



▶ Private Clients

Your personal career success toolkit

see money differently

NEDBANK



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Nedbank: Your partner for success

Dear Future Star

There are new beginnings on the horizon. You are starting an exciting new journey and as you head out into the world of work to start your dream career, we want to help you take advantage of the many opportunities that will come your way.

While you prepare to begin your career, it is important to surround yourself with a strong support network. You will need cheerleaders – people that believe in you to help you stay focused when you encounter challenges along the way. You will also need a team of financial specialists who can support you and guide you as you start to build your wealth.

That is why Private Clients from Nedbank has put together this career toolkit with handy tools that are designed to help you kick-start your career and plan for your financial future.

Starting out in your career is exciting but the increased responsibility can be daunting, which is why Nedbank is here for you, to support and guide you so that you can reach your full potential.

Wishing you all the best on this new adventure!

The Private Clients Team

All credit applications are subject to final credit approval and terms and conditions.

Are you under 30 with a four-year qualification? Get a 50% discount on your monthly fees!

Call us on 0800 55 22 22 to arrange an appointment. For more information on our offering please visit private-clients.nedbank.co.za or email us at privateclients@nedbank.co.za to arrange an appointment.

1 Money matters





See how your money can work harder for you with a financial plan

You might think that financial plans are only for wealthy people or those established in their careers. But you'd be wrong. Financial plans are important right at the start of your career. As soon as you start earning money, you should start thinking about how to manage and invest it to grow your wealth.

What your financial plan should include

- **Savings and investments.** The financial gurus suggest the first thing you should do with your salary is put 10% away into savings. This helps create a healthy savings habit that will help you amass wealth.
- **Retirement planning.** Invest in a retirement annuity or pension fund from the first day you start working. By investing early, you will benefit from compound interest, making sure you have enough when it becomes time to retire.
- **An emergency fund.** Have at least four months' income saved up in case you lose your job or something unforeseen happens.
- **Medical aid, insurance and income protection.** These are essential expenses that may seem expensive but will ensure you are able to protect yourself in case of an emergency.
- **Education.** Put some money aside every month towards further studies or short courses. Successful people invest in their personal development.
- **Major purchases.** Do you want to buy a car or your first home? Set a goal and then start planning today by saving money for a deposit, attorney fees, etc.
- **Financial goals.** The more you invest, the more financially fit you become due to compound interest. Speak to a Nedbank relationship banker about a tailored investment plan for you.

Download the *Essential Guide to Money Management* for more tips on how you can get started with your financial planning.



Do you know where your money goes?

When you first start working, you'll suddenly be earning but often your salary disappears before you know it. That is why it is so important to draw up a budget. That way you know exactly what you earn, where your money is going and how to prioritise for saving, retirement and the fun things in life like travel and entertainment.

Remember the ultimate goal of a budget is to help save more than you spend. It's a tool to track and monitor your spending.

Tracking your income and expenses

- 1 Identify your net income – the income you receive after deductions.
- 2 Outline your fixed expenses, for example rent or bond repayments, insurance premiums, car repayments and school fees for students.
- 3 Outline your variable expenses, for example groceries, electricity, water, transport (petrol, taxi or bus fare), clothing, entertainment, internet, cellphone and any other debts you have.
- 4 Outline your irregular expenses, for example household repairs, medical costs and car repairs.
- 5 Deduct all your expenses from your income to determine if you have a surplus (any excess) or deficit (a shortfall).

Once you have a picture of where you are currently spending your money, you can reassess and think about where you can cut down and where you can spend more wisely to create wealth.

Nedbank's MoneyTracker is the perfect budgeting tool: track your finances, create budgets and more with MoneyTracker – a money management tool available for free on the Money app and Online Banking. You can also refer to *The Essential Guide for Money Management* for more tips on budgeting.

Follow the 50-20-30 principle



50%

Essential expenses

You shouldn't spend more than 50% of your net income on housing, groceries, transportation and utilities.

30%

Lifestyle

No more than 30% of your net income should be spent on personal and often fun expenses like TV subscriptions, clothing, gym, entertainment and hobbies.



20%

Financial priorities

You should spend a minimum of 20% of your net income on retirement, savings and investments (including bond repayments).



You'll see your money differently when you remember the old saying: Rather than saving what is left over at the end of the month, save first and spend the rest! This creates a good savings habit that helps you build wealth.



Understanding your payslip

Starting your first job is exciting. Finally you're earning some decent money and you can start living the life you've been dreaming of.

But first there are a few basics you need to put in place so you can start to build your wealth.

Understanding your payslip

- **Gross pay.** This is the amount you earn before any deductions are taken off.
- **Net pay.** This is the amount you take home after all the deductions including tax, UIF and other voluntary and company mandated contributions like medical aid, pension and other allowances.
- **PAYE.** Pay as you earn (PAYE) is the tax that your employer will deduct and pay to the South African Revenue Service (SARS) every month.
- **UIF.** The Unemployment Insurance Fund (UIF) is a fund to which a monthly contribution of 1% of your salary is made by your employer and 1% by you. You will pay no more than R177,12. If you become unemployed or go on maternity leave after contributing, you can claim only from UIF. You are eligible to claim if you have contributed in the last six months. Remember you should always keep your payslips. Your payslip will come in handy when applying for a bank account, loan, credit card or even a place to rent or buy.

I really need to submit a tax return?

- Yes! If you earn more than R500 000 per year before tax, you need to submit a tax return annually.
- A tax return does not just include your salary but any income generated from rent, royalties or when you sell an investment.
- To claim deductions like medical expenses, retirement annuity contributions and travel expenses, you need to submit a tax return. To submit a tax return you will need an IRP5 from your employer and IT(B) 3 certificates from your medical aid and any other investments you have.





Buying a car

A car is a big and costly purchase. Plus it is a depreciating asset, which means it will be worth less when you sell it than when you bought it. So it is very important to make a good financial decision.

There are a lot of things to consider besides the make, colour and the year the car was released.

Use these steps to help you make a good purchasing decision

- Determine what you can afford to pay every month, including insurance. Go to www.mfc.co.za. Or speak to your dedicated relationship banker.
- Get a trade-in value for your car if you have one.
- Consider buying a second-hand car or demo model as it would be more reasonably priced. Or consider buying on auction at <https://www.mfc.co.za/upcoming-auction>.
- Price the makes and models you like at reputable car dealers (check cars with similar mileage and same year and make when looking for second-hand cars).
- Investigate how fuel-efficient the car is and what it will cost you to run and service it annually. Consider an electric or hybrid model to reduce fuel consumption.
- Research the car online, read reviews and get a sense of what is good and bad about your preferred choice.
- Enquire about a maintenance plan and the warranty on the car.
- Go for a test drive to make sure you like the feel of being in that car.
- If it is a used car, ask someone who knows about cars to check its engine, exhaust and tyres.
- To arrange finance call 0800 55 22 22 to make an appointment. Don't leave the dealership without your car insurance in place.

Reduce the running costs of your car with these seven tips

1

Buy a fuel- or energy-efficient car. Expect to pay up to 50% more for fuel if you choose a petrol guzzler.

7

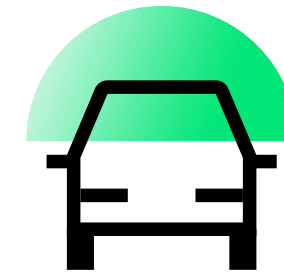
Shop around for a better insurance deal.

2

Save up to 25% in petrol by driving less than 88 kph on the highway (but not less than the minimum speed). Get 25c cash back for every litre of fuel when you fill up at bp with Greenbacks.

6

Consider car-pooling with colleagues and friends to reduce transport costs.



3

Drive sensibly. Avoid pulling off aggressively, braking hard and speeding.

4

Using the air conditioner increases fuel costs by 8%. If you do use it, close your windows while it is running.

5

Service as specified by the manufacturer to ensure it runs efficiently. Dirty air filters and under-inflated tyres could increase your fuel cost up to 13%.

You could qualify for 100% vehicle financing up to R400 000.
Call Private Clients on 0800 55 22 22.



See the world without breaking the bank

Do you love travelling? Or do you want to travel but have never had the chance?

When you've graduated, it might be the perfect time to travel the world for a few months meeting new people and trying new experiences before you start working. Or maybe now that you'll be earning, you can finally save up for that long-awaited trip either locally or overseas.

What are some of the benefits of travel?

- It gets you out of your comfort zone. By experiencing new cultures, languages, people and food you learn more about the world and yourself.
- Travel makes you happy. Research shows people tend to treasure travel experiences over material goods.
- It enhances creativity. Travel uses a different part of the brain and strengthens different synapses.
- You take a break. Travel helps you rest and recharge making you more productive when back at work.
- It helps to manage stress. It helps you stay healthier by reducing stress.

Budgeting for your holiday

- Identify how much flights and accommodation will cost you.
- Do research online and look at travel guides for an idea of what food, transport and spending money for things like museum tickets and concert tickets will cost you.
- Don't forget to set aside a little money for shopping.
- Don't forget to add in the pretravel costs like visas, travel insurance, immunisations, new luggage or special adapters.
- Now that you have an idea of what it will cost, work out a savings schedule and start setting aside a little every month to save up for your trip.

How can you cut the costs of your holiday?

- Book tickets and accommodation long in advance, as it could work out cheaper.
- Use websites that offer discounts.
- Travel in the off-peak or colder season for more affordable rates.
- Consider a B&B, hostel or self-catering accommodation to cut down on pricey hotels.
- Consider self-catering and cut down on restaurant meals as these can get expensive.
- Research free things to do in the cities you are visiting.
- Look out for special offers, discounts and discount cards. Consider travelling to developing countries or those places with a weaker currency than South Africa.

Travel smart with Nedbank

Enjoy unlimited access to Bidvest Premier airport lounges when departing from South Africa.

Get 10 free visits to international airport lounges a year. If you have Visa Signature, you can invite one guest per visit.

Get automatic medical emergency insurance for international flights with your credit card.

Purchase protection and extended warranties apply to your purchases.

You can view a full list of travel benefits that come with your card at <https://private-clients.nedbank.co.za/content/dam/nedbank/privat-clients/private-clients-travel-benefits.pdf>

Relationship bankers are available to discuss your specific banking needs and to provide you with a seamless banking experience. Contact us today on **0800 55 22 22** to arrange an appointment.



Your guide to making the right investment choices

You've worked hard for your money, but now how do you make it work hard for you?

Nedbank offers a wide range of investment options, from savings and money market accounts to unit trusts, share trading and more complex investments.

A relationship banker will put you in touch with a financial planner who will help you see your money differently, and tailor an investment portfolio to suit your needs.

For more tips on investing and making your money work harder for you, download *The Essential Guide for Money Management*.



Private Clients

Your dedicated relationship banker will guide you on your path to financial freedom.

Nedbank understands that you are on the verge of starting your professional career and making a success of it won't be easy. That is why we want to help you as you settle into your career by offering you all the benefits of a Private Clients package at just 50% of the usual monthly fee.

With Private Clients, you have access to a dedicated relationship banker, tailored finance options, and rewards and lifestyle benefits that make life as a young professional a little easier.

Our highly skilled money experts can help by offering flexible solutions that grow with you, helping to achieve the success you dream of.

With Private Clients you get direct access to your own relationship banker.

- Contact us today on **0800 55 52 22** to arrange an appointment.
- Alternatively email us at **privateclients@nedbank.co.za**.
- For more information on our offering please visit **private-clients.nedbank.co.za**



A dedicated professional relationship banker.



A banking solution that grows as you grow.



Free self-service subscription, eStatements and SMS notifications.



Debit and credit cards with a tailored limit and free delivery.



105% bonds to first-time homebuyers.



Free financial planning.



24/7 banking – anywhere.



Free supplementary cards.



100% vehicle finance up to R400 000 for your dream or first car*.



Platinum investment products – exclusive benefits.



Travel insurance on bookings using your Nedbank Platinum Credit Card.



Free Bidvest Premier lounge access at South African domestic and international airports.



Greenbacks rewards for everyday spend.



Free delivery of your foreign exchange.



Personalised credit assessments*.

* All credit applications are subject to final credit approval and terms and conditions.

2

Launching your career



Developing your career plan for success

Have you thought about where you want to be in five or 10 years' time? Do you want to be the CEO? Run your own business? Be a consultant to a range of clients? Or do you want to work part-time so that you can pursue your hobbies?

A career plan helps you get to where you want to be. It's a road map to help you achieve your career goals and helps to keep you focused. It's an important tool that helps you manage your strengths and weaknesses to take your career to the next level.

Use these steps to develop your career plan

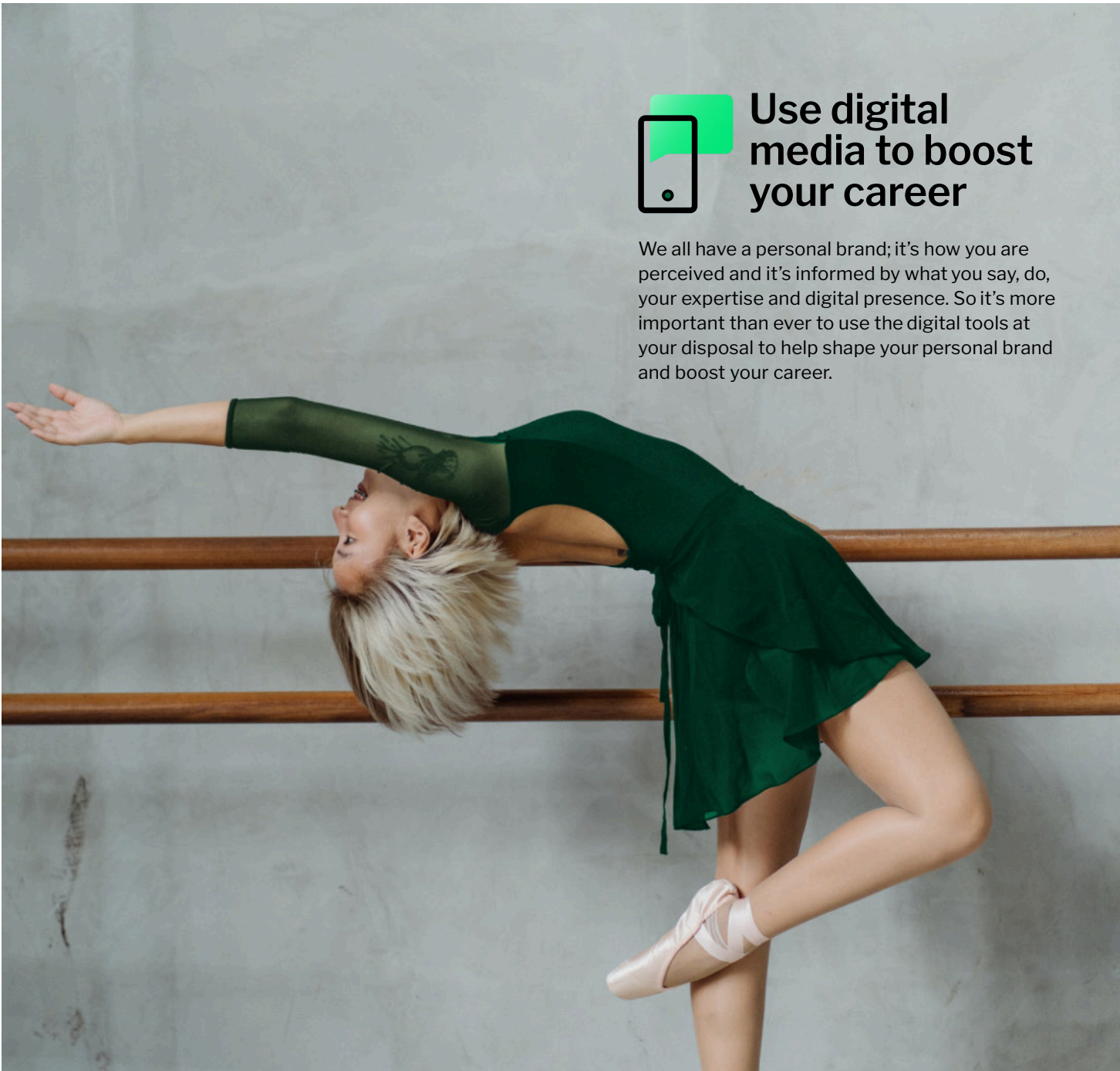
- Which industry is right for you? Consider your interests, values and passions.
- What are your career goals? Where do you want to be?
- Create smaller milestones that lead up to your ultimate career goals. Include further studies, companies you want to work for, etc.
- How will you build a good breadth of experience (eg volunteering, lecturing and being an active spokesperson for the industry on social media)?
- Identify stretch assignments. These are over and above your day-to-day job, and prove you are capable of more.
- Identify potential mentors you can approach.

List other resources, like business books you want to read.

Use google to help you develop your career plan

Research these topics:

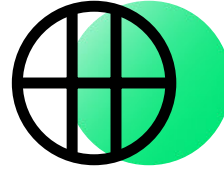
- Most sought-after jobs in South Africa.
- Most attractive industries in South Africa.
- Highest paid jobs in South Africa.
- Fastest-growing fields in South Africa.



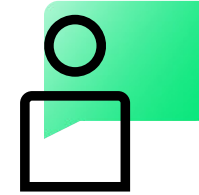
Use digital media to boost your career

We all have a personal brand; it's how you are perceived and it's informed by what you say, do, your expertise and digital presence. So it's more important than ever to use the digital tools at your disposal to help shape your personal brand and boost your career.

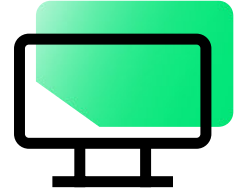
Go online to find a job



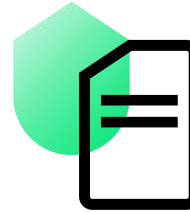
Search specific companies' websites for vacancies.



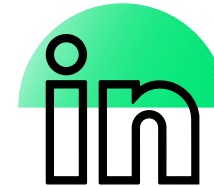
Create a LinkedIn profile – make it really enticing.



Send your CV and cover letter to the HR department of companies you're interested working for.



Write interesting articles on your field of study and post them on LinkedIn and blogs and Google+.



Let your contacts know you are in the job market. Post an ad with a link to your LinkedIn page on social media.

How digital media can advance your career

- Build your personal brand: List your qualifications, experience and other credentials on LinkedIn.
- Showcase your work: Create an online portfolio of the projects you have accomplished on web.me.
- Raise your status to industry leader: Write interesting articles about your industry or field of work.
- Build an online network: Connect with people in your industry.

Remember!

Employers now look at Facebook, Twitter and Instagram when they are recruiting to get a sense of their new employees. So make sure your social media profiles reflect the image you want to project.



How to create a powerful CV that will work hard for you

Your CV is often an employer's first encounter with you. So you have to make sure it not only reflects the best you have to offer but stands out from the hundreds of other CVs they are looking at.

Create a CV that sells your skills, qualifications and capabilities in a powerful, yet honest way.

- Learn from others: Read what others are writing about.
- Take a course: Improve your knowledge base.
- Get the basics right. Include your qualifications, work history, experience and contact details.
- Presentation is key. Keep the layout clean and well structured and cluster information into easy-to-digest sections. Don't be afraid to use Word templates to get the structure right.
- Keep it short. A CV should be about two pages long.
- Create a new CV for every job you apply for. Understand the job description and then structure your CV to show how you meet the job requirements. Every application should be tailored to that role.
- Don't just list your skills and responsibilities. Include your casual jobs and link your experience to skills. For example, 'As a customer consultant at a clothing store, I gained valuable sales skills and learnt how to deal with difficult customers.'

- Make the most of your interests. List beneficial interests like photography or golf that show you are a dynamic, skilled and active individual.
- Avoid highlighting passive and solitary hobbies.
- Always include references. References should be from people who have employed you in the past and can vouch for your skills and expertise.
- Keep it updated. Include details on your latest successful project or some recent voluntary work you did. This helps to show employers that you are working at improving yourself constantly.

Did you know?

- The more CVs you send out, the higher your chances of being invited for interviews.
- Applicants who include a covering letter with their CVs are 10% more likely to get a response.
- Candidates who personally address their application to the right person are 15% more likely to get acknowledged.
- If your CV and covering letter have no spelling mistakes, you're 61% more likely to get a response and 26% more likely to get an interview.





Ace your interview with these useful tips

A job interview is a daunting prospect and many people get nervous before the interview, but with these tips you'll be sure to walk out with a job offer.

- Don't underestimate the importance of the preparation. Research the company, your role and how to get to the interview.
- Make sure you live up to your CV. Watch how you speak (tone and language). You should match the person that you sold to them in your CV and cover letter.
- Emphasise your suitability for the role. Highlight why you are well suited to the role and what you can bring to the organisation.
- Research how you can add value to the organisation. Refer to points in the job ad and show how you would add value, for example, 'I know accuracy is important here, which is great because my attention to detail is superb.'
- Know exactly why you want this job, for example an opportunity to grow, to use your underutilised skills, to be part of a bigger team. Don't mention salary, office hours or the like.

- Prepare questions to ask. The interview is a way to find out more about the company, the work environment, training opportunities, the team you will be working with, what the day-to-day responsibilities are and what growth opportunities there are.
- You are interviewing them too. You're there to find out information about your potential employer as much as they're there to find out about you, so don't be shy to ask questions that will help you decide if this is the company or role for you.

When you join Private Clients, you get a dedicated relationship banker who will:

- provide value-added, tailored and relevant financial advice;
- inform you of products and services that will help you; and
- resolve your enquiries and manage your applications, and much more.





How to overcome the no-experience barrier to finding a job

As a graduate you may have no or limited work experience. But that shouldn't stop you from applying for a job.

The most important thing is to emphasise your skills and expertise.

You may not have worked in the industry before but through part-time jobs you have gained skills and expertise. Highlight these in your CV, cover letter and interviews.

The trick is to learn how to highlight the skills employers are looking for

- **Business sense.** Have you started your own business, like printing and selling T-shirts or designing websites? Say so.
- **Cultural knowledge.** With many businesses expanding internationally, cultural sensitivity is increasingly important. Mention other languages and travel experience that may be a benefit.

- **Digital footprint.** Set up your LinkedIn account, start an industry blog and become a thought leader.
- **Office etiquette.** Worked in an office before as an intern, volunteered or had a part-time job? Highlight what you learnt.
- **Tech savvy.** If you know how to get around the Office software suite and other packages, mention it.
- **Teamwork.** Mention team sports, associations and clubs you belong to.
- **Willingness to learn.** Show any additional courses you've taken.
- **Go-getter.** Highlight achievements and accolades.

What you get with Private Clients

- A personalised credit assessment (you're not just a number to us).
- Contactless-enabled debit and credit cards delivered to your door free of charge. Earn Greenbacks based on how you manage your money and get access to exclusive benefits
- Get unlimited swipes, debit orders, ATM withdrawals and deposits. Contact us on **0800 55 22 22** to arrange an appointment.



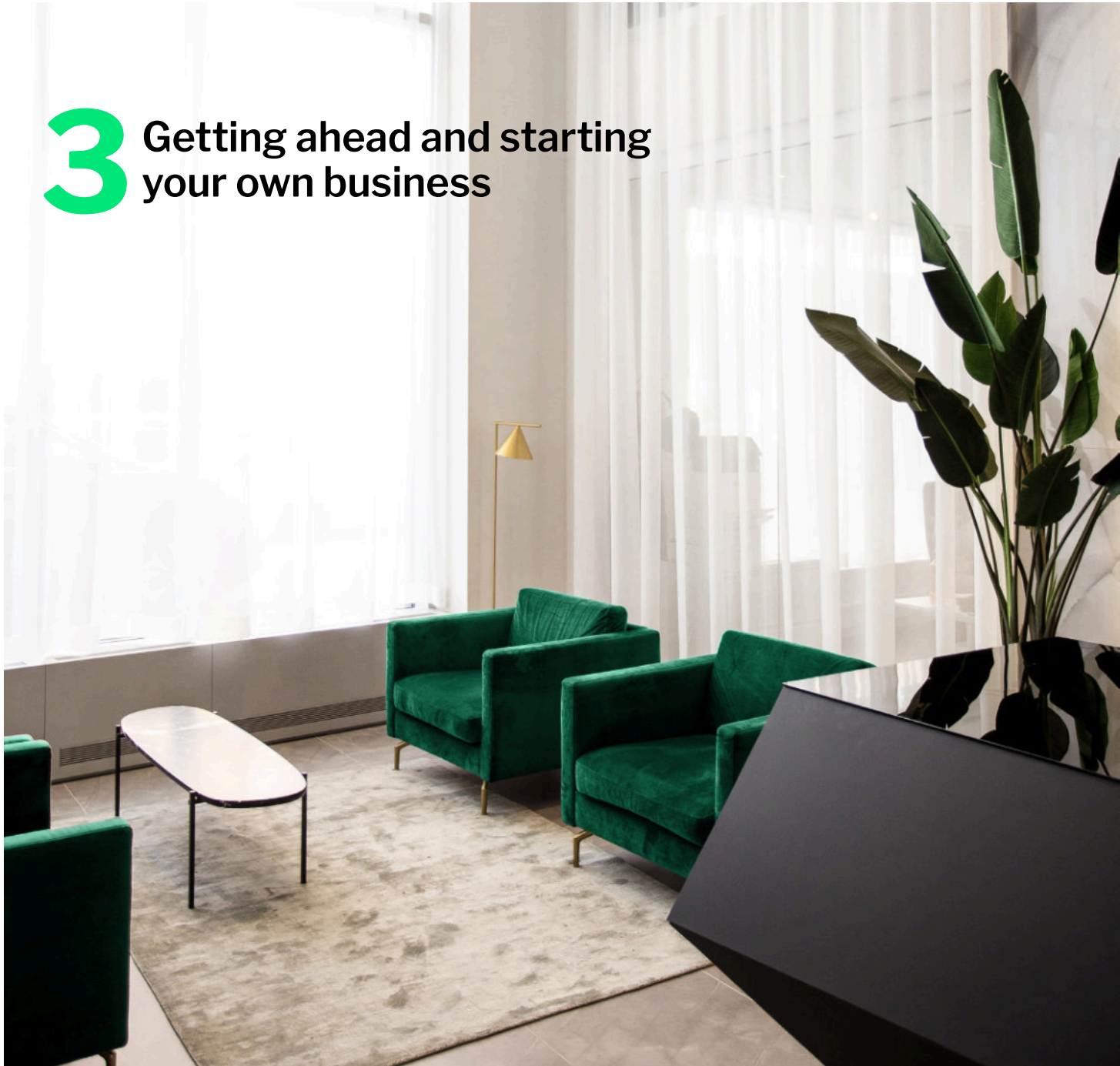
Ten things to consider when taking a job

When people first start out on a career, many think that the most important thing to consider when deciding on a job is the salary they will earn. While salary is certainly important at the beginning of your career, it's important to consider other things that can help you make the right decision so that you can gain experience and grow and thrive.

Think about these things before accepting a job offer

- 1 The package.** Do you simply earn a basic salary or does the company also offer medical aid, a pension fund or retirement annuity, car or petrol allowance as well as cellphone allowance?
- 2 Experience opportunities.** Will you gain enough exposure that will help you learn or will you be doing similar work every day?
- 3 Growth opportunities.** Can you move up and be promoted or is it a flat structure that means you are unlikely to be promoted in the foreseeable future?
- 4 The company culture.** Do you fit in? Does the work environment suit you? Do the company values match your values and do you like their style of working?
- 5 The people.** Do you have a connection with your boss? What is the team that you will be working with like?
- 6 Working hours.** Do you want to work shifts and on the weekends? Or would you prefer a 9 to 5 job?
- 7 Personal development.** Are employees encouraged to go on training courses, study further and offered personal development opportunities?
- 8 Location.** Will you need to commute long distances to get to work? Or is it expensive to travel to work? A long commute can take its toll on your health and finances.
- 9 The organisation's track record.** Is the company financially stable? Is it growing? Do some research to make sure you are looking at a stable employment opportunity.
- 10 Listen to your gut.** Did you leave the interview with a good or bad feeling? Pay attention to that feeling as it can be a good guide as to whether a job or company is a good fit or not.

3 Getting ahead and starting your own business



There is no shortcut to success

When you look at young CEOs of start-ups, you may think that it's easy to make it big and be successful. But unfortunately those cases are the exception, and for most people it takes many years to rise to the top.

Three tips to create the right environment for success

- 1 Work hard to master your specialisation:** Get the right training, keep learning, work hard and put in the hours to become an expert in your chosen profession.
- 2 Create the right circumstances to be successful:** Move to the right city, change roles or get a mentor to help you grow.
- 3 Stay open to new opportunities:** You may think of a task as menial, but it might be a great opportunity to learn another side of the business or to expand your network.

Show your manager you have the potential to move up a level

- Take on more! Volunteer to take on more responsibility, even if it isn't part of your job spec.
- Share what you know. It is all about teamwork.
- Get published! Create a blog or a website that features articles relating to the field you're in. This will soon position you as an expert in your field. Share your articles on social media to gain traction.

Finally, remember that when you start out in your career you need to work hard and sometimes long hours to prove yourself.

You are just launching your career so tackle every opportunity as a chance to learn, grow and gain more experience.



Thinking of starting your own business or practice?

There are so many great benefits to running your own business, but before you leap in, consider the pros and cons.

Pros

- You are the boss, you control what happens, make all the decisions and direct others on what to do.
- You have more flexibility on how you spend your time, including family or leisure time.
- You can grow your salary as you grow your business – the better you do, the more you earn.
- You can create your own working environment, where you want it.

Cons

- You have more responsibility and stress.
- You work long hours to set up your business and get it going.
- Working for yourself often means no work, no pay.
- You get paid only if what you're doing is successful – you lose money when you don't get it right.

So if you've decided to take the plunge, remember to lay a strong foundation. For a successful business you need the following:

1

A business plan. This is a document that summarises what you plan to achieve and how you will go about doing it.



Access to a client base or networks to grow your business. Perhaps the most important part of starting a business is to identify who you will be servicing and how will you win them as clients.

3

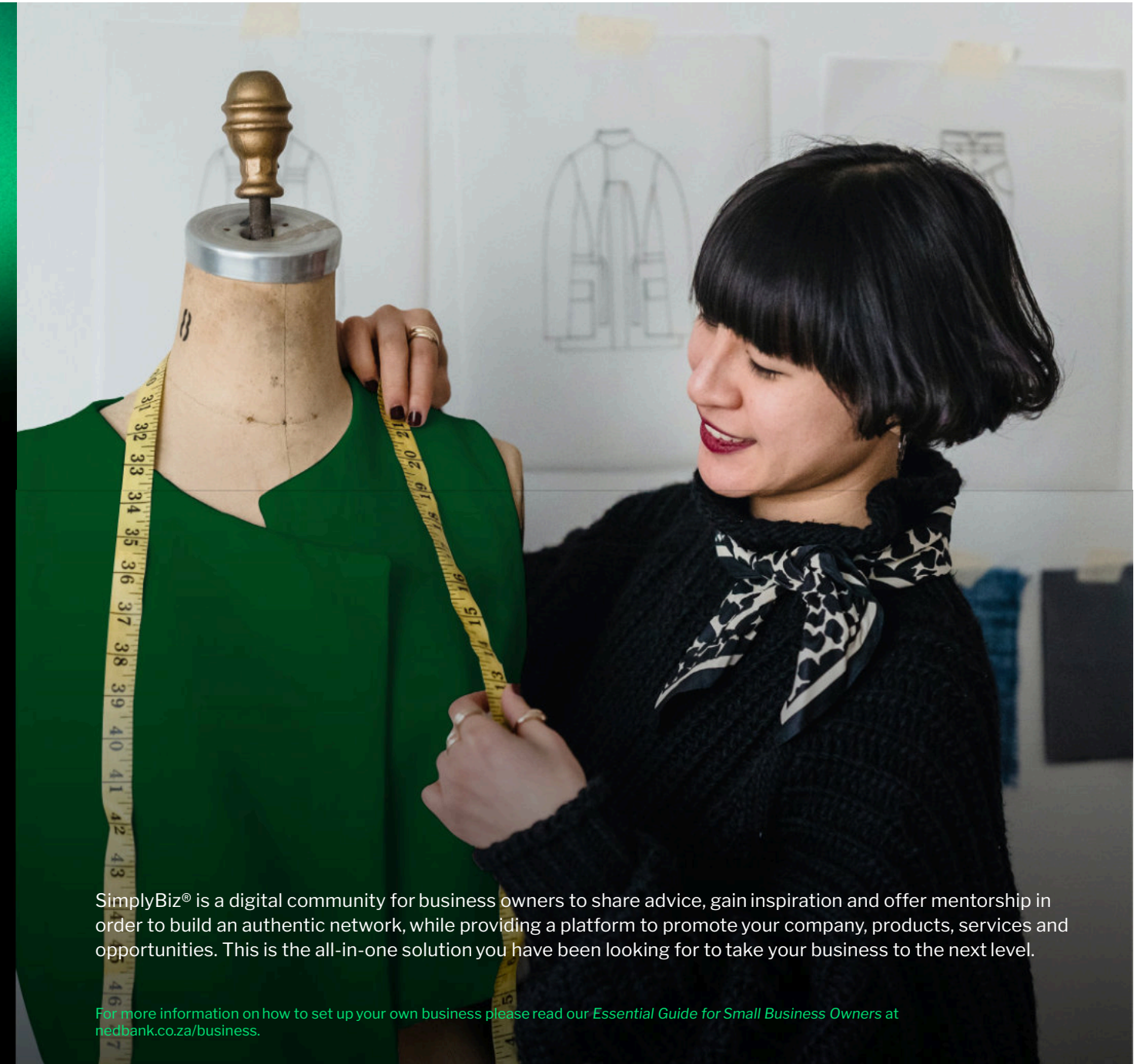
2

Access to finance. To get started you will need funding to cover start-up costs. You can fund this yourself, take a loan, get a business partner or an investor, or approach a venture capitalist.



Support. Starting a business can be lonely, so identify a mentor or support group you can turn to for advice and guidance.

4



SimplyBiz® is a digital community for business owners to share advice, gain inspiration and offer mentorship in order to build an authentic network, while providing a platform to promote your company, products, services and opportunities. This is the all-in-one solution you have been looking for to take your business to the next level.

For more information on how to set up your own business please read our [Essential Guide for Small Business Owners](https://nedbank.co.za/business) at nedbank.co.za/business.



Nedbank has you covered

Whether for your individual needs or your business, we can provide you with expertise and advice to make sure you have the right long- and short-term insurance cover in place.

For individuals

- Being confident that you will be able to replace or repair your valuables with minimal financial impact if they get lost, stolen or damaged.
- Having peace of mind that your loved ones will be able to take care of their needs, maintain their lifestyle and meet their future goals if you are no longer able to provide for them.

Ways to achieve this

Protect all your personal assets such as your home building or contents, and any other valuables with appropriate insurance.

Using long-term insurance solutions to provide for your family financially if:

- you become sick or disabled and are unable to work and earn an income; or
- you pass away.

For business owners

- Being confident that you will be able to replace or repair your business assets with minimal financial impact if they get lost, stolen or damaged.
- Having peace of mind that your business will continue to operate if you or other key stakeholders are no longer able to be involved in the business.

Ways to achieve this

Get our advice about solutions to mitigate risks your business may face. These may be:

- risks specific to an industry such as commercial property, construction and engineering, heavy commercial vehicles, and agriculture;
- risks related to maintaining your business and growing cash flow;
- general liability risks such as accidental injury, illness, death or damage to business property;
- professional liability risks; or
- personal risks you may face by virtue of being a director or company officer.

A dedicated relationship banker can discuss your specific needs and help you switch to Nedbank.

Experience a seamless process for you and your family. We are available round the clock for answering banking questions or to arrange an appointment. Call us today on **0800 55 22 22** or email us at **privateclients@nedbank.co.za**. Apply online:

- the Nedbank Money app;
- Online Banking; or
- private-clients.nedbank.co.za.

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