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## NEWSLETTER

### FNA

#### Services

#### Portfolio Reviews

#### Succession Plan

In the past six years we have gone through a lot of changes socially and economically. As a country we were also affected by pandemic in 2020. Many families lost their loved ones, some organizations (companies) closed for business, some were forced to retrench their staff members. This happened after the downside of the economic curve (2019) investment funds were not performing well, some clients lost their money due to panic, they withdrew their funds at the lowest values.

### Our Services

#### 1. Financial Needs Analysis

This is the process we go through with the client to determine the amounts/capital/income needed when preparing for the following events: Death, Disability, Temporal or permanent loss of income. We also use FNA when planning for retirement. In order for us to give our clients suitable advice we need a lot of information, without information such as occupation, income, liabilities, assets, dependents etc. financial advice can never be suitable. Currently we are not changing this service.

#### 2. There are other free services

- Updating your beneficiaries
- Contact details
- Withdrawals
- Portfolio reviews
- Policy statement
- Tax certificates
- Assisting with claims

## **3. Portfolio reviews**

### **3.1 Risk policies**

Your life cover can be enough until there is a change in your assets, liabilities, dependents, income, occupation. According to our service level agreement we need to meet (face to face, virtually, or telephonically) to check whether there is a need to increase your benefit even change or add beneficiaries.

### **3.2 Investments**

When we advise clients on investments, we ask a few questions that process called risk profile. Clients risk profile can change at any stage. This has something to do with time horizon (the period you want to remain in that investment) this is determined by the goal term also by the fact that how much you have for emergencies.

## **4. Succession Plan**

Buyana Financial Services is a close corporation managed by the owner, Makhaya Buyana. Close corporation is a legal entity separated from the owner. This means that at death of the owner the close corporation can continue with business if there is someone with qualifications, credits, and fit and proper to run the CC

We have already made arrangements to take care of succession of the business.

## **5. Staff Members**

Support staff: admin, back office, front office are trained to assist clients with the above-mentioned services. Client management system, where we keep clients' documents, information, and contact details are updated and saved off-site. All information can be retrieved in the event of fire.

## **6. Overhead Costs**

All overhead costs are financed by fees/commission from companies we do business with, then charged from client's policies.

We remind our clients to contact us about the above services. Please also check your service level agreement or you can get it from our website under legal documents [www.buyanafs.co.za](http://www.buyanafs.co.za)