

- Bookkeeping and VAT returns
- Payroll for a small team
- CIPA compliance and secretarial
- Virtual office and mail handling
- Monthly business report

MOST POPULAR

Business

Your outsourced back office

- Everything in Starter
- HR policies and staff records
- Invoicing and debtor follow-up
- Website, email and IT support
- Tender and contract administration

Complete

Every function, one team

- Everything in Business
- Dedicated account manager
- Branding and social media
- Legal support on call
- Monthly management meeting

Fees are agreed upfront and quoted on request, based on the size of your business and the services you choose. Statutory fees and out-of-pocket expenses are billed separately.

Secretariat Services: Membership & Administration

Membership Administration

For unions, associations and clubs

- Registration, renewals and enquiries
- Membership database and member cards
- Monthly membership reports and statistics

Subscriptions & Collections

Deduction codes and debit orders

- Deduction code schedules and payroll deductions
- Debit order and direct debit schedules
- Invoicing, receipting and arrears follow-up

Meetings & Governance

Executive committees and AGMs

- Executive meetings, minutes and resolutions
- AGM and election administration
- Constitution and policy compliance tracking

Member Communication

Members, partners and the public

- Letters, circulars, newsletters, SMS and email
- Drafting of press releases and statements
- Weekly delivery of letters to stakeholders

Remote Office & Front Desk

At Plot 18192, Phase 2, Gaborone

- A professional office address and front desk
- Call handling and member enquiries
- Secure filing and document management

Member Benefits Administration

Insurance, funeral cover and loans

- Group insurance and funeral cover schedules
- Bank and loan deduction reconciliations
- Liaison with brokers, banks and providers

Secretariat Services: Governance, Benefits & Corporate

Start-up Package

With Ramaphane Law Group and Tswanadomains

- Constitution drafting and registration
- Deduction code application and bank account
- Logo, website and member database from day one

Elections & AGM Management

Independent and transparent

- Independent returning officer services
- Voter rolls, ballots and e-voting
- Certified results and AGM reports

Leadership Induction & Training

After every election

- Induction for new executive committees
- Treasurer and finance training
- Shop steward and branch officer training

Member Benefits Brokerage

Through licensed insurers and brokers

- Group life, funeral and medical aid schemes
- Bank, retail and service discounts
- Negotiated and managed for the organisation

Investment Arm Secretarial

Built on our company secretarial practice

- Company registration and statutory filings
- Board meetings, minutes and resolutions
- Share registers and annual returns

Payroll & HR

With Paper Valley

- Monthly payroll, payslips and deductions
- Employment contracts and HR policies
- Leave, staff records and compliance

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Business Linkages

The right introductions, at the right table. Growth often depends on who you know. We connect Botswana businesses with the partners, clients and capital they need, and investors with credible local partners.

Clients & buyers
Corporate and institutional buyers for your products and services.

Investors & funders
Equity partners and financiers for businesses ready to grow.

Joint-venture partners
Local and international partners for tenders and projects.

Suppliers
Vetted suppliers, distributors and service providers.

Business networks
Chambers, forums and industry associations.

Public institutions
Introductions to development and trade bodies.

HOW IT WORKS

i Brief
Your goals and the partner you need.

ii Shortlist
Screened candidates from our network.

iii Meet
Facilitated meetings, in person or online.

iv Formalise
Agreements, due diligence and set-up.

OUR LINKAGES NETWORK

development advance institute

NETWORK PARTNER

Development Advance Institute

Partner Network

Every specialist you need, one point of contact. A full suite of business advisory services through our trusted partners. You deal with Debunked; we coordinate the experts.

Legal counsel

Shareholder and joint-venture agreements, contracts, commercial transactions and regulatory advice, through our legal partner, Ramaphane Law Group.

Accounting & tax

Bookkeeping, financial statements, payroll, BURS tax and VAT returns through Paper Valley, our sister BICA-licensed accounting firm.

Business financing

Business plans and funding proposals, and introductions to banks, development finance institutions and investors.

Process outsourcing

HR, quality and risk management, run for you so you can focus on growing your business.

BUSINESS CONSULTANCY FROM OUR OWN TEAM · PROJECT MANAGEMENT FROM MERCURY PROJECTS

Business Consultancy and Project Management Services

Our Group

Debunked works alongside a group of sister companies, a trusted legal partner and a business linkages partner, each a specialist in its field.

SISTER COMPANY

Shadow Ventures

One-stop administrative centre and strategic commercialisation partner for member-based organisations.

SISTER COMPANY

Paper Valley

A BICA-licensed accounting firm providing accounting and tax services.

SISTER COMPANY

Tswanadomains

Web hosting, domains and software development.

SISTER COMPANY

Mercury Projects

Project management consultancy: planning, delivery and reporting of projects and events.

SISTER COMPANY

Rimzy Productions

Multimedia production: design, photography, video and event coverage.

LEGAL PARTNER

Ramaphane Law Group

A registered law firm providing legal advice, governance documents and contract support.

LINKAGES PARTNER

Development Advance Institute

Our business linkages partner: connecting clients with buyers, investors, joint-venture partners, business networks and public institutions.

How We Work

Every engagement is run as a managed project, from first meeting to steady, reported service.



01

Discover

We meet you, review your current records, structure and needs, and agree priorities.

02

Propose

A tailored scope, service levels and fee, agreed upfront in one service agreement.

03

Onboard

Records and data collected, filings brought up to date and systems set up.

04

Run & Report

Day-to-day compliance or secretariat work, with regular reports.

05

Review & Improve

Periodic reviews to adjust services and plan ahead.

Handover option: if an organisation later builds its own office, we document every process and train its staff so the transition is smooth.

Our Experience

Organisations we have served include:

BOSETU
Rapporteuring services.

BOFUS
Rapporteuring services.

HOPE worldwide Botswana
Job grading and evaluation consultancy.

Botswana Doctors Union
Secretariat services.

Botswana Pharmacy Union
Secretariat services.

Childline Botswana
Rapporteuring and project management consultancy services.

Kgolagano College
Corporate services.

Zorz Gabs
Corporate services.

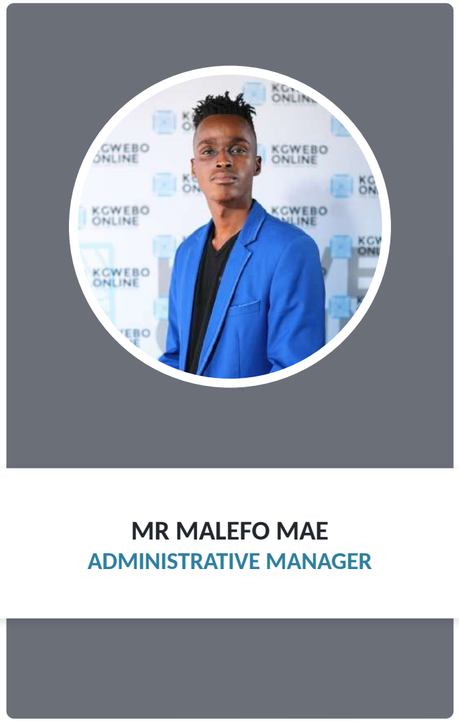
Miss World Botswana
Corporate and project management consultancy services.

Our Team

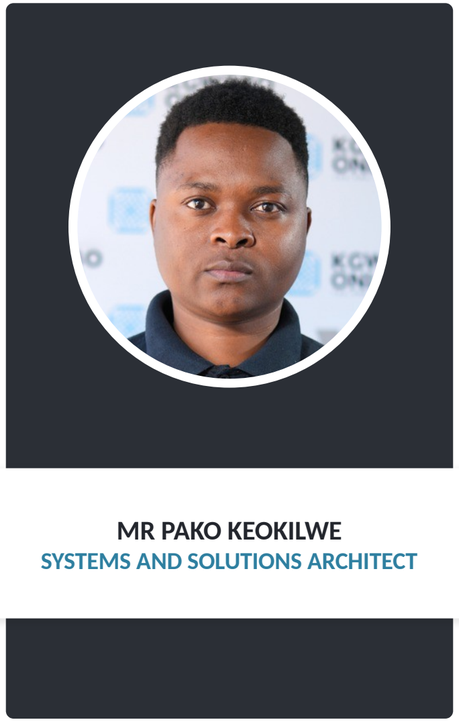
Backed by a team of experienced professionals, your engagement will be led by:



MR NEO RAMOSAMO, CAPM
MANAGING DIRECTOR



MR MALEFO MAE
ADMINISTRATIVE MANAGER



MR PAKO KEOKILWE
SYSTEMS AND SOLUTIONS ARCHITECT

DEBUNKED CONSULTANTS



Why Debunked

Backed by professionals

Experienced company secretaries, accountants and business advisors, with legal and financing expertise through our partners.

Local know-how

Citizen-owned, with first-hand knowledge of CIPA, BURS, PPADB and the banks.

One point of contact

Registration, compliance, outsourcing, secretariat and advisory, coordinated by one team.

Clear, fair fees

Agreed upfront, with no surprises, for start-ups, corporates and organisations alike.

Proven with unions

Secretariat office of the Botswana Doctors Union since its inception.

Continuity & control

Records and systems that stay with you, whoever is in office.

DEBUNKED CONSULTANTS

Let’s build it the right way.

Book a consultation and we’ll recommend the right structure and services for where you are today, and where you want to be.

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