

# HIGHVELD Embroidery

## Company Profile



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# **1. ABOUT US**

## **1.1 Our Business Philosophy**

Since our humble beginnings from a house in Bethal in 1998, we have grown by investing in the capabilities and unique talents of our staff. At Highveld Embroidery we are passionate about our



business. We believe in promoting our company image from within by being a team dedicated to the service needs of our valued customers. Our Staff work in synergy with a mutual



attitude towards providing our customers with a top class service by means of a team who work together in order to get the job done efficiently. We are also dedicated to exceptionally good quality embroidery work and excellent service

with regards to the supply and demand for affordable products. By being proud of what we do, we strive to make our customers proud of their product.

We are grateful to be associated with companies who share our value system. We are therefore not only growing our customer base but are building solid relationships. By growing we also strive to create job opportunities for others.

## **1.2 Our Company**

Highveld Embroidery is in the Selonica Building situated at no 17 Gemsbok Street, Extension 3, in Bethal, Mpumalanga, South Africa.



We have all the right equipment to do the necessary branding, such as embroidery, screen printing, sublimation printing, vinyl cutting and the manufacturing of garments.

## **1.3 Our Products**

Our company range of products include:-

Badges, Bags, Beanies, Caps, Corporate Gifts, Conference Folders, Calculators, Calendars, Computers & Laptops, Corporate Clothing, Desk items, Flags, Golf items and apparel, Hats, Jerseys, Jackets, Key rings, Mugs, Outdoor products, Safety Wear, Windbreakers, and many others.



All can be supplied with your branding.

## **1.4 BEE Status**

We are also a BEE compliant business.



## **2. COMPANY DETAILS**

### **2.1 Name**

Registered Name: Highveld Embroidery  
Trading Name: Highveld Embroidery

### **2.2 Registration Number**

Registration Number: 2004/020821/23

### **2.3 Vat Registration Number**

Vat Registration Number: 4850210800

### **2.4 Address**

Address: 17 Gembok Street  
Bethal  
Postal Address: P O Box 488  
Bethal  
2310  
Telephone Number: 017 647 2823  
Fax Number: 017 647 2823  
Cell Number: 082 291 4877  
E Mail Address: embroidery@vodamail.co.za

Web Address: [www.comwil.co.za/highveldembroidery/ehome.htm](http://www.comwil.co.za/highveldembroidery/ehome.htm)

### **2.5 Members**

Name: H C Pretorius  
ID: 640515 0036 080

### **2.6 Banking Details**

Bank: ABSA  
Type: Cheque  
Account Number: 4059396131  
Bank Code: 503244

### **3. DIRECTIONS**

**Follow these directions to visit us, from:**

#### **3.1 Trichardt:**

Drive straight over the first 4-way stop, turn right at the Middleburg road, drive over the 4-way stop into Davel Road (Midnight Service Station is on your right), turn left at the second street into Gemsbok Street. Drive straight up and you will see Selonica Supermarket on your right. We are in this building.

#### **3.2 Hendrina:**

Drive towards the central town. At the 4-way stop just before Midnight Service Station (garage) turn left into Davel Road (Midnight Service Station will then be on your right), carry on straight until you reach the second turn-off on your left, turn left into Gemsbok Street. Drive straight up and you will see Selonica Supermarket on your right. We are in this building.

#### **3.3 Ermelo:**

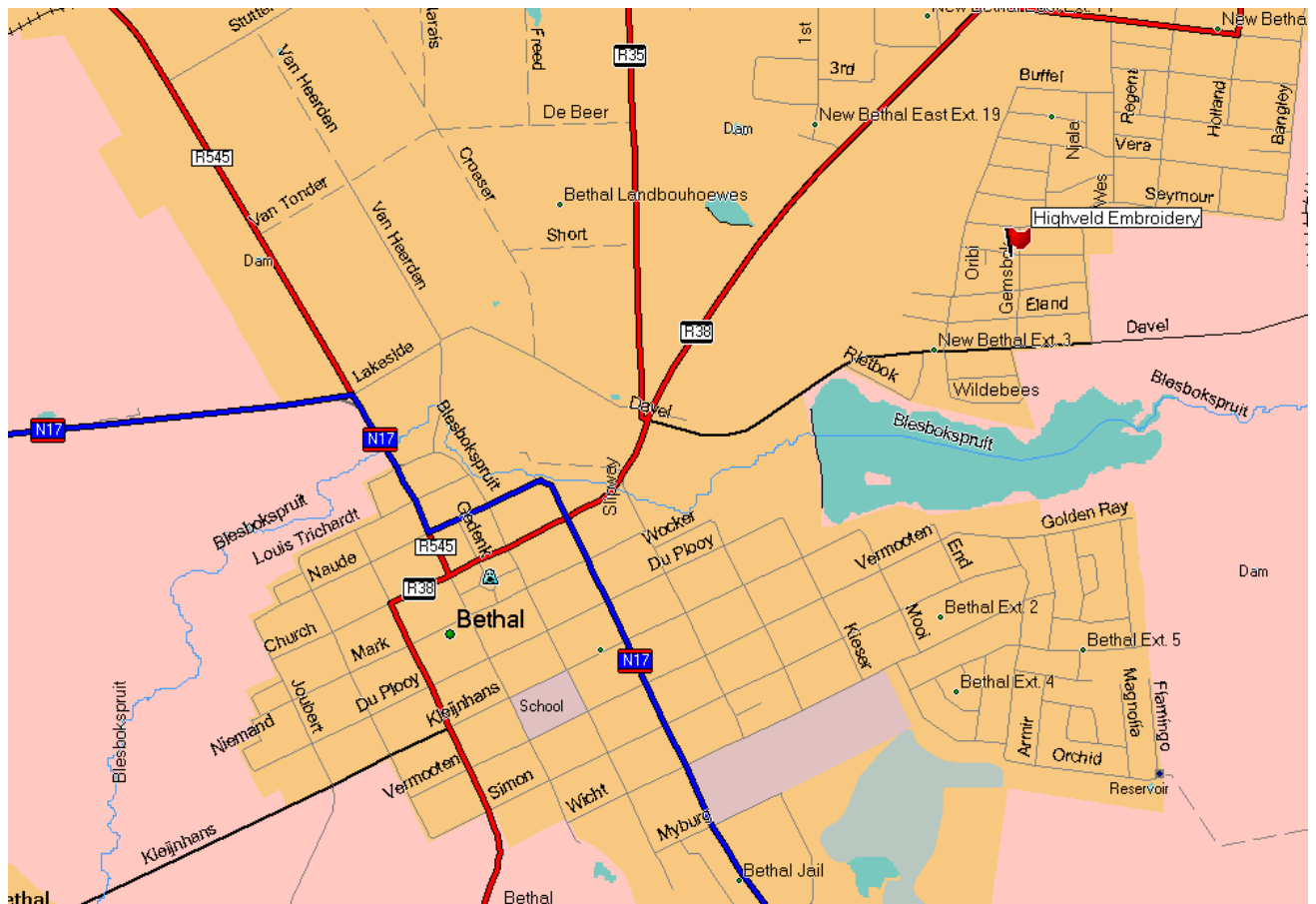
Drive straight in Scheepers Street. Pass the first three robots and the first 4 way stop street. At the second 4 way stop near Republic café turn right. At the next 4-way stop, Midnight Service Station will be on your right, turn right here into Davel Road (Midnight Service Station is on your right), carry on straight until you reach the second turn-off on your left, turn left into Gemsbok Street. Drive straight up and you will see Selonica Supermarket on your right. We are in this building.

### 3.4 Middelburg/Witbank:

Drive over the first 4-way stop into Davel Road (Midnight Service Station is on your right), carry on straight until you reach the second turn-off on your left, turn left into Gemsbok Street. Drive straight up and you will see Selonica Supermarket on your right. We are in this building.

### 3.5 Kriel:

Turn left at the first 4-way stop, turn right at the Middleburg road, drive over the 4-way stop into Davel Road (Midnight Service Station is on your right), carry on straight until you reach the second turn-off on your left, turn left into Gemsbok Street. Drive straight up and you will see Selonica Supermarket on your right. We are in this building.



## **4. CONDITIONS OF EMBROIDERY**

1. Customers are to be explicit with the details with regards to the type of garment we will be working on, for instance **thick jackets** will be surcharged as this slows down production time dramatically, as they have a tendency to pop out of the frames. Striped and checked fabric which needs to be placed in an exact position fall into the same category. Please also make sure that they are cut straight and that a sample has been done on the same fabric. Panels must be checked prior to the garment being made up, as the embroiderer is only responsible for the panel and not the made up garment. **A marker giving the exact position etc. should also accompany all loose panels.**
2. Finished bags are sometime very heavy and / or difficult to put in the frames. Therefore they are difficult to work with. The positioning of the embroidery work must first be **discussed with us** to determine whether the placement of the embroidery on a finished bag is **possible**. We will not be held responsible for any damages incurred during embroidery and herewith warn customers of the possibility that the bags can pop out of the frames during embroidery. **Customers must take the utmost care in choosing the correct type of finished bag to accommodate embroidery on them.** Customers must check all goods sent for embroidery. We will not be held responsible for the quality of these garments, i.e. missing and / or loose buttons, cap straps that break, colour variations or other defects on the garments etc. Every endeavour will be made to count goods when they come in however should the driver not be willing to wait and we have to count the items once the driver has left then our counting is to be accepted as final and correct.
3. Every endeavour will be made to count goods when they come in however should the driver not be willing to wait and we have to count the items once the driver has left then **our counting is to be accepted as final and correct.**
4. We are embroiders and do not undertake to do **specialized packing** for customers, however should this be necessary it can be arranged at a **surcharge**.
5. An allowance of **1% to 2%** on all jobs should be made to cover rejects. Customers must budget this into their costing. A limit of R20 per garment will be the maximum replacement value for any garments over and above the 1% or 2% budgeted for.
6. Whenever sampling is done it should be done on the exact fabric of the garment we shall be working on and in the case of caps, sample caps, must be supplied to us for this purpose. **Final sample will be limited to 2 samples** and no more. **Samples will only made on placement of an official order.**
7. Customers must please see that all orders are sorted out and packed separately as we will not be responsible for the sorting of anybody's goods. **Loose pockets** packed with shirts **must be removed** by the client and only the pockets booked in if the embroidery is to be done on the pocket only. However should the pockets need to be re-attached to the garments the pockets must still be removed from the shirt and booked in separately.
8. Conti-suits must be delivered **without pants** as we are only responsible for the tops. Should the client not be willing to remove the items not meant for embroidery an **additional cost** will be charged to cover the labour costs involved for the removing and repacking of these items.
9. We will not be held responsible for damages on or to any garment prior to embroidery; any damage found on any parts of the garment will be the responsibility of the client.
10. Limited insurance cover has been taken out on our premises. Customers must please make sure their goods have been **adequately covered** for loss in the case of theft, fire or natural disaster.
11. All clients wishing to have embroidery done at Highveld Embroidery will herewith accept and comply with these conditions.

## **5. ATTACHMENTS**

**5.1 Company Registration Certificate**

**5.2 Vat Registration Certificate**

**5.3 Black Economical Empowerment Certificate**

**5.4 Mission Statement**

Certificate issued by the Registrar of Companies & Close Corporations on Tuesday, September 07, 2004 11:45  
Certificate of Amended Founding Statement



COMPANIES AND INTELLECTUAL  
PROPERTY REGISTRATION OFFICE

Registration number	2004 / 020821 / 23
Enterprise Name	HIGHVELD EMBROIDERY
Enterprise Shortened Name	None provided.
Enterprise Translated Name	None provided.
Registration Date	05/03/2004
Business Start Date	05/03/2004
Enterprise Type	Close Corporation
Enterprise Status	In Business
Financial year end	February
Number of members	1
Aggregate members' contribution	R 20.00
Description of Principal Business	LEWERING VAN BORDUUR EN HANDWERKDIENSTE.
Postal address:	P O BOX 488 BETHAL 2310
Address of registered office:	NO 2 HARTEBEEES STREET BETHAL 2310



COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

Registrar of Companies & Close Corporations


P.O. BOX 429, PRETORIA, 0001, Republic of South Africa Docex 256, PRETORIA

Call Centre Tel 088 184 3384, Fax (012) 325 4008, www.cipro.gov.za



THE DEPARTMENT  
OF TRADE AND INDUSTRY  
SOUTH AFRICA

Certificate issued by the Registrar of Companies & Close Corporations on Tuesday, September 07, 2004 11:45  
 Certificate of Amended Founding Statement



COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

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Registration number                   **2004 / 020821 / 23**

Enterprise Name                       **HIGHVELD EMBROIDERY**

**Accounting Officer**

Name                                       **J M MARITZ**

Postal Address                         **P O BOX 858**  
    **BETHAL**  
    **2310**

Profession                               **Chartered Accountants**

Membership/Practice No               **934232**

**Active Members**

Surname and first names	ID number or date of birth	Contrib. (R)	Interest (%)	Appoint-ment date	Addresses
PRETORIUS, HILDEGARD CECELIA	6405150038080	20.00	100.00	05/03/2004	Postal: P O BOX 488, BETHAL, 2310 Residential: HARTEBEE STRAAT 2, BETHAL, 2310

**Change Summary for 2004/020821/23 as a result of the lodging of document number 14662523.**

Principle Business Change on 30/08/2004.  
 86

Member Change on 30/08/2004.  
 Change Record  
 Surname/InstR : = PRETORIUS  
 First Names : = HILDEGARD CECELIA  
 Status : = Active

Member Change on 30/08/2004.  
 Change Record  
 Surname/InstR : = PRETORIUS  
 First Names : = STEPHANUS JOHANNES  
 Status : = Resigned



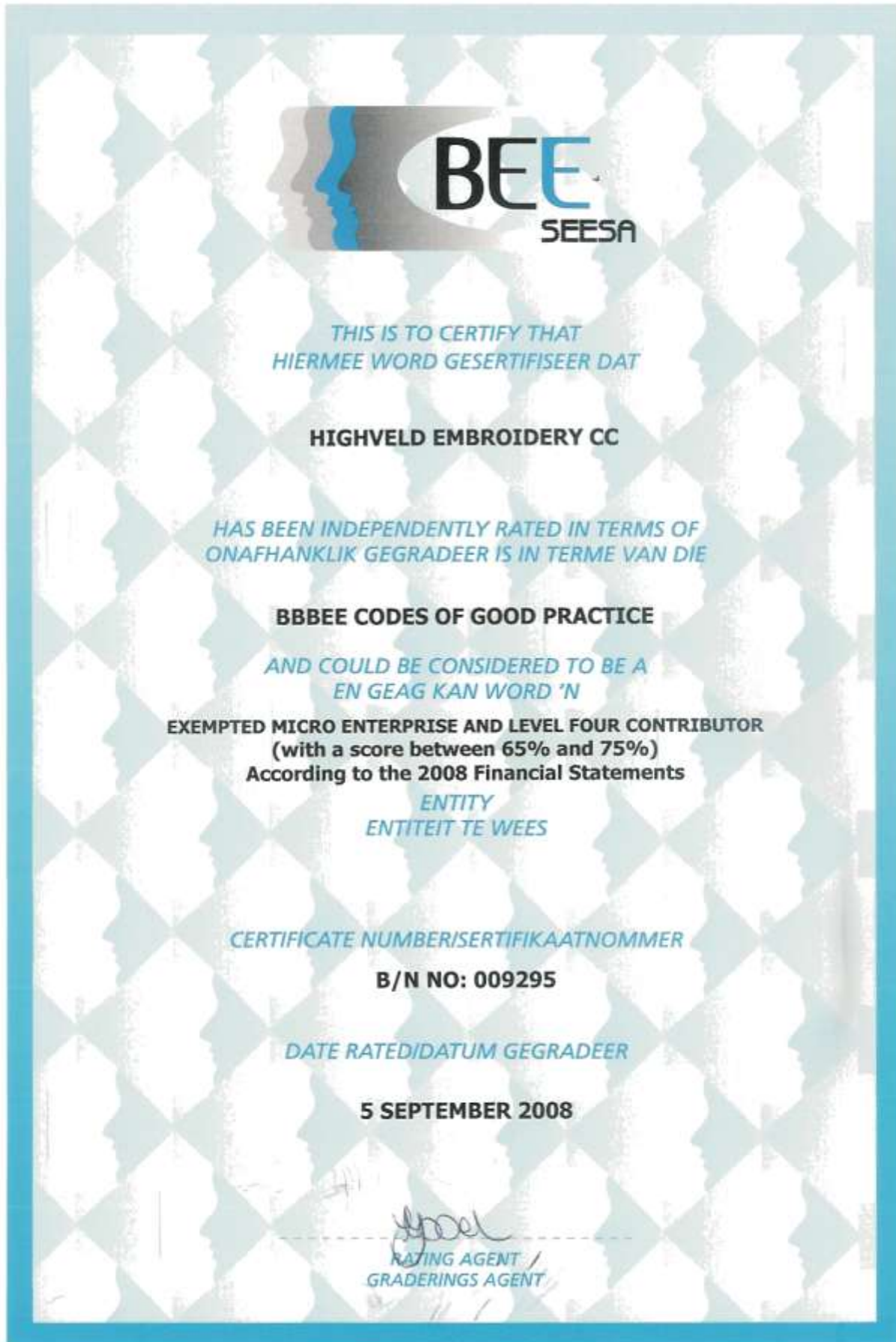
COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE  
 Registrar of Companies & Close Corporations  
 P.O. BOX 428, PRETORIA, 0001, Republic of South Africa. Doxex 216, PRETORIA.  
 Call Centre Tel (08) 184 3334, Fax (012) 325 4506, www.cipr.gov.za



THE DEPARTMENT OF TRADE AND INDUSTRY  
 SOUTH AFRICA



## Black Economical Empowerment Status



# OUR MISSION STATEMENT

- ✍ TO GROW A VERY SMALL BUSINESS INTO A LARGE COMPANY, CREATING JOB OPPORTUNITIES FOR MANY;
- ✍ TO HAVE THOROUGHLY AND CONTINUOUSLY TRAINED EMPLOYEES;
- ✍ TO DELIVER UNCOMPROMISED SERVICE AND QUALITY;
- ✍ TO HAVE RELIABLE AND ACHIEVABLE STANDARDS IN PLACE AND NEVER LETTING OUR CLIENTS DOWN;
- ✍ TO CONTINUALLY UPDATE OUR KNOWLEDGE;
- ✍ TO EXPLORE NEW AVENUES AND WIDEN OUR EXPERTISE;
- ✍ TO BE COMPETITIVE;
- ✍ TO HAVE HONEST AND SOLID RELATIONSHIPS WITH ALL OUR CLIENTS;

TO APPLY ALL OF THE ABOVE AND PROVIDE OUR CLIENTS WITH:-

A ONE-STOP SHOP FOR ALL BRANDING REQUIREMENTS, AS WELL AS ALL THE FOLLOWING ITEMS:-

- Badges, Bags, Beanies,-
- Caps,-
- Conference Folders, Calculators, Calendars,-
- Computers & Laptops,-
- Corporate Gifts,-
- Corporate Clothing,-
- Desk items,-
- Flags,-
- Golf items and apparel,-
- Hats,-
- Jerseys, Jackets,-
- Keyrings,-
- Mugs,-
- Outdoor products,-
- Safety Wear,-
- Windbreakers,

AND EVEN MORE....

**HIGHVELD EMBROIDERY - PROUDLY BRANDING YOU**

BECAUSE STITCHES ARE FOREVER SCREENPRINTING A LIFETIME