



Complete Solutions for Human Capital

**COMPANY
PROFILE**

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About Us



Everything we do is designed to develop people and organisations. We were created to facilitate the actualization of individual and corporate goals through the provision of customised human capital solutions.

We specialise in HR Outsourcing services, Recruitment and Selection services, HR Consultancy services and HR Development solutions.



Our Philosophy



VISION

To be the leading human
capital services provider in
Southern Africa

MISSION

To be a world class human
capital service provider
offering customised solutions
that facilitate the attainment of
corporate and individual goals

Our Philosophy



PEOPLE DEVELOPMENT

We believe that developing Human Capital can fundamentally transform people and organizations.

INTEGRITY

We act with integrity, never over-selling or over-promising.

TEAM WORK

We believe our team is our greatest asset and we invest in their development.

PROFESSIONAL AND QUALITY SERVICE

We value our clients, providing them with professional and high quality services.

FLEXIBILITY

We work within each individual and corporate client's needs and resources.

Our Achievements



Trained 3300+ Professionals the SADC Region

Successfully facilitated 20+ HR Consultancy Projects

Successfully placed 250+ Professionals the SADC Region



International Star for Leadership in Quality

BID Group One - 2015



11 - 49 Core Employees

500+ Outsourced employees



Our Services



Outsourcing

- Employer of Record
- Payroll Outsourcing
- Labour Outsourcing

Consulting

- HR Policy Audit
- Job Evaluation
- Salary & Benefit Surveys
- HR Strategy Support Session
- Union Negotiations

Recruitment

- End to End Recruitment
- Head Hunting
- Shortlisting Service
- Psychometric Assessments

Development

- Team Building
- Soft Skill Training
- Technical Training
- Energizer Sessions
- Coaching Services

Our Service Portfolio



HR OUTSOURCING

We provide employer of records services, payroll management services and management of outsourced labour around Zambia.



Our Service Portfolio



HR RECRUITMENT AND SELECTION

We provide end to end support for the sourcing and placement of the best talent that fits your needs and the culture of your organisation.



Our Service Portfolio



HR CONSULTING

We provide tailored HR Audits, HR Surveys, Research and Evaluations to support you to make the right strategic HR decisions.



Coca-Cola Beverages
Zambia



CFAO MOTORS



Evidence
Action



SADC PLANT GENETIC RESOURCES CENTRE

"Safeguarding plant diversity for sustainable livelihoods..."



Our Service Portfolio



HR DEVELOPMENT

We design and facilitate customised learning and development solutions that enable the growth and alignment of your team.



British
High Commission
Lusaka



FIRST QUANTUM
MINERALS LTD.



LIQUID
INTELLIGENT TECHNOLOGIES



syngenta



COPPER ROSE
ZAMBIA

Beautiful | Valuable | Empowered



Our Service Portfolio



TEAM EVENTS

We facilitate tailored events like strategy review sessions, team buildings, town halls and wellness sessions to help you address a spectrum of people related needs.



COMPLIANCE

CERTIFICATE OF INCORPORATION

Companies Form 7

Company Registration No. 91546
Serial No. 1348735



Republic Of Zambia

**CERTIFICATE OF INCORPORATION
OF A PRIVATE COMPANY LIMITED BY SHARES**
(Section 10)

This is to certify that TOP FLOOR LIMITED is on and from the 8th day
of April, 2011 incorporated as a private company limited by shares.

Given under my hand and seal at Lusaka, Zambia, this 8th day of April, 2011.



W. Banda

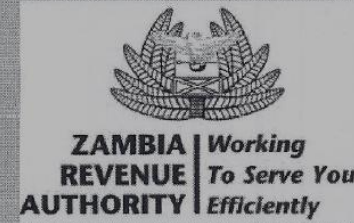
Assistant Registrar of Companies

(Note that this certificate is not valid unless the official seal of the Registrar of Companies has been affixed.).

0012017

COMPLIANCE

Tax Registration



Tax Registration Certificate

This is to certify that taxpayer shown herein has been registered with Zambia Revenue Authority.

Section A-Taxpayer Information

Taxpayer Identification Number	1002051472
Taxpayer's Name	TOP FLOOR LIMITED
Taxpayer's Trading Name	TOP FLOOR LIMITED
Taxpayer's Physical Address	PLOT 609/5 , FLAT 4 MULUNGUSHI, VILLA - VICTORIA, LUSAKA, LUSAKA PROVINCE, ZAMBIA

Section B-Registration Details

Sr. No.	Type of Registration	Effective Date of Registration
1	Taxpayer Identification Number	04/05/2011
2	TOP FLOOR LIMITED-VAT	01/07/2011
3	TOP FLOOR LIMITED-PAYE	04/04/2011
4	TOP FLOOR LIMITED-WITHHOLDING TAX	04/05/2011
5	TOP FLOOR LIMITED-INCOME TAX	04/04/2011

This certificate will remain in force until it is cancelled by ZRA.

For/Commissioner – Domestic Taxes

Issue Date: 17/04/2015

OUR CORPORATE SOCIAL RESPONSIBILITY



Our mission, service provision and social outreach projects support the attainment of the Sustainable Development Goals



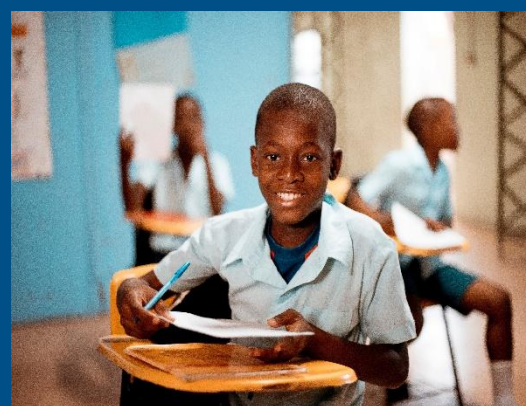
Awarding Academic Excellence



Sponsorship ZIHRM Conference



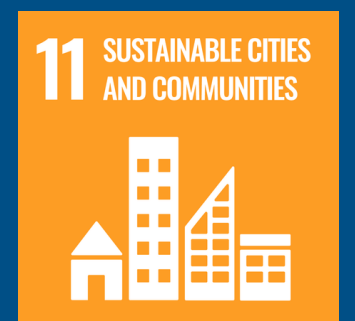
Quarterly HR Mentorship



Lusaka Secondary School
Career Guidance



Liseliwankumbu Community School
Annual Donations



CONTACT US



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Complex, Birdcage walk,
Longacres, Lusaka