

COMPANY PROFILE



Complete Solutions for Human Capital

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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



Our Service Portfolio



World Food
Programme



Flexi Personnel



Ogilvy



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

Evidence
Action



FEIRA
COMMUNICATIONS



CFAO MOTORS



FRANKFURT
ZOOLOGICAL
SOCIETY

FARM
DEPOT
FARMING BETTER

engie



SADC PLANT GENETIC RESOURCES CENTRE

"Safeguarding plant diversity for sustainable livelihoods..."

Build it
INTERNATIONAL
Building Brighter Futures

RDG

Our Service Portfolio



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



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.



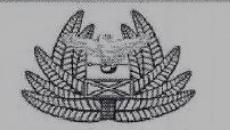

W. Banda
.....
Assistant Registrar of Companies

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

0012017

COMPLIANCE

Tax Registration


ZAMBIA | *Working
REVENUE | To Serve You
AUTHORITY | Efficiently*

Tax Registration Certificate

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

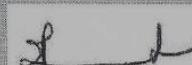
Section A-Taxpayer Information

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



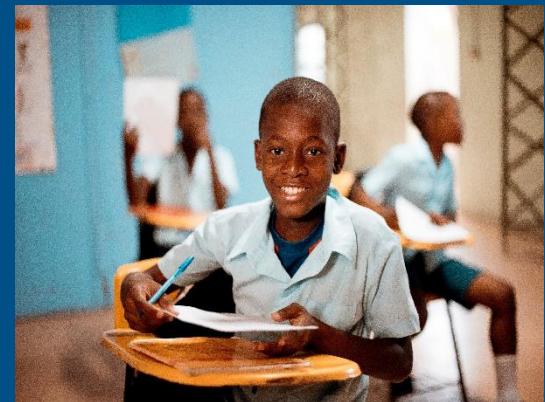
Awarding Academic Excellence



Sponsorship ZIHRM Conference



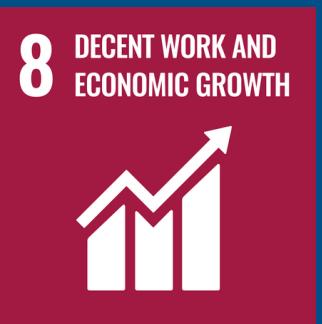
Quarterly HR Mentorship



**Lusaka Secondary School
Career Guidance**



**Liseliwankumbu Community School
Annual Donations**



CONTACT US



LI: [@TopFloorZambia](#)



info@topfloor.co.zm



+260 211 259 101



Villa 50, Millennium Village
Complex, Birdcage walk,
Longacres, Lusaka

FB: [@TopFloorZambia](#)

www.topfloor.co.zm

+260 211 259 102

TW: [@TopFloorZambia](#)

+260 750 194 933