

Company Profile



WE TAKE MINUTES • TO SAVE YOU HOURS



**Quality Minutes,
Professional Results**

About Us



Our understanding of our customers' diverse needs drives us to exceed their expectations consistently.

Founded in 2018, Inkserv is a premier transcription and minute-taking services company, registered as a private entity. We cater to a wide range of businesses, from small companies to large corporations, primarily operating within the Gauteng, KwaZulu-Natal, Western Cape, and Limpopo provinces.

As one of the fastest-growing 100% black-owned minute-taking firms in South Africa, we take pride in our Level 1 B-BBEE rating. Our understanding of our customers' diverse needs drives us to exceed their expectations consistently. This commitment is backed by our team of experienced minute-takers and transcribers, who bring extensive experience from various industries across both public and private sectors.



Our Vision

To be the leading provider of minute-taking services, empowering businesses across South Africa with precise, timely, and reliable documentation that enhances governance, communication, and decision-making processes.



Our Mission

At Inkserv, our mission is to provide clients with unmatched convenience and time savings by delivering high-quality minute-taking services at competitive rates, all within short turnaround times.

Our Values



We are guided by a commitment to integrity, ensuring that every service we provide is delivered with the highest standards of honesty and professionalism. We strive for excellence in all that we do, consistently aiming to exceed client expectations through superior quality work.

Our customer-centric approach drives us to prioritize the unique needs of each client, tailoring our services to guarantee their satisfaction. Reliability is at the core of our operations; we are dedicated to delivering dependable and consistent results that our clients can trust.

Why Choose Us?

Choosing Inkserv means unlocking a range of benefits that directly enhance your business operations:



Enhanced Efficiency

With our accurate and timely minute-taking services, you can focus on what matters most—driving your business forward — while we handle the documentation with precision.

Cost-Effective Solutions

We provide quality services at competitive rates, allowing you to access professional minute-taking and transcription services without straining your budget.

Customised Service

We understand that every business is unique, so we tailor our services to meet your specific needs, ensuring that our deliverables align perfectly with your requirements.

Expertise Across Industries

Our team brings extensive experience from various sectors, enabling us to understand and address the distinct challenges of your industry, providing you with documentation that supports informed decision-making.

Dependable and Timely Delivery

We pride ourselves on our quick turnaround times, ensuring that you receive the necessary documentation when you need it, helping you maintain smooth and uninterrupted operations.

Peace of Mind

With Inkserv, you can trust that your minute-taking and transcription needs are handled by professionals who are committed to accuracy, reliability, and confidentiality, giving you the peace of mind to focus on your core business activities.

Services We Offer



Inkserv specialises in minute-taking and transcription services for various governance structures, including but not limited to:

- Board of Directors
- Audit and Risk Committees
- Social and Ethics Committees
- Human Resources and Remuneration Committees
- Nominations Committees
- ICT Committees
- Operations Committees
- Executive Committees
- Management Committees
- Annual General Meetings (AGMs)
- Bid Committees (BSC, BEC, and BAC)

Meet our Founder and CEO



Bongani Mahlangu is the Founder and CEO of Inkserv, overseeing the company's overall growth and sustainability. With over 12 years of experience in secretariat and governance roles, Bongani brings a wealth of expertise to the business. He holds a BCompt in Financial Accounting and a BTech in Public Management.

Throughout his career, Mr. Mahlangu has held various positions within the secretariat and governance environment, including Manager of Secretariat Services at one of South Africa's largest water utilities. In this role, he served the Board of Directors, Board Committees, Executive Committee, management committees, and the Board of Trustees for a medical scheme and provident fund. His experience also extends to Supply Chain Management Committees (BSC, BEC, and BAC), making him well-versed in the intricacies of corporate governance and administration.

Some Of Our Clients

UNIVERSITY OF THE
WITWATERSRAND
JOHANNESBURG



Wits
Commercial
Enterprise

pinpointone
connecting best business
with best talent

Pinpoint One
Human
Resources



SACQSP

UWU
AFRICA

UVU Africa



National Student
Financial Aid
Scheme



First National
Bank



Mineworkers
Provident Fund



Amatola Water



Kgodiso
Development
Fund



planning, monitoring
and evaluation
Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

Department of
Planning,
Monitoring and
Evaluation
(DPME)



Zwartkop Golf
Estate



Kagiso Trust



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Company Registration Number: 2018/376351/07

VAT Number: 4190305740

Workers' Compensation Registration Number: 990001430127

B-BBEE Level: 1