

ORDER FORM

GENESIS CORPORATE PUBLICATIONS

FOR PROFESSIONALS, DIRECTORS, MEMBERS, COMPANY SECRETARIES, LECTURERS AND STUDENTS

MAKE IT YOUR OWN WITH YOUR LOGO & CONTACT DETAILS

- **PAYMENTS** TO BE MADE BY EFT / DIRECT BANK TRANSFER BY COMPLETING THIS FORM OR VIA INSTANT EFT or CREDIT CARD ONLINE AT: <https://www.genesiscorporate.co.za/publications>
- **HARD COPY** VERSION IS AVAILABLE WITH PLAIN COVERS OR CUSTOMISED WITH YOUR BUSINESS LOGO ON OUTSIDE OF FRONT AND BACK COVERS
- **CUSTOMISED BOOKS:** MIN. QUANTITY OPTIONS: 10 PER BUSINESS (no extra charge for artwork)

- **SOFT COPY E-BOOKS NOW AVAILABLE!** COVER INCLUDES YOUR LOGO / CORPORATE PROFILE (NO PLAIN COVERS PERMITTED) – NO EXTRA CHARGE TO YOU FOR PERSONALISED DESIGN AND ARTWORK! PASSWORD ENCRYPTION REQUIRED WITH PASSWORD OF YOUR CHOICE ON E-BOOKS
- **E-BOOK BENEFITS:** ● Unlimited Personnel Access ● Usability ● Functionality ● Read on any Device ● Read Anytime, Anywhere

- **AUDIOBOOKS** (Now Available!) **MP3 DOWNLOAD** (ELECTRONIC) OR **CD** OR **USB FLASHDRIVE**
- Listen Anytime, Anywhere ● Listen on Any Device / Car ● Listen while Multitasking ● MP3-Bluetooth Compatible

- **PRESENTATION NOTES** ARE SOFT COPY (ELECTRONIC, PDF) SENT BY EMAIL
- **VIDEOS INCLUDES NOTES + CPD** ARE MP4 DOWNLOADS (ELECTRONIC) SENT BY EMAIL

YOUR DETAILS / YOUR BUSINESS DETAILS

Responsible Person's Name:	
Business Name:	
Delivery Address:	
Postal Address:	
Tel:	Email Address:
Cell:	VAT Number:
Date:	Signature:

BANK DETAILS:

Account Name: Genesis Corporate Services

Bank: First National Bank, **Branch:** Plumstead Branch (201109), **Account Number:** 62021994795

VAT Number: 4940191655 | **Tel:** +27(0)82 820 4396 | **Cell:** +27(0)82 820 5338

Kindly put your name and business name as a reference when paying EFT. Tax Invoice to follow.

Email the order form and proof of payment to jayne@genesiscorporate.co.za or jayne@genesisonline.co.za or WhatsApp the order form to **+27(0)82 820 4396**

Once the order form is received, we will be in contact to receive your business and logo details for **Your Cover** orders.

***Full Whitelabel Covers Available for Additional Fee**

<https://www.genesiscorporate.co.za> or <https://www.genesisonline.co.za/>

FORTHCOMING PUBLICATIONS:

- SUCCESSION LAW HANDBOOK - TRUSTS, WILLS AND ESTATES
- DUE DILIGENCE AND BUSINESS HEALTH CHECK POCKET GUIDE
- COSEC POCKET GUIDE
- OWNER-MANAGED COMPANY POCKET GUIDE
- RISK MANAGEMENT POCKET GUIDE
- M&A AND VALUATIONS POCKET GUIDE
- COMPLIANCE POCKET GUIDE
- BUSINESS RESCUE POCKET GUIDE
- CORPORATE GOVERNANCE POCKET GUIDE

WE THANK YOU FOR YOUR BUSINESS

SINGLES ORDER FORM

GENESIS CORPORATE PUBLICATIONS

DESCRIPTION	ORDER	HARD COPY incl VAT	E-BOOK incl VAT	AUDIOBOOK MP3 Single-User,incl. VAT	AUDIOBOOK MP3 Multi-Users,incl. VAT	AUDIOBOOK USB / CD Single-User,incl. VAT	QTY	TOTALS
NOTES ON SOUTH AFRICAN COMPANIES ACT (3rd Ed) incl. Integrated Companies Act – 1800 pgs (B5 handbook)								
PLAIN COVER	Min 1	R2 295	R3 225					
YOUR COVER	Min 10	R2 095						
QUESTIONS & ANSWERS ON SOUTH AFRICAN COMPANIES ACT (3rd Ed) Over 600 Q&As (> 500 pgs, A5)								
PLAIN COVER	Min 1	R745	R1 995					
YOUR COVER	Min 10	R655						
COMPANY SECRETARY'S HANDBOOK Over 2000 Q&As for Companies Secretaries on the Companies Act and Secretarial Practices, Answered (±2000 pgs, B5)								
PLAIN COVER	Min 1	R2 995	R3 225					
YOUR COVER	Min 10	R2 295						
QUESTIONS & ANSWERS ON BUSINESS RESCUE Over 600 Q&As on Business Rescue and Winding-up of Companies and Close Corporations including the Business Rescue Practitioner (>950 pages, A5)								
PLAIN COVER	Min 1	R695	R1 995					
YOUR COVER	Min 10	R645						
QUESTIONS & ANSWERS ON POPI AND PAIA (2 nd Ed) Over 1000 Q&As on the Protection of Personal Information Act (POPI) and Promotion of Access to Information (PAIA) incl Regulations, Case Law, Forms, GDPR (EU) and DPA (UK) (> 1100 pgs, A5)								
PLAIN COVER	Min 1	R895	R2 995					
YOUR COVER	Min 10	R795						
DIRECTOR'S HANDBOOK Over 1750 Q&As for Company Directors and Prescribed Officers on the Companies Act and Corporate Governance (> 1500 pgs, A5)								
PLAIN COVER	Min 1	R1 995	R3 225					
YOUR COVER	Min 10	R1 495						
VRAE EN ANTWOORDE OOR DIE SUID-AFRIKAANSE MAATSKAPPYWET Meer as 450 V&A (500 bladsye A5)								
PLAIN COVER	Min 1	R545	R1 995					
YOUR COVER	Min 10	R515						
QUESTIONS AND ANSWERS FOR AUDITORS AND ACCOUNTANTS Over 365 Q&As on the Companies Act + Auditing Profession Act as amended (> 500 pgs, A5)								
PLAIN COVER	Min 1	R545	R1 995					
YOUR COVER	Min 10	R515						
QUESTIONS AND ANSWERS ON CLOSE CORPORATIONS FOR ACCOUNTING OFFICERS AND MEMBERS OF CCs Over 450 Q&As on the Companies Act + Close Corporations Act as amended (> 600 pgs, A5)								
PLAIN COVER	Min 1	R545	R1 995					
YOUR COVER	Min 10	R515						

OTHER SINGLES PACKS ON NEXT PAGE

*Soft Copy/PDF E-book **includes** Your Logo / Corporate Profile (No Plain Covers permitted) – no extra charge to you for the personalised cover design and artwork!

SINGLES ORDER FORM

GENESIS CORPORATE PUBLICATIONS

DESCRIPTION	ORDER	HARD COPY incl VAT	E-BOOK incl VAT	AUDIOBOOK MP3 Single-User,incl. VAT	AUDIOBOOK MP3 Multi-Users,incl. VAT	AUDIOBOOK USB / CD Single-User,incl. VAT	QTY	TOTALS
QUESTIONS & ANSWERS ON VALUATIONS Over 550 Q&As on Valuations of Businesses, Intellectual Property, Brands, Goodwill, Company Shares, Equity, Investment and Commercial Property (>500 pages, A5)								
PLAIN COVER	Min 1	R645	R1 995					
YOUR COVER	Min 10	R595						
VALUATIONS HANDBOOK Business, Brand, Company and Commercial Property Valuations								
PLAIN COVER	Min 1	R995	R3 225					
YOUR COVER	Min 10	R925						
CIPC COMPANIES ENFORCEMENT COMPLIANCE CHECKLIST:STATUTORY DISCLOSURES MASTERCLASS GUIDE								
PLAIN COVER	Min 1	R750	R2 325 (incl MP4 VIDEO + CPD)					
PLAIN COVER incl MP4 VIDEO + CPD	Min 10	R2 325						
QUESTIONS & ANSWERS ON CORPORATE GOVERNANCE Over 550 Q&As on Good Corporate Governance Principles and Practices for Effective and Ethical Leadership including King IV™ Code of Conduct for Public and Private Sectors (> 500 pages, A5)								
PLAIN COVER	Min 1	R645	R1 995	R795	R1 995	R795		
YOUR COVER	Min 10	R595						
QUESTIONS & ANSWERS ON POPIMED Over 800 Questions on the Protection of Personal Information Act, Act No. 4 of 2013 for the Medical and Health Professions (> 800 pgs, A5)								
PLAIN COVER	Min 1	R695	R1 995	R795	R1 995	R795		
YOUR COVER	Min 10	R645						
BENEFICIAL OWNERSHIP POCKET GUIDE Over 350 Questions on Beneficial Ownership and Beneficial Interest Compliance for Companies, Trusts, Close Corporations and Partnership Entities to meet the requirements of the Companies Act, Companies Amendment Acts, Trust Property Control Act and FICA requirements. (± 500 pages, A6)								
PLAIN COVER	Min 1	R495	R1 495					
YOUR COVER	Min 10	R454						
DIRECTORS POCKET GUIDE Companies Act and Corporate Governance Best Practices for Directors and Prescribed Officers (+/- 900 pages, A6)								
PLAIN COVER	Min 1	R895	R2 995					
YOUR COVER	Min 10	R795						
ENTREPRENEURS POCKET GUIDE Pocket Guide for New and Existing Entrepreneurs and Business Owners - How to Start, Stay and Succeed in Your Business (+/- 500 pages, A6) NEW! LAUNCH PRICE!								
PLAIN COVER	Min 1	R395	R995					
YOUR COVER	Min 10	R315						
KING V™ POCKET GUIDE Practical Guide to Govern and Direct based on the King V Code on Corporate Governance™ for Sustainable Value Creation (A6) NEW! LAUNCH PRICE!								
PLAIN COVER	Min 1	R795	R1 995					
YOUR COVER	Min 10	R715						
SUB-TOTAL BOOK(S) including VAT & excluding courier & packaging							QTY	
+ PRIVATE DOOR-TO-DOOR COURIER & PACKAGING (20% OF SUB-TOTAL)*OR Collection OR Your Courier OR Fixed Postnet-to-Postnet								+ 20%
TOTAL DUE / TOTAAL VERSKULDIG								

*Soft Copy/PDF E-book includes Your Logo / Corporate Profile (No Plain Covers permitted) – no extra charge to you for the personalised cover design and artwork!

COMBOS ORDER FORM

GENESIS CORPORATE PUBLICATIONS

DESCRIPTION	ORDER	HARD COPY incl VAT	E-BOOK incl VAT	AUDIOBOOK MP3 Single-User,incl. VAT	AUDIOBOOK MP3 Multi-Users,incl. VAT	AUDIOBOOK USB / CD Single-User,incl. VAT	QTY	TOTALS
COMBO #1: BENEFICIAL OWNERSHIP POCKET GUIDE AND QUESTIONS & ANSWERS ON SA COMPANIES ACT (English or Afrikaans)								
PLAIN COVER	Min 1	R969	R2 545					
COMBO #2: NOTES ON SA COMPANIES ACT (3rd Ed, English) AND QUESTIONS & ANSWERS ON SA COMPANIES ACT (English or Afrikaans)								
PLAIN COVER	Min 1	R2 585	R4 435					
COMBO #3: COMPANY SECRETARY'S HANDBOOK + NOTES ON SA COMPANIES ACT HANDBOOK (3rd Ed, English)								
PLAIN COVER	Min 1	R4 495	R5 395					
COMBO #4: COMPANY SECRETARY'S HANDBOOK + Q&As ON SOUTH AFRICAN COMPANIES 3rd Ed (Eng/Afrik)								
PLAIN COVER	Min 1	R3 365	R4 435					
COMBO #5: COMPANY SECRETARY'S HANDBOOK + DIRECTOR'S HANDBOOK								
PLAIN COVER	Min 1	R3 995	R5 395					
COMBO #6: DIRECTOR'S HANDBOOK + VALUATIONS HANDBOOK								
PLAIN COVER	Min 1	R2 115	R5 195					
COMBO #7: VALUATIONS HANDBOOK + Q&As ON VALUATIONS								
PLAIN COVER	Min 1	R1 395	R4 425					
COMBO #8: VALUATIONS HANDBOOK + Q&As FOR AUDITORS AND ACCOUNTANTS								
PLAIN COVER	Min 1	R1 395	R4 425					
COMBO #9: Q&As ON VALUATIONS + Q&As FOR AUDITORS AND ACCOUNTANTS								
PLAIN COVER	Min 1	R1 015	R3 195					
COMBO #10: Q&As ON POPI AND PAIA 2nd Ed + Q&As ON SA COMPANIES ACT 3rd Ed (Eng/Afrik)								
PLAIN COVER	Min 1	R1 475	R3 995					
COMBO #11: DIRECTOR'S HANDBOOK + Q&As ON SA COMPANIES ACT 3rd Ed (Eng/Afrik)								
PLAIN COVER	Min 1	R2 010	R4 435					
COMBO #12: V&A OOR SA MAATSKAPPYWET (Afrik) + Q&As ON SA COMPANIES ACT 3rd Ed (Eng)								
PLAIN COVER	Min 1	R1 160	R3 195					
OTHER COMBOS & VALUE PACKS ON NEXT PAGE								

COMBOS & VALUE PACKS ORDER FORM

GENESIS CORPORATE PUBLICATIONS

DESCRIPTION	ORDER	HARD COPY (incl VAT)	E-BOOK (incl VAT)	AUDIOBOOK MP3 Single-User,incl. VAT	AUDIOBOOK MP3 Multi-Users,incl. VAT	AUDIOBOOK USB / CD Single-User,incl. VAT	QTY	TOTALS
COMBO #13: Q&As FOR AUDITORS AND ACCOUNTANTS + Q&As ON SA COMPANIES ACT 3rd Ed (Eng/Afrik)								
PLAIN COVER	Min 1	R1 160	R3 195					
COMBO #14: Q&As FOR CLOSE CORPORATIONS + Q&As ON SA COMPANIES ACT 3rd Ed (Eng/Afrik)								
PLAIN COVER	Min 1	R1 160	R3 195					
COMBO #15: Q&As ON BUSINESS RESCUE + Q&As ON SA COMPANIES ACT 3rd Ed (Eng/Afrik)								
PLAIN COVER	Min 1	R1 295	R3 295					
COMBO #16: NOTES ON SA COMPANIES ACT (3rd Ed, English) + Q&As ON CORPORATE GOVERNANCE								
PLAIN COVER	Min 1	R2 645	R4 435					
COMBO #17: COMPANY SECRETARY'S HANDBOOK + Q&As ON CORPORATE GOVERNANCE								
PLAIN COVER	Min 1	R3 275	R4 435					
COMBO #18: DIRECTOR'S HANDBOOK + Q&As ON CORPORATE GOVERNANCE								
PLAIN COVER	Min 1	R1 825	R4 435					
COMBO #19: CIPC COMPANIES ENFORCEMENT COMPLIANCE CHECKLIST GUIDE + COMPANY SECRETARY'S HANDBOOK								
PLAIN COVER	Min 1	R3 370	R4 725					
COMBO #20: CIPC COMPANIES ENFORCEMENT COMPLIANCE CHECKLIST GUIDE + Q&As ON CORPORATE GOVERNANCE								
PLAIN COVER	Min 1	R1 185	R3 675					
COMBO #21: CIPC COMPANIES ENFORCEMENT COMPLIANCE CHECKLIST GUIDE + NOTES ON SOUTH AFRICAN COMPANIES ACT (3rd Ed, English)								
PLAIN COVER	Min 1	R2 740	R4 715					
COMBO #22: CIPC COMPANIES ENFORCEMENT COMPLIANCE CHECKLIST GUIDE + Q&As ON SA COMPANIES ACT (Eng/Afrik)								
PLAIN COVER	Min 1	R1 345	R3 675					
COMBO #23: COMPANY SECRETARY'S HANDBOOK + Q&As ON POPI and PAIA 2nd Ed								
PLAIN COVER	Min 1	R3 495	R4 695					
COMBO #24: DIRECTOR'S HANDBOOK + Q&As ON POPI and PAIA 2nd Ed								
PLAIN COVER	Min 1	R1 990	R4 695					
COMBO #25: Q&As ON POPIMED + Q&As ON SOUTH AFRICAN COMPANIES ACT 3rd Ed (Eng / Afrik)								
PLAIN COVER	Min 1	R1 475	R3 195					
COMBO #26: Q&As ON POPIMED + Q&As ON POPI AND PAIA 2nd Ed								
PLAIN COVER	Min 1	R1 355	R3 995					
OTHER COMBOS & VALUE PACKS ON NEXT PAGE								

COMBOS & VALUE PACKS ORDER FORM

GENESIS CORPORATE PUBLICATIONS

DESCRIPTION	ORDER	HARD COPY (incl VAT)	E-BOOK (incl VAT)	AUDIOBOOK MP3 Single-User,incl. VAT	AUDIOBOOK MP3 Multi-Users,incl. VAT	AUDIOBOOK USB / CD Single-User,incl. VAT	QTY	TOTALS
COMBO #27: DIRECTORS POCKET GUIDE + BENEFICIAL OWNERSHIP POCKET GUIDE								
PLAIN COVER	Min 1	R995	R2 495					
COMBO #28: DIRECTORS POCKET GUIDE + NOTES ON SOUTH AFRICAN COMPANIES ACT HANDBOOK								
PLAIN COVER	Min 1	R3 370	R4 725					
COMBO #29: ENTREPRENEURS POCKET GUIDE + QUESTIONS & ANSWERS ON SOUTH AFRICAN COMPANIES ACT								
PLAIN COVER	Min 1	R995	R2 990					
COMBO #30: KING V™ POCKET GUIDE + DIRECTORS POCKET GUIDE LAUNCH!								
PLAIN COVER	Min 1	R1 455	R3 995					
COMBO #31: KING V™ POCKET GUIDE + QUESTIONS & ANSWERS ON CORPORATE GOVERNANCE LAUNCH!								
PLAIN COVER	Min 1	R1 095	R2 990					
SPECIAL 3 IN 1 COMBOS NEW								
COMBO #32: NOTES ON SA COMPANIES ACT 3RD ED (ENG) + DIRECTOR'S HANDBOOK + COMPANY SECRETARY'S HANDBOOK								
PLAIN COVER	Min 1	R5 995	R7 995					
COMBO #33: DIRECTOR'S HANDBOOK + COMPANY SECRETARY'S HANDBOOK + POPI AND PAIA 2ND EDITION								
PLAIN COVER	Min 1	R4 845	R6 995					
COMBO #34: DIRECTOR'S HANDBOOK + COMPANY SECRETARY'S HANDBOOK + Q&AS ON CORPORATE GOVERNANCE								
PLAIN COVER	Min 1	R4 620	R6 995					
COMBO #35: DIRECTORS POCKET GUIDE + BENEFICIAL OWNERSHIP POCKET GUIDE + ENTREPRENEURS POCKET GUIDE								
PLAIN COVER	Min 1	R1 395	R2 995					
VALUE PACK : RECEIVE THE COMPLETE SET OF THE ABOVE CORPORATE PUBLICATIONS AT A SPECIAL OFFER !								
VALUE PACK : (ENGLISH ONLY)	Min 1	R12 595	R32 995					
		SAVE R3 388!	SAVE R6 995!					
VALUE PACK : (ENGLISH + AFRIKAANS)	Min 1	R12 995	R33 990					
		SAVE R3 739!	SAVE R7 545!					
SUB-TOTAL BOOK(S) including VAT & excluding courier & packaging							QTY	
+ PRIVATE DOOR-TO-DOOR COURIER & PACKAGING (20% OF SUB-TOTAL) *OR Collection OR Your Courier OR Fixed Postnet-to-Postnet								+ 20%
TOTAL DUE / TOTAAL VERSKULDIG								

PERSONALISED CUSTOM COVERS THAT CAN BE DONE FOR YOUR ORGANISATION

CUSTOMISED HARD COPY COVERS



CUSTOMISED E-BOOK COVERS



Note

- Design work at no extra charge!
- Hard copies subject to minimum 10 units order
- E-Book full whitelabel option available at an additional R1000 ex VAT fee

GENESIS CORPORATE PUBLICATIONS

for Company Directors, Members of CCs, Professionals, Lecturers & Students (subject to e&o)

**NOTES ON SOUTH AFRICAN
COMPANIES ACT HANDBOOK (3rd Ed)**

DIRECTOR'S HANDBOOK

**DIRECTORS
POCKET GUIDE**

**QUESTIONS & ANSWERS FOR
AUDITORS AND ACCOUNTANTS
ON THE COMPANIES ACT AND
AUDITING PROFESSION ACT**

**QUESTIONS & ANSWERS FOR
ACCOUNTING OFFICERS & MEMBERS
OF CCs ON THE COMPANIES ACT AND
CLOSE CORPORATIONS ACT**

**QUESTIONS & ANSWERS
ON POPI AND PAIA (2nd Ed)**

**CIPC COMPANIES ENFORCEMENT
COMPLIANCE CHECKLIST:
STATUTORY DISCLOSURES**

**POPiMED HANDBOOK
POPI and PAIA for the Medical Sector**

**QUESTIONS & ANSWERS ON SOUTH
AFRICAN COMPANIES ACT* (3rd Ed)**

**VRAE EN ANTWOORDE OOR DIE
SUID-AFRIKAANSE MAATSKAPPYWET**

**QUESTIONS & ANSWERS ON
BUSINESS RESCUE AND WINDING -
UP AND THE PRACTITIONER**

**COMPANY SECRETARY'S
HANDBOOK**

**VALUATIONS HANDBOOK
BUSINESS, BRAND,
COMPANY & COMMERCIAL
PROPERTY VALUATIONS**

Q&As on
Valuations
Now Available!

**QUESTIONS & ANSWERS
ON CORPORATE GOVERNANCE**

**BENEFICIAL OWNERSHIP
POCKET GUIDE**

**ENTREPRENEURS
POCKET GUIDE**

**KING V™
POCKET GUIDE**



GENESIS TRAINING

MP4 TRAINING VIDEO DOWNLOAD AND PRESENTATION NOTES

VIRTUAL AND IN-HOUSE TRAINING AVAILABLE

SERIES 1: BUSINESS LEGISLATION AND CORPORATE GOVERNANCE SERIES

1. Beneficial Ownership Unpacked
2. Companies Act Amendments - Impact and Implementation (Acts 16 and 17 of 2024)
3. CIPC Companies Enforcement Compliance Checklist: Statutory Disclosures
4. King V™ Made Easy: Principles and Recommended Practices and Governance Disclosures & Outcomes
5. Corporate Governance Made Easy
6. Companies Act Made Easy including MOI and Public Interest Score
7. Types and Categories of Companies: Profit versus Non- Profit Companies (NPCs, NPOs, NGOs and PBOs)
8. Shareholder Governance, Shareholder Matters and the Shareholders Agreement
9. Close Corporations Made Easy and Impact of the New Companies Act on CCs
10. Fundamental Transactions Made Easy: Fundamental and Affected Transactions and Regulated Companies, Mergers, Acquisitions, Disposals, Offers, Schemes of Arrangements and Squeeze-Outs
11. 3 in 1 Compliance: Consumer Protection Act (CPA), PoPI and PAIA
12. Corporate Tests of the new Companies Act and Failure Prediction

SERIES 2: BUSINESS, BRAND, EQUITY AND PROPERTY VALUATIONS SERIES

1. Business Valuation Challenges, Strategic Decisions and Rigged Valuations
2. Business Valuation Methods
3. Valuations and Risk Assessment
4. Business Valuations and Tax Implications
5. Brand, IP Rights, Goodwill and Intangible Assets Valuations
6. How to Value a Trust
7. How to Value a Start-up Business and New Venture
8. How to Value Goodwill
9. How to Value a Professional Practice
10. How to Value an ICT Company and Software
11. Business Valuations Process : Step-by-Step
12. Commercial and Investment Property Valuations
13. How to Critically Analyse and Audit a Valuation Report
14. Business Valuation Cases Part 1: Legal Entity and Ownership, Sole Proprietorships, Partnerships, SBC, Family Owned, Owner Managed, Personal Services, Farming, Fishing, Mining, Insurance and Brokerage, Health Spa and Exercise Gym
15. Business Valuation Cases Part 2: Private v Public Company, Majority v Minority Shareholders Interest, ICT and Software Company, Hospitality Hotels and Resorts, B&Bs, Medical Practice, Professional Practice, Construction and Property Development, Marketing and Advertising, Capital Intensive v Labour Intensive v IP Intensive
16. Buying and Selling Businesses and Business Valuations
17. Fiduciary Valuations

SERIES 3: BOARD, DIRECTOR AND BOARD COMMITTEE SERIES

1. New Director Induction
2. Directors and Prescribed Officers Duties and Liabilities (Roles and Responsibilities)
3. Board Governance and Board Matters: Election, Appointment, Resolutions, Remuneration, Removal, Resignation, Retirement and Vacancies
4. Director Toolkit, Skills Assessment and Board Performance Evaluation and Appraisal
5. Board Committees Made Easy: The Big 5 - SECOM, Audit, Risk, Remuneration and Nomination Committees

SERIES 4: FINANCIAL MANAGEMENT, BUSINESS PERFORMANCE, RISK MANAGEMENT AND STRATEGY SERIES

1. How to Read Financial Statements: Finance for Non-Financial and Financial Professionals and Managers
2. Finance Fundamentals including Financial Statement Analysis, Financial Ratio Analysis and Financial Literacy include 6 Ways to Double Your Profits
3. Business Health Check and Financial Health Check
4. Integrated Due Diligence and Buying and Selling a Business
5. Strategic Planning and the Winning Business Model
6. Strategic and Enterprise Risk Management (SRM + ERM): Internal Controls, Internal Audit, Risk Committee and the Risk Management Plan
7. Business Continuity and Succession Planning
8. Professional Practice Management Best Practices and Ethical Standards including the IESBA Code and Money Laundering Red Flags
9. Debt versus Equity Decision: Financing Strategy and Structure, Capital Budgeting, Financial Risk and what's wrong with WACC?
10. Working Capital and Cash Flow Management: How to Reduce Bad Debts
11. Performance Management and the Balanced Scorecard
12. Franchising Made Easy
13. How to Save a Struggling Business and Turnaround Action Plan
14. Business Plans Made Easy

SERIES 5: ENTREPRENEURSHIP SERIES **PENDING**

1. How to Start your Own Business
2. How to Develop a Marketing and Sales Plan
3. How to Develop a Financial Plan
4. How to Manage Cash Flow in your Business
5. How to Motivate and Manage your Employees
6. How to Develop a New Business Model
7. How to Develop a Daily Dashboard for your Business
8. How to Survive and Succeed in a Recession and SME Toolkit
9. 1 Year Survival and Strategy Plan for your Business
10. Business Plans Made Easy (Available)

GENESIS TRAINING

MP4 TRAINING VIDEO DOWNLOAD AND PRESENTATION NOTES

VIRTUAL AND IN-HOUSE TRAINING AVAILABLE

SERIES 6: POPI ACT AND PAIA ACT COMPLIANCE SERIES

Protection of Personal Information Act and Promotion of Access to Information Act

1. POPI Act Made Easy: Protection of Personal Information Act including POPI Regulations, Manual and Forms
2. PAIA Act Made Easy: Promotion of Access to Information Act including PAIA Regulations, Manual and Forms
3. PAJA Act Made Easy: **PENDING** Promotion of Administrative Justice Act including PAJA Regulations and Rules
4. POPI Compliance Framework and Key POPI Role Players
5. POPI Information Officer Duties and Responsibilities
6. POPI and Employees for Employers and Employees: Rights, Roles and Responsibilities
7. POPI Dox: Policies, Reports, Registers, Notices, Forms, PAIA Manual, Data Mapping, Information Officer Declarations
8. POPI Step by Step Implementation, Impact Assessment and GAP Analysis

SERIES 7: FIDUCIARIES, FINANCIAL PLANNING, ESTATES, WILLS AND TRUSTS SERIES

1. Trust Governance and Trust Administration
2. Estate Planning Made Easy
3. Wills Made Easy and How to Draft a Will
4. Fiduciary Valuations
5. How to Value a Trust

SERIES 8: BUSINESS RESCUE AND TURNAROUNDS SERIES

1. Business Rescue, Winding-up and Turnarounds Made Easy
2. How to Draft a Business Rescue Plan
3. Business Health Check and Financial Health Check
4. How to Save Struggling Businesses and Turnaround Action Plans
5. Buying and Selling Businesses and Business Valuations

SERIES 9: B-BBEE SERIES

1. B-BBEE Made Easy : B-BBEE in a Nutshell
2. B-BBEE Ownership Principles and Scorecard
3. B-BBEE Ownership Types and Structures
4. B-BBEE Ownership and Automatic BBBEE Status
5. B-BBEE Ownership And Use Of Trusts

SERIES 10: TAXATION SERIES

1. ABC of VAT Part 1: VAT (Value Added Tax) Made Easy
2. ABC of VAT and TAX Part 2: Tax Administration, PAJA, Disputes, Objections and Appeals
3. Small Business Corporation Tax (SBC) Made Easy
4. Everything you Need to Know about Tax Assessments and Assessed Losses

SERIES 11: IFRS AND ASSURANCE SERIES

1. Audit versus Independent Review for Companies, Close Corporations and the Owner-Managed Entity
2. IFRS for SMEs Made Easy Part 2 - Accounting Policies, Estimates and Errors, Basic Financial Instruments, Other Financial Instrument Issues, Inventories, Investment in Associates, Investments in Joint Ventures
3. IFRS for SMEs Made Easy Part 4 - Provisions and Contingencies, Liability and Equity, Revenue

• **Videos** = MP4 Download (by email). DVD available on request

• **Presentation Notes** = Electronic soft copy (sent by email). Hard copies couriered on request.

• **Prices and Combo Specials** viewable online or request order form. Order online at www.genesiscorporate.co.za or email info@genesiscorporate.co.za
Order online at www.genesisonline.co.za or email info@genesisonline.co.za Or phone +27(0)82 820 4396 / +27(0)82 820 5338

• **Live and In-House Training Events** Programmes viewable at www.genesiscorporate.co.za or www.genesisonline.com

• **Corporate Publications** for Professionals, Directors, Members, Lecturers & Students viewable at www.genesiscorporate.co.za or www.genesisonline.co.za

GENESIS VIDEOS, AUDIOBOOKS AND PRESENTATION NOTES PRICING SCHEDULE

TRAINING VIDEOS, AUDIOBOOKS AND PRESENTATION NOTES

SINGLES: Presentation Notes and Videos

- **PRESENTATION NOTES*: Electronic soft copy PDF notes**
R 650 incl. VAT (except King V™ and Masterclasses: R 850 incl. VAT)
- **MP4 VIDEO DOWNLOAD*: Your own copy to keep, no time limit + Notes + CPD**
R 1725 incl. VAT (except King V™ and Masterclasses: R 2875 incl. VAT)

Please CIRCLE and List Series Name(s) and Corresponding Number(s)

TOTAL DUE (incl.VAT) List Series Name & Corresponding Number	R
---	----------

COMBOS: Presentation Notes "Mix-and-Match"

COLUMN **A**: **SPECIAL PRICE** (including VAT)

COLUMN **B**: **NORMAL PRICE** (including VAT)

COMBOS: Presentation Notes "Mix-and-Match"	A	B	TOTAL
2 in 1 COMBO: Choose any 2 individual titles/topics	R 1170	R 1300	
3 in 1 COMBO: Choose any 3 individual titles/topics	R 1750	R 1950	
5 in 1 COMBO: Choose any 5 individual titles/topics	R 2825	R 3250	
7 in 1 COMBO: Choose any 7 individual titles/topics	R 3675	R 4550	
10 in 1 COMBO: Choose any 10 individual titles/topics	R 5100	R 6500	
TOTAL (incl.VAT) List Series Name & Correspon. Number	R		

COMBOS: Training Videos "Mix-and-Match"

COLUMN **A**: **MP4 Downloads* Video + Notes + CPD: SPECIAL PRICE** (incl.VAT)

COLUMN **B**: **MP4 Downloads* Video + Notes + CPD: NORMAL PRICE** (incl. VAT)

COMBOS: Training Videos "Mix-and-Match"	A	B	TOTAL
2 in 1 COMBO: Choose any 2 individual titles/topics	R 3400	R 4000	
3 in 1 COMBO: Choose any 3 individual titles/topics	R 4950	R 6000	
5 in 1 COMBO: Choose any 5 individual titles/topics	R 8250	R 10 000	
7 in 1 COMBO: Choose any 7 individual titles/topics	R 11 550	R 14 000	
10 in 1 COMBO: Choose any 10 individual titles/topics	R 15 950	R 20 000	
TOTAL (incl.VAT) List Series Name & Correspon. Number	R		

AUDIOBOOKS ON NEXT PAGE

* **CAVEAT:** PDF Notes and videos emailed on presentation of training topic

Delegate Notes from the Webinar Presentation sent as a Download (PDF). Hard copy can be sent on request subject to additional costs.

PRICES & SPECIAL OFFER: PURCHASE MP4 AND GET A FREE COPY OF THE PRESENTATION NOTES!

GENESIS VIDEOS, AUDIOBOOKS AND PRESENTATION NOTES PRICING SCHEDULE

TRAINING VIDEOS, AUDIOBOOKS AND PRESENTATION NOTES

- **AUDIOBOOKS** (Now Available!) **MP3 DOWNLOAD** (ELECTRONIC) OR **CD** OR **USB FLASHDRIVE**
- Listen Anytime, Anywhere • Listen on Any Device / Car • Listen while Multitasking • MP3-Bluetooth Compatible

AUDIOBOOKS - MASTERCLASS +/- 6 - 8 hours **LAUNCH PRICE until 2026**

CD / USB per Single User: R 995 incl VAT audiobook only incl FREE CD/USB Post-launch Price: R1495 incl vat incl CD/USB.
 CD / USB per Single User: R 1595 incl VAT incl FREE CD/USB with Notes + CPD! Post-launch Price: R1995 incl vat.

MP3 per Single User: R 995 incl VAT audiobook Post-launch Price: R1395 incl vat incl CD/USB.
 MP3 per Single User: R 1595 incl VAT with Notes + CPD! Post-launch Price: R1895 incl vat.

MP3 Multi-Users: R 2095 incl VAT audiobook only Post-launch Price: R2495 incl vat.
 MP3 Multi-Users: R 2595 incl VAT with Notes + CPD! up to 3 CPDs, R550 ex per additional CPD. Post-launch Price: R2995 incl vat.

AUDIOBOOKS - SHORTS +/- 2.5 - 4 hours **LAUNCH PRICE until 2026**

CD / USB per Single User: R 695 incl VAT audiobook only incl. Free CD/USB Post-launch Price: R1395 incl vat incl CD/USB
 CD / USB per Single User: R 995 incl VAT audiobook only with Notes + CPD! incl. Free CD/USB Post-launch Price: R1595 incl vat

MP3 per Single User: R 695 incl VAT audiobook only Post-launch Price: R1295 incl vat.
 MP3 per Single User: R 995 incl VAT with Notes + CPD! Post-launch Price: R1495 incl vat.

MP3 Multi-Users: R 1395 incl VAT audiobook only Post-launch Price: R1795 incl vat)
 MP3 Multi-Users: R 1595 incl VAT with Notes + CPD! (up to 3 CPDs, R550 ex per additional CPD. Post-launch Price: R1995 incl vat

COMBOS: AUDIOBOOKS

Training Series Audiobooks: MP3 / CD / USB "Mix and Match"

COLUMN **A: SPECIAL PRICE** (including VAT) until 2026

COLUMN **B: NORMAL PRICE** (including VAT) post 2026

COMBOS: AUDIOBOOKS Only "Mix and Match"			
Shorts and/or Masterclasses: MP3/USB/CD* per Single-User *extra R100 for USB/CD for device+courier	A	B	TOTAL
2 in 1 COMBO: Choose any 2 individual titles/topics	R 2200	R 2590	
3 in 1 COMBO: Choose any 3 individual titles/topics	R 3300	R 3885	
5 in 1 COMBO: Choose any 5 individual titles/topics	R 4655	R 5475	
7 in 1 COMBO: Choose any 7 individual titles/topics	R 7700	R 9065	
10 in 1 COMBO: Choose any 10 individual titles/topics	R 11 000	R 12 950	
TOTAL (incl.VAT) List Series Name & Correspon. Number	R		

COMBOS: AUDIOBOOKS incl Notes and CPD "Mix and Match"			
Shorts and/or Masterclasses: MP3/USB/CD* per Single-User *extra R100 for USB/CD for device+courier	A	B	TOTAL
2 in 1 COMBO: Choose any 2 individual titles/topics	R 2540	R 2990	
3 in 1 COMBO: Choose any 3 individual titles/topics	R 3810	R 4485	
5 in 1 COMBO: Choose any 5 individual titles/topics	R 6353	R 7475	
7 in 1 COMBO: Choose any 7 individual titles/topics	R 8895	R 10 465	
10 in 1 COMBO: Choose any 10 individual titles/topics	R 12 707	R 14 950	
TOTAL (incl.VAT) List Series Name & Correspon. Number	R		

**SPECIAL AUDIOBOOKS LAUNCH
DON'T MISS OUT!**

SNEAK PEEK AT ALL THE GENESIS CORPORATE PUBLICATIONS CHAPTER GUIDES

for Company Directors, Members of CCs, Professionals, Lecturers & Students



Publisher: Genesis Corporate Services ©

Work: +27(0) 82 820 4396 | Cell: +27(0) 82 820 5338 | Email: jayne@genesiscorp.co.za

Available online at www.genesiscorp.co.za | EFT and Credit Card available

Designer: Chrissie Bosman Designs

Answers on SOUTH AFRICAN COMPANIES ACTS

2015 HANDBOOK ± 1100 PAGES | AS BOOK ± 460 PAGES

OVER 500 QUESTIONS & ANSWERS

• ADDITIONAL SUB-CHAPTER WINDING-UP OF INSOLVENT COMPANIES
• NEW IBSA (REVISED 2016) UPDATES EFFECTIVE 15 APRIL 2016
• EXPANDED BUSINESS AND FINANCIAL ASSISTANCE
• FOUR TIMES ENHANCED INDEX

FOCUSED TOPICS WITH DETAILED EXPLANATIONS AND APPLICATIONS

- SOLVENCY AND LIQUIDITY TEST AND COMPANY FINANCE
- CLASSES OF SHARES AND SHARE TRANSACTIONS
- DISTRIBUTIONS AND DIVIDENDS
- SHAREHOLDER RIGHTS, MEETINGS AND RESOLUTIONS
- BOARD ROLE, MEETINGS AND RESOLUTIONS
- BOARD COMMITTEES AND THE AUDIT COMMITTEE
- LIABILITY OF DIRECTORS AND PREScribed OFFICERS
- INDEMNIFICATION AND DIRECTORS' INSURANCE
- BUSINESS JUDGEMENT RULE
- ACCOUNTING RECORDS AND FINANCIAL STATEMENTS
- FINANCIAL REPORTING STANDARDS, PI SCORE & ASSURANCE FRAMEWORK
- OWNER-MANAGED COMPANIES AND OWNER-MANAGED CLOSE CORPORATIONS
- RIGHTS AND RESTRICTED FUNCTIONS OF AUDITORS

GUIDELINES ON IMPLEMENTING KEY SECTIONS OF THE COMPANIES ACT

- SOLVENCY AND LIQUIDITY TEST DECISION TREE
- VALIDITY OF COMPANY'S ACTIONS DECISION TREE
- CONDITIONS FOR LENDING FINANCIAL ASSISTANCE
- GUIDELINES FOR SELECTING ASSURANCE OR REVIEW FUNCTION
- NOTICE OF MEETINGS FRAMEWORK
- ORDINARY RESOLUTIONS VERSUS SPECIAL RESOLUTIONS
- RECKLESS TRADING DECISION TREE
- FINANCIAL REPORTING STANDARDS SCORING SYSTEM
- AUDITING PROFESSION ACT VERSUS COMPANIES ACT
- CONVERSION OF PAR VALUE SHARES INTO NON-PAR VALUE SHARES
- SUMMARY OF DIRECTORS' AND PREScribed OFFICERS' INSURANCE
- STATUTORY DUTIES OF DIRECTORS AND PREScribed OFFICERS
- DISCLOSURE OF DIRECTORS' PERSONAL FINANCIAL INTERESTS
- COMPANIES ACT COMPLIANCE CHECKLIST
- CONTRAVENTION OF THE STATUTORY CODE OF CONDUCT OF A DIRECTOR

KEY CONCEPTS AND DEFINITIONS EXPLAINED

- PROFIT AND NON-PROFIT COMPANIES
- RELATED AND INTER-RELATED PERSONS
- PREScribed OFFICERS
- CORPORATE OPPORTUNITY
- CONFIDENTIAL DISCLOSURES
- DELINQUENT DIRECTORS
- PROBATIONARY DIRECTORS
- APPRAISAL RIGHTS
- COMPANY RULES
- SOLVENCY AND LIQUIDITY TEST
- VALIDITY OF A COMPANY'S ACTIONS
- STATUTORY AND NON-STATUTORY AUDIT CONTROL
- FUNDAMENTAL TRANSACTIONS

SUPPORTING NOTES:

- TYPES OF COMPANIES AND COMPLIANCE REQUIREMENTS
- ALTERABLE PROVISIONS OF THE COMPANIES ACT
- COMPANIES AND CLOSE CORPORATIONS REQUIRED TO BE AUDITED OR INDEPENDENTLY REVIEWED
- TYPES OF SHAREHOLDERS' ORDINARY AND SPECIAL RESOLUTIONS
- TYPES OF BOARD RESOLUTIONS
- BOARD COMMITTEES COMPARATIVE TABLE
- KING III SUMMARY OF PRINCIPLES
- STATUTORY DUTIES OF DIRECTORS AND PREScribed OFFICERS
- COMPARISON BETWEEN ACCOUNTING RECORDS, FINANCIAL STATEMENTS AND ANNUAL FINANCIAL STATEMENTS
- DIFFERENCES UNDER THE 2008 COMPANIES ACT VERSUS 1973 COMPANIES ACT
- JSE LISTINGS REQUIREMENTS AND THE 2008 COMPANIES ACT
- 2008 COMPANIES ACT VERSUS 2005 AUDITING PROFESSION ACT
- CPC-PREScribed FORMS AND FEES
- PLUS INTEGRATED AND CONSOLIDATED COMPANIES ACT (Companies Act 71 of 2008 incl. Companies Amendment Act 3 of 2011 & Companies Regulations, 2011)

• WHAT IS A REPORTABLE/IRREGULARITY?
• HOW IS CAPITAL MAINTENANCE CHANNELED UNDER THE COMPANIES ACT 2008?
• WHO MAY CALL A SHAREHOLDERS MEETING?
• WHAT IS THE DIFFERENCE BETWEEN A STATUTORY AUDIT AND A VOLUNTARY AUDIT?
• WHAT ARE THE INSTANCES WHEN A COMPANY MUST APPLY THE SOLVENCY AND LIQUIDITY TEST?
• MAYA TRUST BE A DIRECTOR OF A COMPANY?
• WHO ARE LEGALLY BOUND BY A COMPANY'S MEMORANDUM OF INCORPORATION AND RULES?
• MAY A PARTNERSHIP OR JURISTIC PERSON BE APPOINTED AS COMPANY SECRETARY?
• WHAT ARE THE STATUTORY LIABILITIES OF A COMPANY SECRETARY?
• MAY A COMPANY SECRETARY SIGN A BOARD RESOLUTION?
• HOW IS THE INTEREST OF OMNIPARTY SHAREHOLDERS PROTECTED?
• WHEN MUST A PRIVATE COMPANY HAVE AN AGM?
• HOW MANY MEMBERS SHOULD A BOARD CONSIST OF AND HOW DO YOU DETERMINE THAT NUMBER?
• WHAT IS THE DIFFERENCE BETWEEN A DIRECTOR AND PREScribed OFFICER IN THE 2008 ACT?
• IS THERE A DIFFERENCE IN LAW BETWEEN THE DUTIES AND LIABILITIES OF EXECUTIVE DIRECTORS AND NON-EXECUTIVE DIRECTORS?
• UNDER WHAT CIRCUMSTANCES IS AN OWNER-MANAGED COMPANY'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• WHO CAN SERVE AS A DIRECTOR OF A NON-PROFIT COMPANY AND WHAT WILL BE EXPECTED OF THEM?
• WHAT ARE THE DEFENCES FOR A DIRECTOR?
• UNDER WHAT CIRCUMSTANCES IS A CLOSE CORPORATION'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• SHOULD INDEPENDENT REVIEWERS BE ROTATED TO AUDIT COMPANIES?
• WHAT IS THE GOING CONCERN TEST IN RELATION TO THE COMPANIES ACT AND THE NEW INTERNATIONAL AUDITING STANDARDS RULES?
• WHY SHOULD A COMPANY CUSTOMISE ITS MEMORANDUM OF INCORPORATION?
• WHAT PROVISIONS SHOULD BE OBTAINED IN A SHAREHOLDERS AGREEMENT?
• WHO HAS ACCESS TO COMPANY RECORDS?
• WHAT IS THE RISK EMBEDDED IN SHARE OPTIONS AS A FORM OF REMUNERATION FOR NON-EXECUTIVE DIRECTORS?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A CLOSE CORPORATION OR TRUST BE A SUBSIDIARY OF A HOLDING COMPANY?
• WHAT ARE THE FUNDAMENTAL ELEMENTS THAT NEED TO BE INCLUDED IN AN MTO?
• ARE THERE INCORPORATORS OF A COMPANY REGARDING ASSETS TO FIRST DIRECTORS?
• WHAT IS A RING-FENCED COMPANY?
• WHEN DOES AN AMENDMENT TO A COMPANY'S MTO BECOME EFFECTIVE?
• WHAT IS THE DIFFERENCE BETWEEN TECHNICAL SOLVENCY AND COMMERCIAL SOLVENCY?
• WHAT CONSTITUTES RECKLESS TRADING?
• WHO MAY SIGN A SHARE CERTIFICATE? COMPANIES HAS ONLY ONE DIRECTOR?
• TO WHOM MUST THE COMPANY GIVE WRITTEN NOTICE IN THE EVENT OF GRANTING FINANCIAL ASSISTANCE TO AN ON-PROFIT DIRECTOR?
• WHAT ARE THE TYPES OF SPECIAL RESOLUTIONS AS SPECIFIED IN THE COMPANIES ACT?
• WHO SHOULD BE AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHAT ARE THE DEFENCES TO AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHEN DOES A PERSON CEASE TO BE A DIRECTOR OF A COMPANY?
• HOW DOES THE SOLVENCY AND LIQUIDITY TEST IN RELATION TO DISTRIBUTIONS DIFFER FROM THE GENERAL APPLICATION OF THE SOLVENCY AND LIQUIDITY TEST?
• WHAT ARE THE DIRECTORS' DUTIES RELATING TO A CONFLICT OF INTEREST?
• WHAT ARE THE NEW REQUIREMENTS OF THE NEW AUDITORS' REPORT RELATION TO THE GOING CONCERN?
• WHAT ARE THE CHANGES REGARDING MEETINGS AND NOTICES UNDER THE NEW COMPANIES ACT?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A NON-PROFIT COMPANY BE CONVERTED TO A PROFIT COMPANY?
• MAY AN ON-PROFIT COMPANY BE MERGED WITH A PROFIT COMPANY?
• MAY A PROFIT COMPANY BE CONVERTED TO AN ON-PROFIT COMPANY?

• TYPES OF COMPANIES AND COMPLIANCE REQUIREMENTS

• ALTERABLE PROVISIONS OF THE COMPANIES ACT

• COMPANIES AND CLOSE CORPORATIONS REQUIRED TO BE AUDITED OR INDEPENDENTLY REVIEWED

• TYPES OF SHAREHOLDERS' ORDINARY AND SPECIAL RESOLUTIONS

• TYPES OF BOARD RESOLUTIONS

• BOARD COMMITTEES COMPARATIVE TABLE

• KING III SUMMARY OF PRINCIPLES

• STATUTORY DUTIES OF DIRECTORS AND PREScribed OFFICERS

• COMPARISON BETWEEN ACCOUNTING RECORDS, FINANCIAL STATEMENTS AND ANNUAL FINANCIAL STATEMENTS

• DIFFERENCES UNDER THE 2008 COMPANIES ACT VERSUS 1973 COMPANIES ACT

• JSE LISTINGS REQUIREMENTS AND THE 2008 COMPANIES ACT

• 2008 COMPANIES ACT VERSUS 2005 AUDITING PROFESSION ACT

• CPC-PREScribed FORMS AND FEES

• PLUS INTEGRATED AND CONSOLIDATED COMPANIES ACT (Companies Act 71 of 2008 incl. Companies Amendment Act 3 of 2011 & Companies Regulations, 2011)

• WHAT IS A REPORTABLE/IRREGULARITY?
• HOW IS CAPITAL MAINTENANCE CHANNELED UNDER THE COMPANIES ACT 2008?
• WHO MAY CALL A SHAREHOLDERS MEETING?
• WHAT IS THE DIFFERENCE BETWEEN A STATUTORY AUDIT AND A VOLUNTARY AUDIT?
• WHAT ARE THE INSTANCES WHEN A COMPANY MUST APPLY THE SOLVENCY AND LIQUIDITY TEST?
• MAYA TRUST BE A DIRECTOR OF A COMPANY?
• WHO ARE LEGALLY BOUND BY A COMPANY'S MEMORANDUM OF INCORPORATION AND RULES?
• MAY A PARTNERSHIP OR JURISTIC PERSON BE APPOINTED AS COMPANY SECRETARY?
• WHAT ARE THE STATUTORY LIABILITIES OF A COMPANY SECRETARY?
• MAY A COMPANY SECRETARY SIGN A BOARD RESOLUTION?
• HOW IS THE INTEREST OF OMNIPARTY SHAREHOLDERS PROTECTED?
• WHEN MUST A PRIVATE COMPANY HAVE AN AGM?
• HOW MANY MEMBERS SHOULD A BOARD CONSIST OF AND HOW DO YOU DETERMINE THAT NUMBER?
• WHAT IS THE DIFFERENCE BETWEEN A DIRECTOR AND PREScribed OFFICER IN THE 2008 ACT?
• IS THERE A DIFFERENCE IN LAW BETWEEN THE DUTIES AND LIABILITIES OF EXECUTIVE DIRECTORS AND NON-EXECUTIVE DIRECTORS?
• UNDER WHAT CIRCUMSTANCES IS AN OWNER-MANAGED COMPANY'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• WHO CAN SERVE AS A DIRECTOR OF A NON-PROFIT COMPANY AND WHAT WILL BE EXPECTED OF THEM?
• WHAT ARE THE DEFENCES FOR A DIRECTOR?
• UNDER WHAT CIRCUMSTANCES IS A CLOSE CORPORATION'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• SHOULD INDEPENDENT REVIEWERS BE ROTATED TO AUDIT COMPANIES?
• WHAT IS THE GOING CONCERN TEST IN RELATION TO THE COMPANIES ACT AND THE NEW INTERNATIONAL AUDITING STANDARDS RULES?
• WHY SHOULD A COMPANY CUSTOMISE ITS MEMORANDUM OF INCORPORATION?
• WHAT PROVISIONS SHOULD BE OBTAINED IN A SHAREHOLDERS AGREEMENT?
• WHO HAS ACCESS TO COMPANY RECORDS?
• WHAT IS THE RISK EMBEDDED IN SHARE OPTIONS AS A FORM OF REMUNERATION FOR NON-EXECUTIVE DIRECTORS?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A CLOSE CORPORATION OR TRUST BE A SUBSIDIARY OF A HOLDING COMPANY?
• WHAT ARE THE FUNDAMENTAL ELEMENTS THAT NEED TO BE INCLUDED IN AN MTO?
• ARE THERE INCORPORATORS OF A COMPANY REGARDING ASSETS TO FIRST DIRECTORS?
• WHAT IS A RING-FENCED COMPANY?
• WHEN DOES AN AMENDMENT TO A COMPANY'S MTO BECOME EFFECTIVE?
• WHAT IS THE DIFFERENCE BETWEEN TECHNICAL SOLVENCY AND COMMERCIAL SOLVENCY?
• WHAT CONSTITUTES RECKLESS TRADING?
• WHO MAY SIGN A SHARE CERTIFICATE? COMPANIES HAS ONLY ONE DIRECTOR?
• TO WHOM MUST THE COMPANY GIVE WRITTEN NOTICE IN THE EVENT OF GRANTING FINANCIAL ASSISTANCE TO AN ON-PROFIT DIRECTOR?
• WHAT ARE THE TYPES OF SPECIAL RESOLUTIONS AS SPECIFIED IN THE COMPANIES ACT?
• WHO SHOULD BE AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHAT ARE THE DEFENCES TO AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHEN DOES A PERSON CEASE TO BE A DIRECTOR OF A COMPANY?
• HOW DOES THE SOLVENCY AND LIQUIDITY TEST IN RELATION TO DISTRIBUTIONS DIFFER FROM THE GENERAL APPLICATION OF THE SOLVENCY AND LIQUIDITY TEST?
• WHAT ARE THE DIRECTORS' DUTIES RELATING TO A CONFLICT OF INTEREST?
• WHAT ARE THE NEW REQUIREMENTS OF THE NEW AUDITORS' REPORT RELATION TO THE GOING CONCERN?
• WHAT ARE THE CHANGES REGARDING MEETINGS AND NOTICES UNDER THE NEW COMPANIES ACT?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A NON-PROFIT COMPANY BE CONVERTED TO A PROFIT COMPANY?
• MAY AN ON-PROFIT COMPANY BE MERGED WITH A PROFIT COMPANY?
• MAY A PROFIT COMPANY BE CONVERTED TO AN ON-PROFIT COMPANY?

• TYPES OF COMPANIES AND COMPLIANCE REQUIREMENTS

• ALTERABLE PROVISIONS OF THE COMPANIES ACT

• COMPANIES AND CLOSE CORPORATIONS REQUIRED TO BE AUDITED OR INDEPENDENTLY REVIEWED

• TYPES OF SHAREHOLDERS' ORDINARY AND SPECIAL RESOLUTIONS

• TYPES OF BOARD RESOLUTIONS

• BOARD COMMITTEES COMPARATIVE TABLE

• KING III SUMMARY OF PRINCIPLES

• STATUTORY DUTIES OF DIRECTORS AND PREScribed OFFICERS

• COMPARISON BETWEEN ACCOUNTING RECORDS, FINANCIAL STATEMENTS AND ANNUAL FINANCIAL STATEMENTS

• DIFFERENCES UNDER THE 2008 COMPANIES ACT VERSUS 1973 COMPANIES ACT

• JSE LISTINGS REQUIREMENTS AND THE 2008 COMPANIES ACT

• 2008 COMPANIES ACT VERSUS 2005 AUDITING PROFESSION ACT

• CPC-PREScribed FORMS AND FEES

• PLUS INTEGRATED AND CONSOLIDATED COMPANIES ACT (Companies Act 71 of 2008 incl. Companies Amendment Act 3 of 2011 & Companies Regulations, 2011)

• WHAT IS A REPORTABLE/IRREGULARITY?
• HOW IS CAPITAL MAINTENANCE CHANNELED UNDER THE COMPANIES ACT 2008?
• WHO MAY CALL A SHAREHOLDERS MEETING?
• WHAT IS THE DIFFERENCE BETWEEN A STATUTORY AUDIT AND A VOLUNTARY AUDIT?
• WHAT ARE THE INSTANCES WHEN A COMPANY MUST APPLY THE SOLVENCY AND LIQUIDITY TEST?
• MAYA TRUST BE A DIRECTOR OF A COMPANY?
• WHO ARE LEGALLY BOUND BY A COMPANY'S MEMORANDUM OF INCORPORATION AND RULES?
• MAY A PARTNERSHIP OR JURISTIC PERSON BE APPOINTED AS COMPANY SECRETARY?
• WHAT ARE THE STATUTORY LIABILITIES OF A COMPANY SECRETARY?
• MAY A COMPANY SECRETARY SIGN A BOARD RESOLUTION?
• HOW IS THE INTEREST OF OMNIPARTY SHAREHOLDERS PROTECTED?
• WHEN MUST A PRIVATE COMPANY HAVE AN AGM?
• HOW MANY MEMBERS SHOULD A BOARD CONSIST OF AND HOW DO YOU DETERMINE THAT NUMBER?
• WHAT IS THE DIFFERENCE BETWEEN A DIRECTOR AND PREScribed OFFICER IN THE 2008 ACT?
• IS THERE A DIFFERENCE IN LAW BETWEEN THE DUTIES AND LIABILITIES OF EXECUTIVE DIRECTORS AND NON-EXECUTIVE DIRECTORS?
• UNDER WHAT CIRCUMSTANCES IS AN OWNER-MANAGED COMPANY'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• WHO CAN SERVE AS A DIRECTOR OF A NON-PROFIT COMPANY AND WHAT WILL BE EXPECTED OF THEM?
• WHAT ARE THE DEFENCES FOR A DIRECTOR?
• UNDER WHAT CIRCUMSTANCES IS A CLOSE CORPORATION'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• SHOULD INDEPENDENT REVIEWERS BE ROTATED TO AUDIT COMPANIES?
• WHAT IS THE GOING CONCERN TEST IN RELATION TO THE COMPANIES ACT AND THE NEW INTERNATIONAL AUDITING STANDARDS RULES?
• WHY SHOULD A COMPANY CUSTOMISE ITS MEMORANDUM OF INCORPORATION?
• WHAT PROVISIONS SHOULD BE OBTAINED IN A SHAREHOLDERS AGREEMENT?
• WHO HAS ACCESS TO COMPANY RECORDS?
• WHAT IS THE RISK EMBEDDED IN SHARE OPTIONS AS A FORM OF REMUNERATION FOR NON-EXECUTIVE DIRECTORS?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A CLOSE CORPORATION OR TRUST BE A SUBSIDIARY OF A HOLDING COMPANY?
• WHAT ARE THE FUNDAMENTAL ELEMENTS THAT NEED TO BE INCLUDED IN AN MTO?
• ARE THERE INCORPORATORS OF A COMPANY REGARDING ASSETS TO FIRST DIRECTORS?
• WHAT IS A RING-FENCED COMPANY?
• WHEN DOES AN AMENDMENT TO A COMPANY'S MTO BECOME EFFECTIVE?
• WHAT IS THE DIFFERENCE BETWEEN TECHNICAL SOLVENCY AND COMMERCIAL SOLVENCY?
• WHAT CONSTITUTES RECKLESS TRADING?
• WHO MAY SIGN A SHARE CERTIFICATE? COMPANIES HAS ONLY ONE DIRECTOR?
• TO WHOM MUST THE COMPANY GIVE WRITTEN NOTICE IN THE EVENT OF GRANTING FINANCIAL ASSISTANCE TO AN ON-PROFIT DIRECTOR?
• WHAT ARE THE TYPES OF SPECIAL RESOLUTIONS AS SPECIFIED IN THE COMPANIES ACT?
• WHO SHOULD BE AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHAT ARE THE DEFENCES TO AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHEN DOES A PERSON CEASE TO BE A DIRECTOR OF A COMPANY?
• HOW DOES THE SOLVENCY AND LIQUIDITY TEST IN RELATION TO DISTRIBUTIONS DIFFER FROM THE GENERAL APPLICATION OF THE SOLVENCY AND LIQUIDITY TEST?
• WHAT ARE THE DIRECTORS' DUTIES RELATING TO A CONFLICT OF INTEREST?
• WHAT ARE THE NEW REQUIREMENTS OF THE NEW AUDITORS' REPORT RELATION TO THE GOING CONCERN?
• WHAT ARE THE CHANGES REGARDING MEETINGS AND NOTICES UNDER THE NEW COMPANIES ACT?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A NON-PROFIT COMPANY BE CONVERTED TO A PROFIT COMPANY?
• MAY AN ON-PROFIT COMPANY BE MERGED WITH A PROFIT COMPANY?
• MAY A PROFIT COMPANY BE CONVERTED TO AN ON-PROFIT COMPANY?

• TYPES OF COMPANIES AND COMPLIANCE REQUIREMENTS

• ALTERABLE PROVISIONS OF THE COMPANIES ACT

• COMPANIES AND CLOSE CORPORATIONS REQUIRED TO BE AUDITED OR INDEPENDENTLY REVIEWED

• TYPES OF SHAREHOLDERS' ORDINARY AND SPECIAL RESOLUTIONS

• TYPES OF BOARD RESOLUTIONS

• BOARD COMMITTEES COMPARATIVE TABLE

• KING III SUMMARY OF PRINCIPLES

• STATUTORY DUTIES OF DIRECTORS AND PREScribed OFFICERS

• COMPARISON BETWEEN ACCOUNTING RECORDS, FINANCIAL STATEMENTS AND ANNUAL FINANCIAL STATEMENTS

• DIFFERENCES UNDER THE 2008 COMPANIES ACT VERSUS 1973 COMPANIES ACT

• JSE LISTINGS REQUIREMENTS AND THE 2008 COMPANIES ACT

• 2008 COMPANIES ACT VERSUS 2005 AUDITING PROFESSION ACT

• CPC-PREScribed FORMS AND FEES

• PLUS INTEGRATED AND CONSOLIDATED COMPANIES ACT (Companies Act 71 of 2008 incl. Companies Amendment Act 3 of 2011 & Companies Regulations, 2011)

• WHAT IS A REPORTABLE/IRREGULARITY?
• HOW IS CAPITAL MAINTENANCE CHANNELED UNDER THE COMPANIES ACT 2008?
• WHO MAY CALL A SHAREHOLDERS MEETING?
• WHAT IS THE DIFFERENCE BETWEEN A STATUTORY AUDIT AND A VOLUNTARY AUDIT?
• WHAT ARE THE INSTANCES WHEN A COMPANY MUST APPLY THE SOLVENCY AND LIQUIDITY TEST?
• MAYA TRUST BE A DIRECTOR OF A COMPANY?
• WHO ARE LEGALLY BOUND BY A COMPANY'S MEMORANDUM OF INCORPORATION AND RULES?
• MAY A PARTNERSHIP OR JURISTIC PERSON BE APPOINTED AS COMPANY SECRETARY?
• WHAT ARE THE STATUTORY LIABILITIES OF A COMPANY SECRETARY?
• MAY A COMPANY SECRETARY SIGN A BOARD RESOLUTION?
• HOW IS THE INTEREST OF OMNIPARTY SHAREHOLDERS PROTECTED?
• WHEN MUST A PRIVATE COMPANY HAVE AN AGM?
• HOW MANY MEMBERS SHOULD A BOARD CONSIST OF AND HOW DO YOU DETERMINE THAT NUMBER?
• WHAT IS THE DIFFERENCE BETWEEN A DIRECTOR AND PREScribed OFFICER IN THE 2008 ACT?
• IS THERE A DIFFERENCE IN LAW BETWEEN THE DUTIES AND LIABILITIES OF EXECUTIVE DIRECTORS AND NON-EXECUTIVE DIRECTORS?
• UNDER WHAT CIRCUMSTANCES IS AN OWNER-MANAGED COMPANY'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• WHO CAN SERVE AS A DIRECTOR OF A NON-PROFIT COMPANY AND WHAT WILL BE EXPECTED OF THEM?
• WHAT ARE THE DEFENCES FOR A DIRECTOR?
• UNDER WHAT CIRCUMSTANCES IS A CLOSE CORPORATION'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• SHOULD INDEPENDENT REVIEWERS BE ROTATED TO AUDIT COMPANIES?
• WHAT IS THE GOING CONCERN TEST IN RELATION TO THE COMPANIES ACT AND THE NEW INTERNATIONAL AUDITING STANDARDS RULES?
• WHY SHOULD A COMPANY CUSTOMISE ITS MEMORANDUM OF INCORPORATION?
• WHAT PROVISIONS SHOULD BE OBTAINED IN A SHAREHOLDERS AGREEMENT?
• WHO HAS ACCESS TO COMPANY RECORDS?
• WHAT IS THE RISK EMBEDDED IN SHARE OPTIONS AS A FORM OF REMUNERATION FOR NON-EXECUTIVE DIRECTORS?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A CLOSE CORPORATION OR TRUST BE A SUBSIDIARY OF A HOLDING COMPANY?
• WHAT ARE THE FUNDAMENTAL ELEMENTS THAT NEED TO BE INCLUDED IN AN MTO?
• ARE THERE INCORPORATORS OF A COMPANY REGARDING ASSETS TO FIRST DIRECTORS?
• WHAT IS A RING-FENCED COMPANY?
• WHEN DOES AN AMENDMENT TO A COMPANY'S MTO BECOME EFFECTIVE?
• WHAT IS THE DIFFERENCE BETWEEN TECHNICAL SOLVENCY AND COMMERCIAL SOLVENCY?
• WHAT CONSTITUTES RECKLESS TRADING?
• WHO MAY SIGN A SHARE CERTIFICATE? COMPANIES HAS ONLY ONE DIRECTOR?
• TO WHOM MUST THE COMPANY GIVE WRITTEN NOTICE IN THE EVENT OF GRANTING FINANCIAL ASSISTANCE TO AN ON-PROFIT DIRECTOR?
• WHAT ARE THE TYPES OF SPECIAL RESOLUTIONS AS SPECIFIED IN THE COMPANIES ACT?
• WHO SHOULD BE AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHAT ARE THE DEFENCES TO AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHEN DOES A PERSON CEASE TO BE A DIRECTOR OF A COMPANY?
• HOW DOES THE SOLVENCY AND LIQUIDITY TEST IN RELATION TO DISTRIBUTIONS DIFFER FROM THE GENERAL APPLICATION OF THE SOLVENCY AND LIQUIDITY TEST?
• WHAT ARE THE DIRECTORS' DUTIES RELATING TO A CONFLICT OF INTEREST?
• WHAT ARE THE NEW REQUIREMENTS OF THE NEW AUDITORS' REPORT RELATION TO THE GOING CONCERN?
• WHAT ARE THE CHANGES REGARDING MEETINGS AND NOTICES UNDER THE NEW COMPANIES ACT?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A NON-PROFIT COMPANY BE CONVERTED TO A PROFIT COMPANY?
• MAY AN ON-PROFIT COMPANY BE MERGED WITH A PROFIT COMPANY?
• MAY A PROFIT COMPANY BE CONVERTED TO AN ON-PROFIT COMPANY?

• TYPES OF COMPANIES AND COMPLIANCE REQUIREMENTS

• ALTERABLE PROVISIONS OF THE COMPANIES ACT

• COMPANIES AND CLOSE CORPORATIONS REQUIRED TO BE AUDITED OR INDEPENDENTLY REVIEWED

• TYPES OF SHAREHOLDERS' ORDINARY AND SPECIAL RESOLUTIONS

• TYPES OF BOARD RESOLUTIONS

• BOARD COMMITTEES COMPARATIVE TABLE

• KING III SUMMARY OF PRINCIPLES

• STATUTORY DUTIES OF DIRECTORS AND PREScribed OFFICERS

• COMPARISON BETWEEN ACCOUNTING RECORDS, FINANCIAL STATEMENTS AND ANNUAL FINANCIAL STATEMENTS

• DIFFERENCES UNDER THE 2008 COMPANIES ACT VERSUS 1973 COMPANIES ACT

• JSE LISTINGS REQUIREMENTS AND THE 2008 COMPANIES ACT

• 2008 COMPANIES ACT VERSUS 2005 AUDITING PROFESSION ACT

• CPC-PREScribed FORMS AND FEES

• PLUS INTEGRATED AND CONSOLIDATED COMPANIES ACT (Companies Act 71 of 2008 incl. Companies Amendment Act 3 of 2011 & Companies Regulations, 2011)

• WHAT IS A REPORTABLE/IRREGULARITY?
• HOW IS CAPITAL MAINTENANCE CHANNELED UNDER THE COMPANIES ACT 2008?
• WHO MAY CALL A SHAREHOLDERS MEETING?
• WHAT IS THE DIFFERENCE BETWEEN A STATUTORY AUDIT AND A VOLUNTARY AUDIT?
• WHAT ARE THE INSTANCES WHEN A COMPANY MUST APPLY THE SOLVENCY AND LIQUIDITY TEST?
• MAYA TRUST BE A DIRECTOR OF A COMPANY?
• WHO ARE LEGALLY BOUND BY A COMPANY'S MEMORANDUM OF INCORPORATION AND RULES?
• MAY A PARTNERSHIP OR JURISTIC PERSON BE APPOINTED AS COMPANY SECRETARY?
• WHAT ARE THE STATUTORY LIABILITIES OF A COMPANY SECRETARY?
• MAY A COMPANY SECRETARY SIGN A BOARD RESOLUTION?
• HOW IS THE INTEREST OF OMNIPARTY SHAREHOLDERS PROTECTED?
• WHEN MUST A PRIVATE COMPANY HAVE AN AGM?
• HOW MANY MEMBERS SHOULD A BOARD CONSIST OF AND HOW DO YOU DETERMINE THAT NUMBER?
• WHAT IS THE DIFFERENCE BETWEEN A DIRECTOR AND PREScribed OFFICER IN THE 2008 ACT?
• IS THERE A DIFFERENCE IN LAW BETWEEN THE DUTIES AND LIABILITIES OF EXECUTIVE DIRECTORS AND NON-EXECUTIVE DIRECTORS?
• UNDER WHAT CIRCUMSTANCES IS AN OWNER-MANAGED COMPANY'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• WHO CAN SERVE AS A DIRECTOR OF A NON-PROFIT COMPANY AND WHAT WILL BE EXPECTED OF THEM?
• WHAT ARE THE DEFENCES FOR A DIRECTOR?
• UNDER WHAT CIRCUMSTANCES IS A CLOSE CORPORATION'S ANNUAL FINANCIAL STATEMENTS SUBJECT TO AN AUDIT?
• SHOULD INDEPENDENT REVIEWERS BE ROTATED TO AUDIT COMPANIES?
• WHAT IS THE GOING CONCERN TEST IN RELATION TO THE COMPANIES ACT AND THE NEW INTERNATIONAL AUDITING STANDARDS RULES?
• WHY SHOULD A COMPANY CUSTOMISE ITS MEMORANDUM OF INCORPORATION?
• WHAT PROVISIONS SHOULD BE OBTAINED IN A SHAREHOLDERS AGREEMENT?
• WHO HAS ACCESS TO COMPANY RECORDS?
• WHAT IS THE RISK EMBEDDED IN SHARE OPTIONS AS A FORM OF REMUNERATION FOR NON-EXECUTIVE DIRECTORS?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A CLOSE CORPORATION OR TRUST BE A SUBSIDIARY OF A HOLDING COMPANY?
• WHAT ARE THE FUNDAMENTAL ELEMENTS THAT NEED TO BE INCLUDED IN AN MTO?
• ARE THERE INCORPORATORS OF A COMPANY REGARDING ASSETS TO FIRST DIRECTORS?
• WHAT IS A RING-FENCED COMPANY?
• WHEN DOES AN AMENDMENT TO A COMPANY'S MTO BECOME EFFECTIVE?
• WHAT IS THE DIFFERENCE BETWEEN TECHNICAL SOLVENCY AND COMMERCIAL SOLVENCY?
• WHAT CONSTITUTES RECKLESS TRADING?
• WHO MAY SIGN A SHARE CERTIFICATE? COMPANIES HAS ONLY ONE DIRECTOR?
• TO WHOM MUST THE COMPANY GIVE WRITTEN NOTICE IN THE EVENT OF GRANTING FINANCIAL ASSISTANCE TO AN ON-PROFIT DIRECTOR?
• WHAT ARE THE TYPES OF SPECIAL RESOLUTIONS AS SPECIFIED IN THE COMPANIES ACT?
• WHO SHOULD BE AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHAT ARE THE DEFENCES TO AN INDEPENDENT, NON-EXECUTIVE DIRECTOR?
• WHEN DOES A PERSON CEASE TO BE A DIRECTOR OF A COMPANY?
• HOW DOES THE SOLVENCY AND LIQUIDITY TEST IN RELATION TO DISTRIBUTIONS DIFFER FROM THE GENERAL APPLICATION OF THE SOLVENCY AND LIQUIDITY TEST?
• WHAT ARE THE DIRECTORS' DUTIES RELATING TO A CONFLICT OF INTEREST?
• WHAT ARE THE NEW REQUIREMENTS OF THE NEW AUDITORS' REPORT RELATION TO THE GOING CONCERN?
• WHAT ARE THE CHANGES REGARDING MEETINGS AND NOTICES UNDER THE NEW COMPANIES ACT?
• MAY A PUBLIC COMPANY BE CONVERTED TO A PRIVATE COMPANY?
• MAY A NON-PROFIT COMPANY BE CONVERTED TO A PROFIT COMPANY?
• MAY AN ON-PROFIT COMPANY BE MERGED WITH A PROFIT COMPANY?
• MAY A PROFIT COMPANY BE CONVERTED TO AN ON-PROFIT COMPANY?

Publisher: Copyright © Genesis Corporate Services - Tel: +27 (0)76 724 0417 - Cell: +27 (0)82 820 5338 - Email: djph@genpoint.com (subject to e & o)

COMPANY SECRETARY'S HANDBOOK

Over 2000 Questions for Companies Secretaries on the Companies Act and Secretarial Practices, Answered

Over 2000 Questions & Answers | B3 Book | ± 2000 Pages



CHAPTER GUIDE:	1 INTRODUCTION	2 BACKGROUND TO COMPANIES ACT, ACT 71 OF 2008	3 APPOINTMENT OF COMPANY SECRETARY
4 DUTIES OF COMPANY SECRETARY	5 REMUNERATION, RESIGNATION AND REMOVAL OF COMPANY SECRETARY	6 CORPORATE CAPACITY OF A COMPANY	7 CATEGORIES OF COMPANIES AND CLOSE CORPORATIONS
8 EXTERNAL COMPANIES	9 DOMESTICATED COMPANIES	10 RING-FENCED (RF) COMPANIES	11 PAIR REQUIREMENTS FOR COMPANIES
12 CONVERSIONS OF COMPANIES	13 HOLDING COMPANIES, SUBSIDIARY COMPANIES AND GROUP GOVERNANCE	14 RELATED, INTER-RELATED AND CONTROL	15 PRE-INCORPORATION CONTRACTS
16 STIPULATED ALTERI CONTRACTS	17 INCORPORATION, REGISTRATION AND TRANSFER OF COMPANIES	18 COMPANY REGISTERED OFFICE	19 COMPANY NAMES
20 MEMORANDUM OF INCORPORATION	21 COMPANY RULES	22 ALTERABLE, UNALTERABLE AND RING-FENCED PROVISIONS	23 COMPANY RECORDS AND ACCESS TO RECORDS
24 CORPORATE DEBT	25 DEBT INSTRUMENTS	26 PRE-EMPTIVE RIGHTS	27 PAR VALUE AND NON-PAR VALUE SHARES
28 SECURITIES AND SHARE CAPITAL	29 AUTHORISED AND ISSUED SHARES	30 OPTIONS FOR SUBSCRIPTION OF SECURITIES	31 CAPITALISATION SHARES
32 RIGHTS ISSUES AND RIGHTS OFFERS	33 EMPLOYEE SHARE SCHEME	34 DEMATERIALIZED SHARES	35 SHARE CERTIFICATES
36 SECURITIES REGISTER	37 BENEFICIAL INTEREST HOLDER	38 TRANSFER OF SECURITIES	39 SECURITIES TRANSFER TAX
40 CONSOLIDATION OF SHARES	41 DISTRIBUTIONS	42 SHARE BUY-BACKS	43 PUBLIC OFFERINGS OF SECURITIES
44 ANNUAL RETURNS	45 STAKEHOLDERS AND STAKEHOLDER INCLUSIVITY	46 NOTICE OF SHAREHOLDERS MEETINGS	47 RECORD DATA FOR DETERMINING SHAREHOLDER RIGHTS
48 SHAREHOLDER RIGHT TO BE REPRESENTED BY PROXY	49 SHAREHOLDERS MEETINGS AND ANNUAL GENERAL MEETINGS	50 VOTING AT SHAREHOLDERS MEETINGS, MEETING QUORUM, POSTPONED AND ADJOURNED MEETINGS	51 SHAREHOLDERS RESOLUTIONS AND WRITTEN RESOLUTIONS
52 MINUTES OF SHAREHOLDERS MEETINGS	53 SHAREHOLDERS AGREEMENTS AND SHAREHOLDER RELATIONSHIPS	54 LEGAL POSITION OF DIRECTORS, FIRST DIRECTORS AND ELECTION OF DIRECTORS	55 INELIGIBILITY AND DISQUALIFICATION OF PERSONS FROM BEING DIRECTORS OR PREScribed OFFICERS
56 VACANCIES ON BOARD AND REMOVAL OF DIRECTORS	57 BOARD MEETINGS, QUORUM, BOARD AGENDAS, MINUTES AND BOARD RESOLUTIONS	58 DUTIES AND LIABILITIES OF DIRECTORS	59 BOARD COMMITTEES
60 DEREGISTRATION AND REINSTATEMENT OF COMPANIES	61 FUNDAMENTAL TRANSACTIONS AND AFFECTED TRANSACTIONS	62 FORMS AND STANDARDS OF COMPANY RECORDS AND RECORDING AGENCIES	Over 2000 Q&As

- WHAT ARE THE PURPOSES OF COMPANIES ACT 71 OF 2008?
- WHAT ARE THE MOST SIGNIFICANT CHANGES IN COMPANIES ACT 2008?
- WHAT ARE THE MEANINGS OF "CONTROL" AND "HOLD" IN TERMS OF SECTION 3 OF COMPANIES ACT 2008?
- DOES THE KING IV REPORT ON CORPORATE GOVERNANCE FOR SOUTH AFRICA RECOMMEND THE APPOINTMENT OF A COMPANY SECRETARY FOR SMALL AND MEDIUM ENTERPRISES?
- WHEN IS THE APPOINTMENT OF A COMPANY SECRETARY, AN AUDITOR AND AN AUDIT COMMITTEE COMPULSORY FOR A PRIVATE COMPANY, PERSONAL LIABILITY COMPANY AND NON-PROFIT COMPANY?
- WHO APPOINTS THE FIRST COMPANY SECRETARY OF A PUBLIC COMPANY OR A STATE-OWNED COMPANY?
- IS A PARTNERSHIP OR A JURISTIC PERSON PERMITTED TO BE APPOINTED AS A COMPANY SECRETARY?
- IS THE APPOINTMENT OF A COMPANY SECRETARY A MATTER TO BE DECIDED FOR THE BOARD OF DIRECTORS OR THE SHAREHOLDERS OF THE COMPANY?
- WHICH FORM MUST BE COMPLETED AND FILED WITH THE COMMISSION IF AN INDIVIDUAL HAS BEEN APPOINTED AND HE OR SHE IS NOT PERMITTED TO SERVE AS A COMPANY SECRETARY FOR A COMPANY?
- IS A TRUST PERMITTED TO BE APPOINTED AS A COMPANY SECRETARY?
- HOW DOES THE APPOINTMENT OF A COMPANY SECRETARY UNDER ACT 2008 DIFFER FROM THE PROVISIONS OF ACT 1973?
- WHAT IS THE TIME FRAME IN WHICH A COMPANY MUST APPOINT ITS COMPANY SECRETARY?
- IS A COMPANY SECRETARY PERMITTED TO BE A COMPANY DIRECTOR?
- UNDER WHICH CIRCUMSTANCES MAY A COMPANY SECRETARY BE DEEMED TO BE A PREScribed OFFICER?
- WHICH NOTICE MUST THE COMMISSION ISSUE TO A COMPANY WHICH HAS FAILED TO APPOINT A COMPANY SECRETARY?
- ARE THE DIRECTORS OF A COMPANY PERMITTED TO FILE A NOTICE OF THE APPOINTMENT OF A COMPANY SECRETARY AS PART OF THE COMPANY

2nd Edition Questions and Answers on POPI AND PAIA

Over 1000 Questions on the Protection of Personal Information Act, 4 of 2013 (POPI) and the Promotion of Access to Information Act, 2 of 2000 (PAIA) including Regulations, Case Law, Forms, GDPR (EU) and Data Protection Act (DPA) (UK)

Over 1000 Questions & Answers | A5 BOOK | +/- 1150 PAGES

Questions and Answers on CORPORATE GOVERNANCE

Over 550 Questions on Good Corporate Governance Principles and Practices for Effective and Ethical Leadership for Public and Private Sectors including King IV Report and Code on Corporate Governance™, Corporate Social Responsibility (CSR) and Environmental, Social and Governance (ESG), Answered!

Over 550 Questions & Answers | A5 BOOK | +/- 500 PAGES

POPI CHAPTER GUIDE

1	INTRODUCTION TO THE PROTECTION OF PERSONAL INFORMATION (POPI) ACT 4 OF 2013	2	BACKGROUND TO THE PROTECTION OF PERSONAL INFORMATION ACT (POPI)	3	APPLICATION AND INTERPRETATION OF POPI	4	INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER
5	CONDITIONS FOR LAWFUL PROCESSING OF PERSONAL INFORMATION	6	EXEMPTION FROM CONDITIONS FOR LAWFUL PROCESSING OF PERSONAL INFORMATION	7	PRIOR AUTHORISATION	8	RIGHTS OF DATA SUBJECTS REGARDING DIRECT MARKETING BY MEANS OF UNSOLICITED ELECTRONIC COMMUNICATIONS, DIRECTORIES & AUTOMATED DECISION MAKING
9	RIGHTS OF EMPLOYERS AND EMPLOYEES	10	TRANSBORDER FLOWS OF INFORMATION (CROSS-BORDER INFORMATION FLOWS)	11	GDPR (GENERAL DATA PROTECTION REGULATION) (EU) (2016) AND DATA PROTECTION ACT (UK) (2018)	12	CODES OF CONDUCT
13	THE INFORMATION REGULATOR (SA)	14	INTERFERENCE WITH PROTECTION OF PERSONAL INFORMATION OF DATA SUBJECT AND COMPLAINTS	15	WARRANTS, SEARCH AND SEIZURE	16	ASSESSMENTS
17	ENFORCEMENT COMMITTEE AND ENFORCEMENT NOTICES	18	APPEALS AND CIVIL REMEDIES	19	UNLAWFUL ACTS IN CONNECTION WITH ACCOUNT NUMBERS	20	OFFENCES AND PENALTIES
21	ADMINISTRATIVE FINES	22	RULES OF PROCEDURE RELATING TO COMPLAINTS	23	POPI AND SPECIAL SECTORAL APPLICATIONS		

PAIA CHAPTER GUIDE

1	INTRODUCTION TO THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000	2	BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) AND GENERAL APPLICATION PROVISIONS	3	DEFINITIONS AND INTERPRETATION OF PAIA	4	ELECTRONIC RECORDS IN TERMS OF PAIA
5	PAIA MANUAL	6	RECORDS OF PUBLIC BODIES	7	PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS OF PUBLIC BODIES	8	MANNER OF ACCESS TO RECORDS OF PUBLIC BODIES
9	ACCESS TO HEALTH AND OTHER RECORDS OF PUBLIC BODIES	10	GROUNDWORK FOR REFUSAL OF ACCESS TO RECORDS OF PUBLIC BODIES	11	THIRD PARTY NOTIFICATION AND INTERVENTION OF PUBLIC BODIES	12	INTERNAL APPEALS AGAINST DECISIONS OF INFORMATION OFFICERS OF CERTAIN PUBLIC BODIES
13	ACCESS TO RECORDS OF PRIVATE BODIES	14	PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS OF PRIVATE BODIES	15	MANNER OF ACCESS TO RECORDS OF PRIVATE BODIES	16	ACCESS TO HEALTH AND OTHER RECORDS OF PRIVATE BODIES
17	GROUNDWORK FOR REFUSAL OF ACCESS TO RECORDS OF PRIVATE BODIES	18	THIRD PARTY NOTIFICATION AND INTERVENTION OF PRIVATE BODIES	19	APPLICATIONS TO COURT		

APPENDICES

1	PROTECTION OF PERSONAL INFORMATION ACT, ACT NO. 4 OF 2013 (POPI) - POPI REGULATIONS AND FORMS		PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000 (PAIA) - PAIA REGULATIONS AND FORMS		POPI IMPLEMENTATION CHECKLIST		PAIA IMPLEMENTATION CHECKLIST
---	---	--	---	--	-------------------------------	--	-------------------------------

CHAPTER GUIDE

1	INTRODUCTION TO QUESTIONS AND ANSWERS ON CORPORATE GOVERNANCE	2	CORPORATE MISGOVERNANCE	3	CORPORATE POWER	4	CORPORATE STRATEGY
5	CORPORATE STRUCTURE	6	CORPORATE GOVERNANCE FUNDAMENTALS	7	SHAREHOLDER AND STAKEHOLDER GOVERNANCE	8	CORPORATE GOVERNANCE PRINCIPLES AND VALUES
9	CORPORATE GOVERNANCE LEGISLATION	10	GOVERNANCE AND COMPANY RULES	11	ROLE OF THE BOARD	12	COMPOSITION AND APPOINTMENT OF THE BOARD
13	CONDUCT OF THE BOARD AND DUTIES OF DIRECTORS	14	BOARD CHARTER AND CODE OF CONDUCT	15	ETHICAL LEADERSHIP AND STRATEGIC LEADERSHIP	16	KING IV REPORT ON CORPORATE GOVERNANCE™
17	BOARD PROCESSES AND PROCEDURES	18	BOARD COMMITTEES	19	THE CHAIRPERSON	20	THE COMPANY SECRETARY
21	THE CHIEF EXECUTIVE OFFICER (CEO)	22	RISK GOVERNANCE AND RISK MANAGEMENT	23	COMPLIANCE GOVERNANCE	24	CORPORATE TESTS
25	COMBINED ASSURANCE	26	INTERNAL AUDIT	27	EXTERNAL AUDIT	28	CORPORATE SOCIAL RESPONSIBILITY (CSR)
29	ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG)	30	DISCLOSURE AND TRANSPARENCY	31	INTEGRATED REPORTING	32	DIRECTORS REMUNERATION
33	DIRECTOR REMOVAL AND ROTATION	34	BOARD AND DIRECTOR PERFORMANCE	35	DIRECTOR DEVELOPMENT AND TRAINING		

APPENDICES

1	GLOSSARY OF GOVERNANCE TERMS AND CONCEPTS
2	SPECIMEN BOARD CHARTER
3	SPECIMEN CODE OF ETHICS AND BUSINESS CONDUCT

HIGHLIGHTS INCLUDE

▶	SAMPLE BOARD MEETING AGENDA	▶	SAMPLE BOARD PACK
▶	SAMPLE BOARD ANNUAL WORK PLAN	▶	SAMPLE CORPORATE GOVERNANCE REPORT

Publisher: Genesis Corporate Services © Work: +27(0) 76 724 0417 | Cell: +27(0) 82 820 5338 | Email: info@genesiscorp.co.za Available online at www.genesiscorp.co.za | EFT and Credit Card available (subject to e & o) Designer: Chrissie Bosman Designs

Publisher: Genesis Corporate Services © Work: +27(0) 76 724 0417 | Cell: +27(0) 82 820 5338 | Email: info@genesiscorp.co.za Available online at www.genesiscorp.co.za | EFT and Credit Card available (subject to e & o) Designer: Chrissie Bosman Designs

VALUATIONS HANDBOOK

Business, Company and Commercial Property Valuations

Principles and Practices to Value Businesses, Companies and Commercial Property
Author: Dr John W. Hendrikse (B.Com, MBA (cum laude), Ph.D) - B5 HANDBOOK +/- 800 pages

DETAILED TABLE OF CONTENTS

CHAPTER 1: IMPORTANCE OF VALUATIONS	CHAPTER 7: VALUATION APPROACHES	CHAPTER 15: SPECIAL CASES
1.1 INTRODUCTION TO VALUATIONS 1.2 ROLE OF VALUATIONS 1.3 IMPORTANCE OF VALUATIONS 1.4 DEFINITION OF VALUATION 1.5 VALUATION APPLICATIONS 1.6 VALUATION ENVIRONMENT 1.7 VALUATIONS AND THE NEW SOUTH AFRICAN COMPANIES ACT 1.8 VALUATIONS AND CORPORATE GOVERNANCE 1.9 VALUATIONS AND TAX APPLICATIONS 1.10 VALUATION PRACTICES 1.11 VALUATION CHALLENGES	7.1 VALUATION APPROACHES AND METHODS 7.2 COST APPROACH 7.3 INCOME APPROACH 7.4 MARKET APPROACH CHAPTER 8: VALUATION METHODS 8.1 VALUATION METHODS AND APPLICATIONS 8.2 REPRODUCTION COST METHOD 8.3 INTRINSIC COST METHOD 8.4 EARNING CAPABILITY METHOD 8.5 PRESENT VALUE OF FUTURE EARNINGS METHOD 8.6 PRESENT VALUE OF FUTURE CASH FLOWS METHOD 8.7 DISCOUNTED FREE CASH FLOW METHOD 8.8 VALUATION MULTIPLES 8.9 PRICE EARNINGS MULTIPLE METHOD 8.10 DIVIDEND YIELD METHOD 8.11 PHYSICAL METHOD 8.12 RULE OF THUMB METHOD 8.13 COMPARATIVE MARKET ANALYSIS METHOD 8.14 WHOLE VALUATION METHOD CHAPTER 9: BUSINESS VALUATIONS 9.1 FACTORS INFLUENCING BUSINESS VALUATIONS 9.2 PLANNING THE BUSINESS VALUATION 9.3 VALUATION CONSIDERATIONS 9.4 VALUATION STRATEGIES 9.5 VALUATION FORMULAE 9.6 VALUATION AND CONTROL COMPUTATION 9.7 GOVERNANCE VALUATION 9.8 PROFESSIONAL PRACTICE VALUATION 9.9 OWNER-MANAGED BUSINESS VALUATION 9.10 FARMING BUSINESS VALUATION CHAPTER 10: INTANGIBLE ASSET VALUATIONS 10.1 FACTORS INFLUENCING INTANGIBLE ASSET VALUE 10.2 GOODWILL VALUATION 10.3 OTHER INTELLECTUAL PROPERTY VALUATIONS CHAPTER 11: LISTED INVESTMENTS VALUATIONS 11.1 FACTORS INFLUENCING LISTED INVESTMENTS VALUE 11.2 LISTED SHARE VALUATIONS 11.3 UNIT TRUSTS VALUATIONS 11.4 SECOND-HAND POLICIES CHAPTER 12: LIMITED INTEREST VALUATIONS 12.1 LIMITED INTEREST VALUE 12.2 VALUATION METHODS FOR LIMITED INTERESTS 12.3 BASIC COMMON VALUATION 12.4 FIDUCIARY AND USUFRUCTUARY VALUATIONS 12.5 ANNUITY VALUATION CHAPTER 13: COMPANY AND CLOSE CORPORATION VALUATIONS 13.1 CORPORATE STRUCTURE AND VALUATIONS 13.2 PRE-VALUE AND NO-VALUE ORDINARY SHARES 13.3 PREFERENCE SHARES 13.4 TYPES OF SHARES AND VALUATIONS 13.5 SHAREHOLDERS' AGREEMENTS AND BUY AND SELL AGREEMENTS 13.6 MEMBERS' INTEREST AND CLOSE CORPORATIONS CHAPTER 14: REAL ESTATE VALUATIONS 14.1 FACTORS INFLUENCING REAL ESTATE VALUATIONS 14.2 COMMERCIAL PROPERTY VALUATIONS 14.3 FARM PROPERTY VALUATIONS 14.4 SPECIAL PURPOSE PROPERTY VALUATIONS 14.5 WINDING RIGHTS VALUATIONS 14.6 RESIDENTIAL PROPERTY VALUATIONS	15.1 OPTIONS 15.2 MINERAL VALUES 15.5 INSURANCE VALUES 15.4 ESTATE TYPI VALUATIONS CHAPTER 16: VALUATION REPORT 16.1 TYPES OF VALUATION REPORTS 16.2 VALUATION REPORT FRAMEWORK 16.3 WORKING PAPERS 16.4 VALUATION REVIEW 16.5 VALUATION RECOMMENDATION 16.6 VALUATION REPORT AUDIT 16.7 BUSINESS VALUATION AUDIT CHAPTER 17: VALUATION METHODS FORMULAE 17.1 VALUATION METHODS FORMULAE CHAPTER 18: VALUATION DOCUMENTATION 18.1 LIST OF AFFECTED ASSETS 18.2 RESIDENTIAL PROPERTY VALUATION DOCUMENTATION 18.3 COMMERCIAL PROPERTY VALUATION DOCUMENTATION 18.4 BUSINESS VALUATION DOCUMENTATION 18.5 COMPANY AND SHARE VALUATION DOCUMENTATION 18.6 BUSINESS INTEREST VALUATION DOCUMENTATION 18.7 INTANGIBLE ASSETS VALUATION DOCUMENTATION 18.8 INTANGIBLE ASSETS VALUATION DOCUMENTATION 18.9 PRE-VALUATION QUESTIONNAIRE 18.10 BUSINESS PROFILE CHECKLIST 18.11 SOURCES OF INFORMATION CHAPTER 19: VALUATION GLOSSARY 19.1 VALUATION DEFINITIONS AND TERMS 19.2 VALUATION METHODS 19.3 BUSINESS SPECIFIC TERMS 19.4 BUSINESS VALUE DRIVERS 19.5 FINANCIAL RATIO ANALYSIS CHAPTER 20: VALUATION AGREEMENTS 20.1 VALUATION MANDATE 20.2 VALUATION'S CONFIDENTIAL UNDERSTANDING CHAPTER 21: CAPITAL GAINS TAX AND VALUATIONS 21.1. CAPITAL GAINS AND TAX 21.2. CAPITAL GAINS TAX RULES 21.3. CALCULATION OF A CAPITAL GAIN 21.4. SARS REQUIREMENTS AND ELECTION 21.5. EIGHT-SCHEDULE VALUATION REGULATIONS 21.6. MARKET VALUE DETERMINATIONS 21.7. BASE COST VALUATION OPTIONS 21.8. RESPONSIBILITY FOR VALUATIONS 21.9. VALUERS' FEES 21.10. SPECIAL CGT DISPOSALS CHAPTER 22: SOUTH AFRICAN COMPANIES ACT AND VALUATIONS STANDARDS 22.1. FAIR VALUATION, FAIR VALUE AND FAIRLY VALUED 22.2. SOURCING AND LIBERTY TEST CHAPTER 23: VALUATION STANDARDS AND GUIDELINES 23.1. SCOPE AND CONTENT OF THE INTERNATIONAL VALUATIONS STANDARDS CHAPTER 24: VALUATION TABLES 24.1. RATES, FEES AND TABLES 24.2. CAPITALIZATION RATE AND DISCOUNT RATE (INVESTMENT PROPERTY) CHAPTER 25: SPECIMEN VALUATION REPORTS 25.1. BUSINESS VALUATION REPORT 25.2. COMMERCIAL PROPERTY VALUATION REPORT

QUESTIONS AND ANSWERS ON VALUATIONS

Over 550 Questions on the Valuations of Businesses, Intellectual Property, Brands, Goodwill, Equity, Company Shares and Commercial Property

Over 550 Questions & Answers | A5 BOOK | +/- 500 PAGES

CHAPTER GUIDE

1	BACKGROUND AND APPLICATION	2	IMPORTANCE OF VALUATIONS	3	VALUATION PRINCIPLES AND DEFINITIONS
4	VALUATION EQUATION, LEGAL ISSUES AND CAPITAL ASSETS	5	VALUATION DECISIONS, CHALLENGES AND GOING CONCERN	6	VALUATION DYNAMICS AND DUE DILIGENCE
7	VALUATION RULES, TOOLS AND ASSUMPTIONS	8	RISK AND RETURN	9	VALUATION APPROACHES
10	VALUATION METHODS	11	BUSINESS VALUATION CONSIDERATIONS AND CALCULATIONS	12	VALUATIONS AND TAX
13	VALUATION OF INTANGIBLES, INTELLECTUAL PROPERTY (IP) AND GOODWILL	14	VALUATION OF LISTED COMPANIES	15	COMPANY, SHARE AND EQUITY VALUATIONS
16	SAMPLE VALUATION CASES	17	BUSINESS VALUATION REPORT	18	VALUATION OF IMMOVABLE PROPERTY, COMMERCIAL PROPERTY AND INVESTMENT PROPERTY

SAMPLE OF SELECTED QUESTIONS ANSWERED IN THIS BOOK

- What is a valuation? What is the difference between an assessment, an appraisal and a valuation?
- What is a business valuation?
- What are the "Big 6" of business valuations?
- What are the "Big 10" of commercial property valuations?
- What are the challenges of determining a business value?
- What are the 7 principles of valuations?
- How does one create, protect and capture value?
- What is the earnings power of a business?
- What are the valuation fundamentals?
- What are the most common errors, mistakes and red flags in valuations?
- What are the fundamental differences in valuing a business for a company or close corporation subject to business rescue?
- What are the "Big 10" of commercial property valuations?
- How can valuations help improve the performance of a business and in particular guidance for management?
- What are the four major determinants of value?
- What is the role of valuations in business rescue?
- Why is it important for a company to know the valuation of its business and not only its shares?
- What are the critical valuation considerations for a company or close corporation subject to business rescue?
- What is the role of valuations in buying or selling a business?
- How can valuations contribute to improved future business performance?
- Does the purpose of the valuation influence the valuation process?
- Can valuations help with restructuring of the business?
- How does valuations assist one in fundamental transactions?
- What are the challenges of determining a credible valuation?
- How is the valuation equation defined?
- What is the role of valuations and the business judgment rule?
- Who may value a business?
- What are the main valuation rules?
- How does one value a sole proprietor vs partnership vs close corporation vs company vs business trust?
- What is the difference between fair market value and fundamental intrinsic value?
- How is tax treated in business valuations and property valuations? what are the applicable taxes and tax implications?
- Is the market value or market price the business value?
- What are the benefits of an independent valuation?
- Can one value a business with no assets?
- What is more critical for a business valuation computation – past historical actual profits or future projected profits?
- What is the difference between fair market value and fundamental intrinsic value?
- What is the difference between market price and market value?
- What does beta mean?
- What is so confusing about a business valuation and an equity / share valuation?
- Why can't one just do one valuation – a business valuation or equity valuation?
- What are the features of a corporate or business profile?
- What should go into a Shareholders Agreement in relation to valuations?

Q&As on BUSINESS RESCUE AND WINDING-UP OF COMPANIES & CCs AND THE PRACTITIONER

A5 BOOK | > 750 PAGES | OVER 600 QUESTIONS & ANSWERS
Author: Dr Adv Leigh Hefer (B.Sc., LL.B., LL.M, Ph.D)

CHAPTER GUIDE	1 BACKGROUND AND APPLICATION	2 DEFINITIONS AND CONDITIONS
3 BUSINESS RESCUE TO COMPANIES AND CCs AND THE BUSINESS RESCUE PRACTITIONER	4 WINDING-UP OF SOLVENT COMPANIES AND CCs	5 WINDING-UP OF INSOLVENT COMPANIES AND CCs
PARTS 2 & 3 OF THE INTEGRATED AND CONSOLIDATED COMPANIES ACT, 71 OF 2008, CHAPTER 14 OF COMPANIES ACT, 61 OF 1973, PLUS 9 OF THE INTEGRATED AND CONSOLIDATED COMPANIES ACT, 90 OF 1984 AND SELECTED CASE LAW.		
6 THE LIQUIDATOR		

BUSINESS RESCUE AND THE BUSINESS RESCUE PRACTITIONER: SELECTION OF QUESTIONS ANSWERED

- WHAT ARE THE MAIN DIFFERENCES BETWEEN COMPANIES ACT 1973 AND COMPANIES ACT 2008?
- WHAT IS THE RESPONSIBILITY OF THE BOARD (MANAGING SHAREHOLDERS) IN DECIDING WHETHER THE COMPANY SHOULD BE PLACED UNDER BUSINESS RESCUE?
- WHAT IS THE DIFFERENCE BETWEEN JUDICIAL MANAGEMENT AND BUSINESS RESCUE?
- WHAT IS THE PURPOSE OF BUSINESS RESCUE?
- WHY SHOULD A COMPANY CONSIDER BUSINESS RESCUE OVER LIQUIDATION?
- WHAT IS THE TEST AND CONDITION WHETHER A COMPANY QUALIFIES FOR BUSINESS RESCUE?
- HOW IS A COMPANY PLACED IN BUSINESS RESCUE?
- WHEN DOES A COMPANY NOT QUALIFY FOR BUSINESS RESCUE?
- WHEN IS A COMPANY FINANCIALLY DISTRESSED?
- WHAT ARE POSSIBLE SOLUTIONS TO DEAL WITH THE SYMPTOMS OF FINANCIAL DISTRESS?
- WHAT ARE THE THREE STAGES IN A BUSINESS RESCUE PROCESS?
- WHO IS THE BUSINESS RESCUE PRACTITIONER OF A COMPANY?
- WHAT FORM DOES THE BUSINESS RESCUE PLAN TAKE?
- WHAT IS THE SOLVENCY AND LIQUIDITY TEST AS IT APPLIES TO BUSINESS RESCUE?
- WHAT IS POST-COMMENCEMENT FINANCE?
- WHAT ARE THE RANKING OF CLAIMS IN RESPECT OF POST-COMMENCEMENT FINANCE?
- INTO WHICH THREE GROUPS ARE COMPANIES CLASSIFIED FOR THE PURPOSE OF BUSINESS RESCUE?
- WHAT IS THE EFFECT OF BUSINESS RESCUE ON EMPLOYEES AND CONTRACTS?
- WHAT IS THE EFFECT OF BUSINESS RESCUE ON CREDITORS?
- WHAT ARE THE TWO WAYS OF INITIATING BUSINESS RESCUE PROCEEDINGS FOR A COMPANY?
- WHEN DOES THE COMMISSION ISSUE A BUSINESS RESCUE PRACTITIONER'S LICENSE TO AN INDIVIDUAL?
- WHICH STEPS MUST BE TAKEN TO APPLY FOR A LICENSE TO PRACTISE AS A BUSINESS RESCUE PRACTITIONER?
- WHAT ARE THE MANDATORY PROVISIONS RELATING TO THE QUALIFICATIONS OF BUSINESS RESCUE PRACTITIONERS?
- IN WHICH THREE WAYS MAY A BUSINESS RESCUE PRACTITIONER BE APPOINTED?
- WHAT FUNCTIONS DOES A BUSINESS RESCUE PRACTITIONER HAVE AS A COMPANY DURING BUSINESS RESCUE PROCEEDINGS?
- MAY A BUSINESS RESCUE PRACTITIONER DELEGATE ANY FUNCTION TO A PERSON WHO HAS BEEN PART OF THE EXISTING MANAGEMENT OF A COMPANY?
- WHAT POWERS DOES THE BUSINESS RESCUE PRACTITIONER HAVE?
- MAY A BUSINESS RESCUE PRACTITIONER OF A COMPANY WHO HAS ACTED AS THE PRACTITIONER OF THAT COMPANY DURING ITS BUSINESS RESCUE PROCEEDINGS BE APPOINTED AS THE LIQUIDATOR OF THAT COMPANY?
- WHAT IS THE TIME PERIOD IN WHICH THE NOTICE OF APPOINTMENT OF A BUSINESS RESCUE PRACTITIONER FOR A COMPANY MUST BE FILED WITH THE COMMISSION?
- WHO MAY APPLY TO COURT FOR A BUSINESS RESCUE ORDER?
- UNDER WHAT CIRCUMSTANCES MAY AN AFFECTED PERSON APPLY TO A COURT FOR AN ORDER TO SET ASIDE A SHAREHOLDERS' RESOLUTION TO PLACE A COMPANY UNDER BUSINESS RESCUE PROCEEDINGS?
- MAY AN AFFECTED PERSON APPLY TO COURT TO PLACE A COMPANY UNDER BUSINESS RESCUE PROCEEDINGS?
- WHAT ARE THE SPECIFIC STEPS AND PROCEDURES TO IMPLEMENT THE BUSINESS RESCUE PROCESS FOR A COMPANY?
- WHAT ARE THE GROUNDS ON WHICH A COURT MAY MAKE AN ORDER TO PLACE A COMPANY UNDER SUPERVISION AND TO COMMENCE BUSINESS RESCUE PROCEEDINGS?
- WHEN DOES THE BUSINESS RESCUE OF A COMPANY COMMENCE ACCORDING TO CASE LAW?
- DOES THE PROBABILITY EXIST TO RESCUE A COMPANY WHICH IS IN BUSINESS RESCUE PROCEEDINGS WITHOUT PAYING OFF THE COMPANY'S DEBTS?
- WHICH MEASURES MAY BE IMPLEMENTED TO ENSURE THAT A COMPANY IN FINANCIAL DISTRESS MAY BE RESTRUCTURED IN BUSINESS RESCUE INSTEAD OF BEING LIQUIDATED?
- WHICH FACTORS NEED TO BE INCLUDED IN A TURNAROUND PLAN?
- WHAT IS THE IMPLICATION OF THE SUSPENSION OF A HIGH-QUALITY LIQUID ASSET?
- IN THE EVENT THAT A COMPANY HAS TWO OR MORE DIRECTORS, MAY ANY ONE OF THE DIRECTORS PASS A RESOLUTION TO COMMENCE BUSINESS RESCUE PROCEEDINGS?
- SHOULD AN UNDERPERFORMING COMPANY APPLY FOR BUSINESS RESCUE?
- IS IT PERMITTED TO CONSIDER INTERNALLY-GENERATED ASSETS IN APPLYING THE SOLVENCY AND LIQUIDITY TEST?
- WHEN DOES A COMPANY SPECIFY THE DETAILS OF THE INFORMATION TO BE INCLUDED IN A BUSINESS RESCUE PLAN. DOES THE ACT SPECIFY A FORMAT FOR THIS INFORMATION?
- IS AN EMPLOYEE OF A COMPANY THAT IS IN BUSINESS RESCUE A PREFERRED SECURED CREDITOR?

- DOES THE TERM "TITLE INTEREST" INCLUDE A RESERVATION OF AN OWNERSHIP CLAUSE IN OR INSTEAD OF A LEASE AGREEMENT?
- WHAT IS MEANT BY THE USE OF "PRE-PACKS"?
- ON WHAT BASIS DO THE BUSINESS RESCUE PRACTITIONERS CLAIM THAT THERE IS A REASONABLE PROSPECT OF RESCUING THE BUSINESS OF COMAR?
- IS THE DECISION OF THE BOARD OF DIRECTORS OF COMAR TO FILE FOR VOLUNTARY BUSINESS RESCUE A REASONABLE COURSE OF ACTION FOR AN AILING COMPANY OUGHT TO BEHAVE IN THE CORONAVIRUS CLIMATE?
- WHAT WAS THE BIGGEST OBSTACLE IN OBTAINING A BUSINESS RESCUE PLAN ON THE TABLE FOR SOUTH AFRICAN AIRWAYS?
- DOES GOVERNMENT INHERIT THE CREDITOR RIGHTS INVESTED IN LOANS TO SOUTH AFRICAN AIRWAYS DURING THE BUSINESS RESCUE PROCEEDINGS OF SOUTH AFRICAN AIRWAYS?
- WHAT ARE THE REASONS FOR THE BUSINESS RESCUE PLAN TO BELIEVE THERE IS A REASONABLE PROSPECT OF RESCUING EDCON WHO IS ONE OF SOUTH AFRICA'S BIGGEST CONTRACT CASUALTY INSURERS?
- IS A MEDICAL SCHEME OR A PENSION SCHEME A SECURED CREDITOR OF A COMPANY WHICH HAS BEEN PLACED IN BUSINESS RESCUE PROCEEDINGS?
- MAY AN EMPLOYEE OBTAIN A CREDITORS' RESOLUTION TO COMMENCE BUSINESS RESCUE PROCEEDINGS?
- WHAT IS THE MINIMUM INFORMATION THAT A BUSINESS RESCUE PRACTITIONER MUST PRESENT TO THE BUSINESS RESCUE COMMISSION?
- A PROPOSED BUSINESS RESCUE PLAN MUST CONCLUDE WITH A CERTIFICATE. WHAT INFORMATION MUST BE CONTAINED IN THE BUSINESS RESCUE PLAN CERTIFICATE?
- WHAT ARE THE FIVE STATUTORY ITEMS ON THE AGENDA OF THE SECOND CREDITORS MEETING?
- WHAT ARE THE TWO STATUTORY REQUIREMENTS WHICH MUST BE MET BEFORE A PRELIMINARY BUSINESS RESCUE PLAN IS APPROVED?
- IS A BUSINESS RESCUE PLAN BINDING ON A SHAREHOLDER OF A COMPANY EVEN IF HE HAS VOTED AGAINST THAT PLAN?
- IS A BUSINESS RESCUE PLAN BINDING ON A CREDITOR OF A COMPANY IN THE EVENT THAT HE HAS NOT PROVIDED NOTICE TO THE COMPANY?
- IS A CREDITOR ENTITLED TO ENFORCE A DEBT DUE TO HIM BY A COMPANY BEFORE THE COMMISSION OF BUSINESS RESCUE PROCEEDINGS?
- DOES COMPANIES ACT 2008 PROVIDE FOR THE AUTOMATIC CESSATION OF BUSINESS RESCUE PROCEEDINGS?
- IS IT POSSIBLE FOR A COMPANY TO ENTER INTO A COMPROMISE WITH ANY OF ITS CREDITORS WITHOUT GOING INTO LIQUIDATION OF THE COMPANY?
- DOES A COMPROMISE STATE REQUIRE A COURT APPLICATION TO COMMENCE THE PROCEDURE?
- WHAT IS THE PERCENTAGE THRESHOLD OF VOTES THAT IS REQUIRED FOR A PROPOSAL FOR A COMPROMISE TO ADOPT THAT COMPANY'S RESCUE PLAN?
- DOES A COMPROMISE AFFECT THE LIABILITY OF A PERSON WHO IS A SURETY OF THE COMPANY?
- WHAT ARE THE DIFFERENCES BETWEEN AN INFORMAL TURNAROUND, A COMPROMISE AND A COMPOSITION?
- WHAT IS THE DUTY OF THE BUSINESS RESCUE PRACTITIONER WHERE THERE IS EVIDENCE OF FRAUDULENT TRANSACTIONS BY THE COMPANY?
- IN WHICH INSTANCES MUST A BUSINESS RESCUE PRACTITIONER FILE A NOTICE OF TERMINATION OF THE BUSINESS RESCUE PROCEEDINGS OF A COMPANY?

WINDING-UP OF SOLVENT COMPANIES & CCs: SELECTION OF QUESTIONS ANSWERED

- WHAT DOES THE WINDING-UP OF LIQUIDATION OF A COMPANY IMPLY?
- ARE THERE TWO PROCEDURES BY WHICH A SOLVENT COMPANY MAY BE DISSOLVED?
- IS A COMPANY PERMITTED TO GRANT A WINDING-UP ORDER IN THE REALISATION OF ITS ASSETS?
- WHEN MAY THE COMMISSION APPLY TO A COURT FOR AN ORDER TO WIND-UP A SOLVENT COMPANY?
- IS A COURT ALLOWED TO REFUSE TO GRANT A WINDING-UP ORDER OF A SOLVENT COMPANY WHOSE ASSETS OF THE COMPANY HAVE BEEN MORTGAGED TO AN AMOUNT EQUAL TO THOSE ASSETS OF THE COMPANY?
- MAY A COURT STAY OR SET ASIDE THE WINDING-UP OF A SOLVENT COMPANY?
- WHICH DOCUMENTS MUST BE FILED WITH THE COMMISSION WHERE THE SHAREHOLDERS OF A SOLVENT COMPANY HAS PASSED A SHAREHOLDERS' SPECIAL RESOLUTION FOR THE WINDING-UP OF THE COMPANY?
- WHICH DOCUMENTS MUST BE LODGED WITH THE MASTER WHERE THE SHAREHOLDERS OF A SOLVENT COMPANY HAS PASSED A SHAREHOLDERS' SPECIAL RESOLUTION FOR THE WINDING-UP OF THE COMPANY AND THEY HAVE PASSED A RESOLUTION NOMINATING A PERSON AS LIQUIDATOR?
- WHICH FORM MUST BE USED FOR A STATEMENT OF AFFAIRS OF A SOLVENT COMPANY AND A FORMER MEMBER OF A CLOSE CORPORATION OR REGISTERED THAT CORPORATION?
- MAY A CREDITOR OF A COMPANY WHO IS BEING WOUND-UP BY COURT APPLY FOR AN ORDER TO INTERFERE WITH THE ACCOUNTING RECORDS OF THAT CORPORATION?
- WHEN MAY A COURT ORDER A BANKER OF A SOLVENT COMPANY TO TRANSFER ANY RECORDS PERTAINING TO THE LIQUIDATOR OF THE COMPANY?

Qs & As FOR AUDITORS & ACCOUNTANTS ON THE NEW COMPANIES ACT & AUDITING PROFESSION ACT

A5 BOOK | +/- 530 PAGES | OVER 365 QUESTIONS & ANSWERS

CHAPTER GUIDE	1 BACKGROUND AND APPLICATION	2 DEFINITIONS	3 FINANCIAL YEAR
4 ACCOUNTING RECORDS	5 FINANCIAL STATEMENTS	6 ANNUAL FINANCIAL STATEMENTS	7 INDEPENDENT REVIEW
8 PUBLIC INTEREST SCORE	9 FINANCIAL REPORTING STANDARDS	10 REPORTABLE IRREGULARITY	11 ANNUAL RETURNS
12 AUDIT ROTATION AND AUDIT TENURE	13 ACCOUNTANT, AUDITOR, AUDIT COMMITTEE & COMPANY SECRETARY	14 SECURITIES AND SHARES	15 COMPANIES AND CLOSE CORPORATIONS
PLUS THE AUDITING PROFESSION ACT, ACT NO. 26 OF 2005 INCLUDING AMENDMENTS FROM THE AUDITING PROFESSION AMENDMENT ACT NO. 2 OF 2015			

SELECTION OF QUESTIONS ANSWERED

- WHAT IS MEANT BY "NON-AUDIT SERVICES"? WHAT SERVICES ARE GENERALLY INCLUDED IN THE AUDIT WHICH DO NOT CONSTITUTE AUDIT SERVICES AS UNDERSTOOD IN THE CONTEXT OF COMPANIES ACT 2008?
- WHO IS QUALIFIED TO CONDUCT AN AUDIT?
- WHAT DOES THE TERM "REPORTABLE IRREGULARITY" MEAN IN TERMS OF THE AUDITING PROFESSION ACT 2005 AND THE COMPANIES REGULATION?
- WHAT IS MEANT BY "NON-AUDIT SERVICES"? WHAT SERVICES ARE GENERALLY INCLUDED IN THE AUDIT WHICH DO NOT CONSTITUTE AUDIT SERVICES AS UNDERSTOOD IN THE CONTEXT OF COMPANIES ACT 2008?
- DOES THE CONCEPT OF ACCOUNTABILITY AND TRANSPARENCY APPLY TO ALL COMPANIES REGARDLESS OF SIZE?
- MAY A COMPANY SECRETARY CHANGE THE FINANCIAL YEAR END OF A COMPANY?
- MAY A COMPANY FILE A CHANGE IN FINANCIAL YEAR END FOR A FINANCIAL YEAR THAT ALREADY ENDED?
- WHAT ARE THE ACCOUNTING RECORDS REQUIRED FOR A PROFIT COMPANY AND A NON-PROFIT COMPANY IN TERMS OF SECTION 28 AND COMPANIES REGULATION 23?
- WHAT ARE THE TEN REQUIREMENTS FINANCIAL STATEMENTS MUST MEET IN TERMS OF SECTION 28 COMPANIES ACT 2008?
- WHAT ARE THE THREE STATUTORY PROHIBITIONS ON FINANCIAL STATEMENTS?
- WHAT ARE THE FIVE NOTICES THAT A SUMMARY OF FINANCIAL STATEMENTS MUST BEAR ON THE FIRST PAGE OF THE SUMMARY?
- WHAT IS A STATUTORY (NON-VOLUNTARY) AUDIT?
- WHAT IS A NON-STATUTORY (VOLUNTARY) AUDIT?
- WHY APPROVES THE ANNUAL FINANCIAL STATEMENTS OF A COMPANY - THE BOARD OF DIRECTORS OR THE SHAREHOLDERS OF THE COMPANY?
- IN WHAT INSTANCES DOES THE EXEMPTION OF AN AUDIT FOR AN OWNER-MANAGED COMPANY WHO MAY REFORM AN INDEPENDENT REVIEW OF THE ANNUAL FINANCIAL STATEMENTS?
- WHAT IS THE PRESCRIBED MINIMUM INFORMATION THAT MUST BE INCLUDED IN ANNUAL FINANCIAL STATEMENTS?
- MAY A COMPANY DIRECTOR SIGN THE ANNUAL FINANCIAL STATEMENTS OF THEIR COMPANY?
- WHAT ARE THE IMPLICATIONS OF BEING AN OWNER-MANAGED COMPANY IN TERMS OF SECTION 30(2A) OF COMPANIES ACT 2008?
- WHAT IS THE DIFFERENCE BETWEEN AN OWNER-MANAGED COMPANY AND AN OWNER-MANAGED CLOSE CORPORATION, WHERE AN OWNER IS OR THE OWNERS ARE A TRUSTEE?
- DOES A JUDGMENT CREDITOR OF A COMPANY HAVE ACCESS TO THE ANNUAL FINANCIAL STATEMENTS OF THAT COMPANY?
- WHO MAY REFORM AN INDEPENDENT REVIEW OF THE ANNUAL FINANCIAL STATEMENTS OF A COMPANY OR A CLOSE CORPORATION?
- WHAT ARE THE FACTORS INFLUENCING THE DECISION TO CONDUCT AN AUDIT OR INDEPENDENT REVIEW?
- WHICH CATEGORIES OF COMPANIES ARE REQUIRED TO HAVE THEIR ANNUAL FINANCIAL STATEMENTS AUDITED BY AN INDEPENDENT REVIEWER BY TWO QUALIFYING PROFESSIONALS FROM THE SAME ACCOUNTING FIRM?
- ARE INDEPENDENT REVIEWERS REQUIRED TO BE ROTATED SIMILAR TO AUDITORS?
- IS AN INDEPENDENT REVIEW PRACTITIONER ALLOWED TO PERFORM AN INDEPENDENT REVIEW OF A COMPANY'S ANNUAL FINANCIAL STATEMENTS IF HE PREPARED THOSE FINANCIAL STATEMENTS?
- HOW DOES ONE CALCULATE THE PUBLIC INTEREST SCORE CALCULATION IN RELATION TO A PROFIT COMPANY VERSUS A NON-PROFIT COMPANY?
- WHAT ARE THE RELEVANT INTERESTS OF AN INDIVIDUAL WHO IS ALSO AN EMPLOYEE OF THE COMPANY, IS HE COUNTED TWICE FOR THE PUBLIC INTEREST SCORE?
- WHAT ARE THE FORESEEN DIFFICULTIES REGARDING THE ISSUE OF CALCULATING THE PUBLIC INTEREST SCORE OF A COMPANY AT THE END OF EACH FINANCIAL YEAR?
- WHAT ARE THE FINANCIAL REPORTING STANDARDS FOR PROFIT AND NON-PROFIT COMPANIES IN TERMS OF COMPANIES REGULATION 27?
- WHAT DOES THE TERM "REPORTABLE IRREGULARITY" MEAN IN TERMS OF THE AUDITING PROFESSION ACT 2005 AND THE COMPANIES REGULATIONS?
- WHAT IS THE STATUTORY PROCESS THAT AN INDEPENDENT REVIEW PRACTITIONER MUST FOLLOW ON REPORTING AN IRREGULARITY?
- UNDER WHAT CIRCUMSTANCES MAY AN AUDITING PROFESSIONAL REPORT ON THE ANNUAL FINANCIAL STATEMENTS AND FINANCIAL STATEMENTS WITH AN UNRESERVED OPINION?
- UNDER WHAT CIRCUMSTANCES MUST THE COMMISSION (CIPC) REGISTER A COMPANY OR AN EXTERNAL COMPANY?
- WHEN DOES THE AUDIT REPORT REQUIRE A RULE WHICH HAS BEEN PRESCRIBED BY THE INDEPENDENT REGULATORY BOARD FOR AUDITORS (IRBA) AND PUBLISHED IN GOVERNMENT GAZETTE 39475 OF A DECEMBER 2017?
- HOW IS MANDATORY ROTATION (MAR) BEING IMPLEMENTED IN SOUTH AFRICA?
- WHAT ARE THE CONCERNS REGARDING MANDATORY AUDIT FIRM ROTATION (MAR)?

- IS THE AUDITOR ROTATION CONTEMPLATED IN SECTION 92 OF COMPANIES ACT 2008 MANDATORY, OR DOES SECTION 92 IT ONLY THE INDIVIDUAL AUDITOR THAT NEEDS TO ROTATE, OR DOES SECTION 92 OF COMPANIES ACT 2008 APPLY TO THE FIRM AS WELL?
- IS THE STATUTORY ROTATION OF AUDITORS AFTER A PERIOD OF FIVE YEARS ONLY APPLICABLE TO STATUTORY AUDITORS, VOLUNTARY AUDITORS OR INDEPENDENT REVIEWERS?
- IF A FIRM HAS MULTIPLE AUDITORS, IS IT ONLY THE INDIVIDUAL AUDITOR THAT NEEDS TO ROTATE, OR DOES SECTION 92 OF COMPANIES ACT 2008 APPLY TO THE FIRM AS WELL?
- IN THE EVENT THAT A COMPANY HAS APPOINTED TWO PERSONS AS JOINT AUDITORS, MUST THEY BOTH ROTATE AT THE 5-YEAR MARK CONTINGENTLY IN SECTION 92 OF COMPANIES ACT 2008? HOW WILL THE IRBA MONITOR THE OCCURRENCE OF AUDIT TURNER?
- WHAT IS AN ILLUSTRATIVE EXAMPLE OF AN INDEPENDENT AUDITOR REPORT CONTAINING THE MANDATORY DISCLOSURE OF AUDIT TURNER?
- MAY REGISTERED AUDITORS PERFORM AN AUDIT UNDER A RISK MANAGEMENT PLAN?
- WHAT ARE THE DUTIES AND LIABILITIES OF THE REGISTERED AUDITOR IN TERMS OF THE COMPANIES ACT 71 OF 2008 AS AMENDED, AND THE AUDITING PROFESSION ACT 26 OF 2005?
- MAY AN INDIVIDUAL WHO IS NOT A REGISTERED AUDITOR, PERFORM AN AUDIT IN ASSOCIATION WITH A REGISTERED AUDITOR WHO IS ENTITLED TO PERFORM THE AUDIT?
- MAY FUNDS OF A CLIENT BE RETAINED BY AN ACCOUNTANT AS SECURITY FOR HIS FEES?
- MAY AN EXISTING ACCOUNTANT RETAIN DOCUMENTS OF A CLIENT WHO HAS NOT PAID THE FEES TO THE ACCOUNTANT?
- WHAT ARE THE CIRCUMSTANCES WHERE A REGISTERED AUDITOR MAY BE REQUIRED TO DISCLOSE CONFIDENTIAL INFORMATION OF A CLIENT?
- UNDER WHAT CIRCUMSTANCES DOES A REGISTERED AUDITOR INCUR LIABILITY IN TERMS OF THE COMPANIES ACT 71 OF 2008 AS AMENDED?
- WHAT ARE THE THREE TYPES OF AUDIT OFFENCES WHICH ARE PUNISHABLE BY EITHER PAYMENT OF A FINE, IMPRISONMENT OR BOTH IN TERMS OF THE AUDITING PROFESSION ACT 2005?
- IS THE EFFECTIVE DATE OF COMPANIES ACT 71 OF 2008, MAY 1 2011, WHEN IS SECTION 90 EFFECTIVE?
- IS AN AUDITOR ALLOWED TO PERFORM AN AUDIT WHERE HE HAS PREVIOUSLY PREPARED A CLIENT'S FINANCIAL STATEMENTS?
- CAN ONE PARTNER OF AN AUDIT FIRM BE RESPONSIBLE FOR THE COMPLETION OF THE ANNUAL FINANCIAL STATEMENTS AND ANOTHER PARTNER OF THE SAME FIRM BE RESPONSIBLE FOR THE AUDIT OF THE SET OF ANNUAL FINANCIAL STATEMENTS?
- IS AN AUDITOR ALLOWED TO PERFORM AN AUDIT IF HE HAS ASSISTED WITH ADJUSTING ENTRIES OR REVERSING FINANCIAL STATEMENTS DURING THE EXISTING REVIEW?
- SECTION 90(2)(b)(v) OF COMPANIES ACT 2008 ALSO STATES THAT THE PERSON OR FIRM ASSISTED WITH ADJUSTING ENTRIES OR REVERSING FINANCIAL STATEMENTS DURING THE EXISTING REVIEW IS LIABLE DURING THE COURSE OF 5 YEARS, WHEN DOES THIS 5 YEARS COMMENCE IN THIS REGARD REGARD A ROLLING WINDOW?
- WHEN IS THE APPOINTMENT OF A COMPANY SECRETARY, AN AUDITOR AND AN AUDIT COMMITTEE COMPULSORY FOR A PRIVATE COMPANY, PERSONAL LIABILITY COMPANY AND NON-PROFIT COMPANY?
- WHAT ARE THE SECRETARIAL REQUIREMENTS FOR THE APPOINTMENT AND RESIGNATION OF AUDITORS?
- WHEN IS THE AUDITOR OF A HOLDING COMPANY HAVE THE RIGHT OF ACCESS TO ANY FORMER FINANCIAL STATEMENTS OF A SUBSIDIARY OF THAT COMPANY?
- WHAT ARE KEY AUDIT MATTERS (KAM) AND HOW WILL AUDITORS DETERMINE KEY AUDIT MATTERS?
- IS A MEMBER OF AN AUDIT COMMITTEE ALLOWED TO BE A DIRECTOR OF THAT COMPANY?
- WHAT ARE THE KEY DIFFERENCES BETWEEN THE COMPANIES ACT, 71 OF 2008 AND THE AUDITING PROFESSION ACT 26 OF 2005?

APPENDICES PLUS THE AUDITING PROFESSION ACT, AS AMENDED

- ACCOUNTING RECORDS OF A PROFIT COMPANY, NON-PROFIT COMPANY AND CLOSE CORPORATION
- CIRCUMSTANCES UNDER WHICH THE AFPS OF A COMPANY OR CLOSE CORPORATION MUST BE AUDITED
- CIRCUMSTANCES UNDER WHICH THE AFPS OF A COMPANY OR CLOSE CORPORATION MUST BE INDEPENDENTLY REVIEWED
- FINANCIAL REPORTING STANDARDS FOR THE FINANCIAL STATEMENTS OF STATE-OWNED COMPANIES, PUBLIC COMPANIES LISTED ON AN EXCHANGE AND PUBLIC COMPANIES NOT LISTED ON AN EXCHANGE, PROFIT COMPANIES OTHER THAN STATE-OWNED COMPANIES OR PUBLIC COMPANIES, NON-PROFIT COMPANIES AND CLOSE CORPORATIONS
- AUDITORS' DUTIES IN RELATION TO AN AUDIT AND TO REPORT ON IRREGULARITIES
- DUTIES AND LIABILITIES OF THE REGISTERED AUDITOR IN TERMS OF THE COMPANIES ACT 71 OF 2008 AS AMENDED, AND THE AUDITING PROFESSION ACT 26 OF 2005 AS AMENDED
- KEY DIFFERENCES BETWEEN THE COMPANIES ACT, 71 OF 2008, AS AMENDED AND THE AUDITING PROFESSION ACT, 26 OF 2005, AS AMENDED

Publisher: Genesis Corporate Services © - Tel: +27 (0)21 782 0765 - Cell: +27 (0)82 820 5338 - Email: drjhn@profitpointsolutions.com or order online at www.profitpointsolutions.com/publications (subject to e&O) Author: Dr Adv Leigh Hefer (B.Sc., LL.B., LL.M, Ph.D)

Publisher: Genesis Corporate Services © - Work: +27(0) 76 724 0417 - Cell: +27 (0) 82 820 5338 - Email: info@genesiscorporate.co.za or order online at www.genesiscorporate.co.za (subject to e & o)

Q & As on CLOSE CORPORATIONS ON THE CLOSE CORPORATIONS ACT & COMPANIES ACT, INCL. FOR ACCOUNTING OFFICERS & MEMBERS OF CCs

A5 BOOK | +/- 630 PAGES | OVER 450 QUESTIONS & ANSWERS

CHAPTER GUIDE	1 BACKGROUND AND APPLICATION	2 DEFINITIONS	3 FORMATION, JURISTIC PERSONALITY, REGISTRATION AND FOUNDING STATUTES OF CCs
4 FORMAL REQUIREMENTS AS TO THE CORPORATION	5 MEMBERSHIP	6 INTERNAL & EXTERNAL RELATIONS AND THE ASSOCIATION	7 FIDUCIARY POSITION OF MEMBERS
8 ACCOUNTING OFFICER, AUDITOR, FINANCIAL STATEMENTS AND ANNUAL RETURNS	9 DUTIES, LIABILITIES AND REMEDIES	10 DEREGISTRATION AND RE-INSTATEMENT (RESTORATION) OF CLOSE CORPORATION	11 CONVERSION FROM CLOSE CORPORATION TO COMPANY

PLUS THE CLOSE CORPORATIONS ACT, ACT NO. 69 OF 1984 AS AMENDED BY CLOSE CORPORATIONS AMENDMENT ACT, ACT NO. 25 OF 2005, CORPORATE LAWS AMENDMENT ACT, ACT NO. 24 OF 2006 & COMPANIES ACT, ACT NO. 71 OF 2008 & INCLUDES THE CLOSE CORPORATION ADMINISTRATIVE REGULATIONS

SELECTION OF QUESTIONS ANSWERED

- WHAT IS MEANT BY A "MEMBER'S INTEREST" IN A CLOSE CORPORATION?
- WHO MAY BE A MEMBER OF A CLOSE CORPORATION?
- WHAT ARE THE NEW RESPONSIBILITIES OF CLOSE CORPORATIONS IN TERMS OF SCHEDULE 2 OF COMPANIES ACT 2008?
- WHO MUST SIGN THE AMENDED FOUNDING STATEMENT OF AN EXISTING CLOSE CORPORATION?
- MAY THE AMENDED FOUNDING STATEMENT OF AN EXISTING CLOSE CORPORATION BE FILED WITH THE COMMISSION IN THE YEAR OF COMPANIES ACT 2008?
- MAY A CREDITOR OF AN EXISTING CLOSE CORPORATION MAKE APPLICATION TO THE COMMISSION TO SERVE A RESOLUTION ON THE MEMBERS OF THE CORPORATION TO LODGE A COMPROMISE FOUNDING STATEMENT?
- WHAT ARE THE DIFFERENCES BETWEEN PRIVATE COMPANIES AND CLOSE CORPORATIONS?
- WHEN DOES A PERSON CONTROL A CLOSE CORPORATION?
- MAY A CLOSE CORPORATION WHOSE SHARES ARE HELD BY A TRUST BE OWNER-MANAGED IN TERMS OF SECTION 10(4) OF COMPANIES ACT 2008?
- MAY A CLOSE CORPORATION BE CONSIDERED TO BE AN OWNER-MANAGED CORPORATION IF ONE OF THE MEMBERS IS A TRUST DESPITE ALL OF THE TRUSTEES BEING MEMBERS?
- DOES CLOSE CORPORATIONS ACT 2008 REQUIRE RECORDS IN A CLOSE CORPORATION TO PLACE THE NAMES OF ITS MEMBERS ON THE CORPORATION'S LETTERHEAD IF SO, WHICH INFORMATION MUST BE STATED ON THE LETTERHEAD OF A CLOSE CORPORATION?
- DOES A CHANGE IN THE NAME OF AN EXISTING CLOSE CORPORATION AFFECT AN ORDER ON THE CORPORATION INSTATED AGAINST THE CORPORATION?
- WHEN DOES THE MEMBERSHIP OF A MEMBER OF A CLOSE CORPORATION COMMENCE?
- WHEN SHALL A NATURAL PERSON QUALIFY FOR MEMBERSHIP OF AN EXISTING CLOSE CORPORATION?
- WHAT TWO PERSONS BE THE JOINT HOLDERS OF THE SAME MEMBER'S INTEREST IN AN EXISTING CLOSE CORPORATION?
- WHAT ARE THE REQUIREMENTS RELATING TO CONTRIBUTIONS BY THE MEMBERS OF A CLOSE CORPORATION?
- MAY A MINOR BE A MEMBER OF A CLOSE CORPORATION?
- MAY THE EXECUTOR OF THE ESTATE OF A DECEASED MEMBER OF A CLOSE CORPORATION SELL THE DECEASED MEMBER'S INTEREST TO A PERSON WHO IS NOT A MEMBER OF THE CLOSE CORPORATION, BUT WHO QUALIFIES FOR MEMBERSHIP?
- WHICH ARE THE MATTERS THAT MAY BE REGULATED BY THE ASSOCIATION AGREEMENT?
- MAY AN EXISTING CLOSE CORPORATION GIVE FINANCIAL ASSISTANCE FOR THE ACQUISITION OF A MEMBER'S INTEREST IN THAT CORPORATION BY MEANS OF THE PROVISION OF SECURITY?
- IS A MEMBER OF A CLOSE CORPORATION ENTITLED TO A DISTRIBUTION OF THE NET ASSETS OF THAT CLOSE CORPORATION?
- WHAT ARE THE RULES WHICH GOVERN PAYMENTS TO MEMBERS OF A CLOSE CORPORATION TO ENSURE THE CLOSE CORPORATION MAINTAINS BEING SOLVENT AND LIQUID?
- IS A NEW MEMBER OF A CLOSE CORPORATION BOUND TO AN EXISTING ASSOCIATION AGREEMENT EVEN IF HE HAS NOT SIGNED IT?
- DO ALL MEMBERS OF A CLOSE CORPORATION HAVE EQUAL RIGHTS IN REGARDS TO THE MANAGEMENT OF THE BUSINESS OF A CORPORATION?
- DOES CLOSE CORPORATIONS ACT 2008 REQUIRE A CLOSE CORPORATION TO HAVE A MEMBER'S MEETING?
- WHAT IS THE PERCENTAGE THRESHOLD OF MEMBERS TO CONSTITUTE A QUORUM FOR A MEMBER'S MEETING?
- MAY A MEMBER OF A CLOSE CORPORATION BE COMPELLED TO PURCHASE THE INTEREST OF ANOTHER MEMBER OF THE CLOSE CORPORATION AND REGISTER THAT CORPORATION?
- HOW DO THE STANDARDS OF CONDUCT OF MEMBERS OF A CLOSE CORPORATION DIFFER FROM THE STANDARDS OF CONDUCT OF DIRECTORS AND PRESCRIBED OFFICERS OF A COMPANY?
- UNDER WHAT CIRCUMSTANCES IS A PAST MEMBER OF A CLOSE CORPORATION LIABLE TO THE CORPORATION FOR ANY PAYMENT RECEIVED BY HIM WHICH HAS BEEN PAID BY THAT CORPORATION?
- HOW DO THE LIABILITIES OF MEMBERS OF A CLOSE CORPORATION DIFFER FROM THE LIABILITIES OF DIRECTORS AND PRESCRIBED OFFICERS OF A COMPANY?
- IN WHICH THREE INSTANCES MUST A CLOSE CORPORATION MEET THE SOLVENCY AND LIQUIDITY TEST?
- HOW DOES THE APPLICATION OF THE SOLVENCY AND LIQUIDITY TEST TO A CLOSE CORPORATION DIFFER FROM THE APPLICATION OF THE TEST TO A COMPANY?

- CORPORATION DIFFERS FROM THE APPLICATION OF THE TEST TO A COMPANY?
- HOW DOES THE FIDUCIARY POSITION OF MEMBERS IN A CLOSE CORPORATION DIFFER FROM THEIR DUTIES OF CARE AND SKILL?
- WHICH ARE THE MAIN PROVISIONS OF CLOSE CORPORATIONS ACT 1984 GIVING RISE TO PERSONAL LIABILITY OF MEMBERS OF A CLOSE CORPORATION?
- WHO QUALIFIES TO ACT AS AN ACCOUNTING OFFICER OF A CLOSE CORPORATION?
- DOES A MEMBER OF A CLOSE CORPORATION QUALIFY FOR APPOINTMENT AS THE ACCOUNTING OFFICER OF THAT CORPORATION?
- WHAT IS A FIRM WHOSE PARTNER IS A MEMBER OF A CLOSE CORPORATION QUALIFY FOR APPOINTMENT AS THE ACCOUNTING OFFICER OF THAT CORPORATION?
- IS THE ACCOUNTING OFFICER OF A CLOSE CORPORATION UNDER A DUTY TO DISCLOSE IN WRITING TO A CREDITOR THAT HE IS AN OFFICER OF THAT CORPORATION?
- MAY AN ACCOUNTING OFFICER CARRY OUT THE INDEPENDENT REVIEW OF THE ANNUAL FINANCIAL STATEMENTS OF A COMPANY?
- IS IT A REPORTABLE IRREGULARITY UNDER COMPANIES ACT 2008 IF THE LIABILITIES OF A CLOSE CORPORATION EXCEED ITS ASSETS?
- WHAT ARE THE DIFFERENCES IN THE FINANCIAL YEAR OF A CLOSE CORPORATION IN COMPARISON WITH THE FINANCIAL YEAR OF A COMPANY?
- WHAT IS THE DIFFERENCE IN THE APPLICATION OF THE BUSINESS JUDGEMENT RULE IN TERMS OF A CLOSE CORPORATION AS OPPOSED TO A COMPANY IN RELATION TO THE APPLICATION OF THE BUSINESS JUDGEMENT RULE?
- WHAT DOES THE ACCOUNTING RECORDS OF A CLOSE CORPORATION INCLUDE?
- WHAT ARE THE RETENTION PERIODS OF CLOSE CORPORATION RECORDS?
- HOW IS THE PUBLIC INTEREST SCORE CALCULATED FOR A PROFIT COMPANY, A NON-PROFIT COMPANY AND A CLOSE CORPORATION?
- UNDER WHICH CIRCUMSTANCES IS IT COMPULSORY FOR A CLOSE CORPORATION TO HAVE A SOCIAL AND ETHICS COMMITTEE (SECOM)?
- UNDER WHAT CIRCUMSTANCES MUST THE ANNUAL FINANCIAL STATEMENTS OF A CLOSE CORPORATION BE AUDITED?
- UNDER WHAT CIRCUMSTANCES MUST THE ANNUAL FINANCIAL STATEMENTS OF A CLOSE CORPORATION BE INDEPENDENTLY REVIEWED?
- WHAT ARE THE STEPS TO CONVERT THE FINANCIAL ACCOUNTABILITY SUPPORTMENT OF A CLOSE CORPORATION TO THE COMMISSION?
- IS IT A REPORTABLE IRREGULARITY IN TERMS OF COMPANIES ACT 2008 IF A CLOSE CORPORATION TRADES IN A BUSINESS WHICH IS NOT A BUSINESS OF THAT CORPORATION?
- WHICH INFORMATION HAS TO BE SUBMITTED WITH THE CLOSE CORPORATION'S ANNUAL RETURN?
- A MEMBER OF A CLOSE CORPORATION HAS EIGHT STATUTORY FIDUCIARY DUTIES TO THE CORPORATION. WHAT ARE THESE DUTIES?
- UNDER WHICH CIRCUMSTANCES IS A MEMBER OF A CLOSE CORPORATION LIABLE FOR THE REPAYMENT OF A SALARY OR OTHER REMUNERATION PAID TO HIM BY THE CORPORATION?
- IS A FORMER MEMBER OF A CLOSE CORPORATION AND REGISTERED THAT CORPORATION ON ACCOUNT OF HIS BREACH OF FIDUCIARY DUTIES TO THE CORPORATION?
- WHAT ARE THE STEPS FOR THE FINALISATION OF THE LIQUIDATION PROCESS OF A CLOSE CORPORATION?
- WHAT ARE THE DIFFERENCES BETWEEN A MEMBERS' AND A CREDITORS' LIQUIDATION?
- HOW DOES ONE RESTORE A CLOSE CORPORATION WHICH HAS BEEN DEREGISTERED?
- MAY A THIRD PARTY OBJECT TO THE DEREGISTRATION OF A CLOSE CORPORATION?
- ON WHAT GROUNDS MAY THE COMMISSION APPLY TO A COURT FOR AN ORDER TO WIND-UP A SOLVENT CLOSE CORPORATION AND REGISTER THAT CORPORATION?
- WHAT PROCEDURES MUST BE FOLLOWED BY A MEMBER OF A SOLVENT CORPORATION TO PREVENT A COURT FROM ISSUING THAT CORPORATION TO BE WOUND-UP AND BE REGISTERED BY THE COMMISSION?
- UNDER WHAT CIRCUMSTANCES SHOULD A CLOSE CORPORATION BE CONVERTED TO A COMPANY?
- MAY A CLOSE CORPORATION CONVERT TO A NON-PROFIT COMPANY?
- MAY A CLOSE CORPORATION CONVERT TO A PERSONAL LIABILITY COMPANY?
- MAY A CLOSE CORPORATION CONVERT TO A PUBLIC COMPANY?
- WHAT ARE THE STEPS TO CONVERT A CLOSE CORPORATION TO A PRIVATE PROFIT COMPANY?
- WHAT HAPPENS TO THE ACCOUNTING OFFICER OF A CLOSE CORPORATION WHICH HAS BEEN CONVERTED TO A COMPANY?

FOR THE DRAFTING OF A CUSTOMISED ASSOCIATION AGREEMENT VISIT www.onlinemol.co.za

Publisher: Genesis Corporate Services © - Work: +27(0) 76 724 0417 - Cell: +27 (0) 82 820 5338 - Email: info@genesiscorporate.co.za or order online at www.genesiscorporate.co.za (subject to e & o)

VRAE & ANTWOORDE OOR DIE SAID-AFRIKAANSE MAATSKAPPYWET

A5 BOEK | ± 450 BLADSYE | MEER AS 450 VRAE & ANTWOORDE

HOOFSTUK GIDS	1 INLEIDING	2 AGERONDVONNEN DIE SUID-AFRIKAANSE MAATSKAPPYWET, 71 VAN 2008	3 INLYNGING & TYPEN MAATSKAPPE	4 INLYNGING & AKTE VAN OPGRIGTING (MEMORANDUM VAN INLYNGING)
5 KAPITAALSTANDHOUDING & SOLVENSIE- & LIKWIDITEITS TOETS	6 SEKURITEIT & FINANSIES	7 GESERTIFISEERDE & ONGESERTIFISEERDE SEKURITEIT	8 AANDEELHOUERSRECHTE & AANDEELHOUERSVERGADERINGS	9 AANDEELHOUERSRECHTE & AANDEELHOUERSVERGADERINGS
10 TYPES VAN DIREKTURE, VERKIEGING & BEKINDING VAN DIREKTEURSKAP	11 PLIGTE VAN DIREKTURE	12 VERBETERDE VERANTWOORDINGS-PLIGTHED, DEURSIGTHED & INTEGRITEIT	13 OENEBARE AANBEDIINGE	14 FUNDAMENTELE TRANSAKSIES
15 DEURSIGTHED & AANSPEEKLIKHEID: OUDITS & HERSIENINGS, ON-VERBARE BELANGSTELLING & VERSLE	16 ALTERNATIEWE GESKILBESLIGTING	17 OENEBARE AANBEDIINGE	18 LIKWIDASIE VAN 'N MAATSKAPPI & HERINSTELLING	19 BESLOTE KORPORASIES

BYLAES

SELKTIETWE VRAE BEANTWOORD:

- IS DIE BELANGRIJKSTE VERANDERINGE IN DIE MAATSKAPPYWET, 71 OF 2008?
- WAT IS DIE BELANGRIKSTE SAKKE, GEGEELEDE DEUR DIE 2008 MAATSKAPPYWET, WAT VOORREKES MOET WORD BEIDE VOORREKES DEUR DIE 2008 MAATSKAPPYWET EN NIEUW MAATSKAPPYWET VAN 1 MEI 2011 GEREVISIEERDE MAATSKAPPYWET?
- WAT IS DIE PROSES VIR DIE VOORBEREIDING EN REGISTRASIE VAN 'N NIEUW MAATSKAPPI KRAGTENS DIE MAATSKAPPYWET?
- WAT IS DIE REGISTRASIE VAN MAATSKAPPIE INVOLGDE DIE MAATSKAPPYWET?
- WATTER TYPES MAATSKAPPIE IS GEDENTIFISEER IN DIE 2008 MAATSKAPPYWET?
- WAT IS KEMERKING VAN 'N PRIVAAT MAATSKAPPI?
- WAT IS DIE DOGHEREDE VAN PRIMAERE AKTIVITEIT VAN 'N NIEUW-INGEWENDEDE MAATSKAPPI?
- IN WATTER OMTREKINGHE SAL 'N NIEUW-INGEWENDEDE MAATSKAPPI KWALIFISEER AS 'N OENEBARE WELSEINIGINGSALIANSE (OW)?
- WAT IS DIE PROSES OM 'N NIEUW NIEUW-INGEWENDEDE MAATSKAPPI TE REGISTREER?
- WAT IS DIE VERBESISTES OM 'N PUBLIEKE MAATSKAPPI TE INKORPOREER?
- WAT IS DIE VERKES TUSSEN 'N RUITTELMOEDER (EKSTERNE) MAATSKAPPI EN 'N BRUWELMOEDER (DOMESTIESE) MAATSKAPPI?
- WAT IS DIE BETEKENIS VAN "BEHEER" EN "HOU" IN TERME VAN ARTIKEL 3 VAN DIE 2008 MAATSKAPPYWET?
- IS DIE NAMMERSELENERINGS-PROSES NOG 'N VOORREKISTE VIR REGISTRASIE VAN 'N NIEUW-INGEWENDEDE MAATSKAPPI?
- WAT IS 'N MAATSKAPPI MET PERSONEELKE AANSPEEKLIKHEID?
- WAT IS KEMERKING VAN 'N NIEUW-INGEWENDEDE MAATSKAPPI?
- WAT GEBEUR MET BESTANDE ARTIKEL 21-MAATSKAPPIE WAT GEREESTREER IS IN TERME VAN DIE 1973 MAATSKAPPYWET?
- WAT IS DIE ESPESELE VERBESISTES TEN OPSIGTE VAN NIEUW-INGEWENDEDE MAATSKAPPYWET?
- MAG 'N PUBLIEKE MAATSKAPPI OMSKAKEL WOrd NA 'N PRIVAAT MAATSKAPPI?
- MAG 'N NIEUW-INGEWENDEDE MAATSKAPPI OMSKAKEL WOrd NA 'N WINSWENDEDE MAATSKAPPI?
- MAG 'N NIEUW-INGEWENDEDE MAATSKAPPI AANLAAGER OF SAAMKLEET MET 'N WINSWENDEDE MAATSKAPPI?
- MAG 'N WINSWENDEDE MAATSKAPPI OMSKAKEL WOrd NA 'N NIEUW-INGEWENDEDE MAATSKAPPI?
- ONDER WATTER OMTREKINGHE MAG 'N WINSWENDEDE MAATSKAPPI OMSKAKEL WOrd NA 'N ENIGE ANDER MAATSKAPPI?
- WANNEER IS 'N MAATSKAPPI 'N FOLIAAL 'N ANDER REGSPROEF?
- WAT IS DIE VOORGESKREWE VORM VAN BESLOTE KORPORASIES, KOOPERASIES EN MAATSKAPPIE VANAF DIE MAATSKAPPIE EN INTELLEKTUELE EIENDOMSKOMMISSIE (CIPC)?
- WAT IS DIE AKTE VAN OPGRIGTING?
- WAROM MOET 'N MAATSKAPPI SY AKTE VAN OPGRIGTING AANWES, IN TEENSTELLING MET 'N NIEUW-INGEWENDEDE MAATSKAPPI WAT INTELLEKTUELE EIENDOMSKOMMISSIE (CIPC) SE AKTE VAN OPGRIGTING IN WORM SKOP 15.1?
- WAT IS DIE AKTE VAN OPGRIGTING?
- IN DIE GEVAL VAN 'N MAATSKAPPI NIEUW BEPALDE MINIMUM DIREKTEURHEID DIREKTURE IN 'N DIREKTE HET NIEUW VOORREKES DEUR DIE MAATSKAPPYWET OF DIE AKTE VAN OPGRIGTING, WAT IS DIE VERBODEN MET DIE DIREKTEURSKAP OEGREK?
- WAT IS DIE PROSES VAN AANNEEMING VAN 'N NUUWE AKTE VAN OPGRIGTING VIR 'N VOORAFBESTANDE MAATSKAPPI?

- WAT IS DIE PROSES VAN AANNEEMING VAN 'N AKTE VAN OPGRIGTING VIR 'N VOORAFBESTANDE NIEUW-INGEWENDEDE MAATSKAPPI?
- WAT IS DIE PROSES OM DIE STANDAARD AKTE VAN OPGRIGTING VAN DIE CIPC TE HEROEFEN EN DIE AANNEEMING VAN 'N UNIEKE VORM AKTE VAN OPGRIGTING VIR 'N NIEUW-INGEWENDEDE MAATSKAPPI?
- WAT IS DIE PROSES OM DIE STANDAARD AKTE VAN OPGRIGTING VAN DIE CIPC TE HEROEFEN EN DIE AANNEEMING VAN 'N UNIEKE VORM AKTE VAN OPGRIGTING VIR 'N NIEUW-INGEWENDEDE MAATSKAPPI?
- WAT IS 'N NIEUW-INGEWENDEDE (NF) MAATSKAPPI?
- WATTER VORM MOET VOLTOOI WORD OM 'N KENNINGSWING VAN DIE VERANDERING VAN 'N AKTE VAN OPGRIGTING TE REGISTREER?
- WATTER VORM MOET VOLTOOI WORD OM 'N KENNINGSWING VAN DIE KONSOLIDASIE VAN 'N AKTE VAN OPGRIGTING TE REGISTREER?
- WAT IS VOORBEELDE VAN MAATSKAPPI REELS?
- WIE WOrd WET GEBIND DE

Questions and Answers on POPiMED



Over 800 Questions on the Protection of Personal Information Act, Act No. 4 of 2013 for the Medical and Health Professions including POPI Regulations, Case Law, Prescribed Forms, the Health Professions Council of South Africa (HPCSA)'s Ethical Guidelines for Good Practice in the Health Care Professions, Answered!



Over 800 Questions & Answers | A5 BOOK | +/- 800 PAGES

CHAPTER GUIDE

1	INTRODUCTION TO QUESTIONS AND ANSWERS ON POPiMED	2	BACKGROUND TO THE PROTECTION OF PERSONAL INFORMATION ACT, ACT 4 OF 2013 (POPI)	3	APPLICATION AND INTERPRETATION OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013; THE MEDICAL SCHEMES ACT, 1998; AND BOOKLET 1 (GENERAL ETHICAL GUIDELINES FOR THE HEALTH CARE PROFESSIONS) AND BOOKLET 2 (ETHICAL AND PROFESSIONAL RULES OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA) OF THE GUIDELINES FOR GOOD PRACTICE IN THE HEALTH CARE PROFESSIONS OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA (HPCSA)
4	INFORMATION OFFICER, DEPUTY INFORMATION OFFICER AND PRINCIPAL OFFICER	5	LAWFULNESS, MINIMALITY AND COLLECTION DIRECTLY FROM PATIENT	6	CONSENT AND OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION
7	COLLECTION FOR SPECIFIC PURPOSE	8	RETENTION AND RESTRICTION OF RECORDS	9	FURTHER PROCESSING, QUALITY OF INFORMATION AND NOTIFICATION TO PATIENT
10	SECURITY MEASURES ON INTEGRITY AND CONFIDENTIALITY	11	PATIENT PARTICIPATION	12	DISCLOSURE AND SHARING OF INFORMATION
13	SPECIAL PERSONAL INFORMATION AND INFORMATION OF CHILDREN	14	EXEMPTION FROM CONDITIONS FOR LAWFUL PROCESSING OF PERSONAL INFORMATION	15	PRIOR AUTHORISATION
16	RIGHTS OF PATIENTS REGARDING DIRECT MARKETING	17	RIGHTS OF HEALTH CARE PRACTICES AND EMPLOYEES	18	TRANSBORDER FLOW OF INFORMATION
19	CODES OF CONDUCT	20	TELEMEDICINE AND POPI	21	INTERFERENCE
22	WARRANTS, SEARCH AND SEIZURE	23	ASSESSMENTS	24	ENFORCEMENT COMMITTEE AND ENFORCEMENT NOTICES
25	APPEALS AND CIVIL REMEDIES, OFFENCES, PENALTIES AND ADMINISTRATIVE FINES				

HIGHLIGHTS INCLUDED IN POPiMED

<input checked="" type="checkbox"/>	SAMPLE CODE OF CONDUCT FOR MEDICAL PROFESSION	<input checked="" type="checkbox"/>	POPI ACT WITH 2021 POPI REGULATIONS AND PRESCRIBED POPI FORMS
<input checked="" type="checkbox"/>	SAMPLE PRIVACY STATEMENT FOR HEALTH CARE PROFESSION	<input checked="" type="checkbox"/>	POPI IMPLEMENTATION CHECKLIST

WHO DOES POPiMED APPLY TO?

<input checked="" type="checkbox"/>	HEALTH CARE PRACTICES AND PRACTICE MANAGERS	<input checked="" type="checkbox"/>	HEALTH CARE PRACTITIONERS
<input checked="" type="checkbox"/>	PATIENTS (LIVING AND DECEASED ESTATES)	<input checked="" type="checkbox"/>	MEDICAL AID SCHEMES AND FUNDS: BOARD OF TRUSTEES, PRINCIPAL OFFICERS, MEMBERS AND BENEFICIARIES
<input checked="" type="checkbox"/>	MEDICAL SCHEME BOARD COMMITTEES	<input checked="" type="checkbox"/>	MEDICAL SCHEME ADMINISTRATORS
<input checked="" type="checkbox"/>	HOSPICES, HOSPITALS, PHARMACIES AND CLINICS	<input checked="" type="checkbox"/>	HEALTH AND LIFE INSURERS
<input checked="" type="checkbox"/>	HEALTH COUNCILS, INSTITUTIONS, ASSOCIATIONS AND REGULATORY BODIES	<input checked="" type="checkbox"/>	MEDICAL TECHNOLOGISTS, SCIENTISTS AND INSPECTORS
<input checked="" type="checkbox"/>	ATTORNEYS, ACTUARIES, AUDITORS, COMPANY SECRETARIES, ICT, HR, PR, MARKETING WHOSE CLIENTS ARE IN THE MEDICAL FRATERNITY	<input checked="" type="checkbox"/>	EMPLOYERS AND EMPLOYEES
<input checked="" type="checkbox"/>	DIRECTORS ON THE BOARDS OF HOSPITALS, MEDICAL ASSOCIATIONS AND MEDICAL COMPANIES, MEDICAL DEVICE AND PHARMACEUTICAL COMPANIES	<input checked="" type="checkbox"/>	I.T SECURITY AND BIOMETRIC COMPANIES AND ELECTRONIC COMMUNICATION SERVICE PROVIDERS HANDLING MEDICAL INFORMATION AND HEALTH DATA
<input checked="" type="checkbox"/>	HEALTH, DENTAL AND OPTICIAN LECTURERS AND STUDENTS	<input checked="" type="checkbox"/>	HEALTH CARE INSTITUTIONS AND MANAGED HEALTH CARE ORGANISATIONS STAFF AND VISITORS
<input checked="" type="checkbox"/>	DEPARTMENT OF HEALTH AND DEPARTMENT OF EMPLOYMENT AND LABOUR, MINISTERS AND OFFICIALS, MUNICIPALITIES – HEALTH SERVICES DATA	<input checked="" type="checkbox"/>	HEALTH CARE INSTITUTIONS AND MANAGED HEALTH CARE ORGANISATIONS STAFF AND VISITORS
<input checked="" type="checkbox"/>	JUDGES, MAGISTRATES, COURT PERSONNEL AND SAPS	<input checked="" type="checkbox"/>	EVERY INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER OF A HEALTH CARE PRACTICE, MEDICAL SCHEME, HEALTH CARE FACILITY AND MEDICAL COMPANY!

BENEFICIAL OWNERSHIP POCKET GUIDE



Over 350 Questions on Beneficial Ownership and Beneficial Interest Compliance for Companies, Trusts, Close Corporations and Partnership Entities to meet the requirements of the Companies Act, Companies Amendment Acts, Trust Property Control Act and FICA requirements.

A BENEFICIAL OWNERSHIP GUIDE FOR ACCOUNTANTS, AUDITORS, ATTORNEYS, COMPANY SECRETARIES, ASSET MANAGERS AND TRUSTEES

Over 350 Questions, Answered | A6 Pocket Book | ± 500 pages | Launch Price Until 31 Dec 2024 Hard Copy R395 incl VAT | Multiple Copies (Custom Covers) Bulk Discount | Launch Price Until 31 Dec 2024 E-Book R 995 incl VAT

CHAPTER GUIDE

<p>1 BACKGROUND AND APPLICATION</p> <p>Key Definitions, Terms and Concepts</p> <p>Beneficial Ownership Framework</p> <p>Beneficial Ownership Disclosures</p> <p>Summary of CIPC Notices and Beneficial Ownership</p>	<p>2 DEFINITIONS</p> <p>3 BENEFICIAL OWNERSHIP DISCLOSURES OF COMPANY</p> <p>4 BENEFICIAL OWNERSHIP DISCLOSURES OF TRUSTS</p>	<p>5 BENEFICIAL OWNERSHIP DISCLOSURES OF CLOSE CORPORATIONS</p> <p>6 BENEFICIAL OWNERSHIP AND FICA</p> <p>APPENDIX : STEPS TO CAPTURE BENEFICIAL OWNERSHIP DETAILS</p>
---	--	---

HIGHLIGHTS INCLUDED IN THE BENEFICIAL OWNERSHIP POCKET GUIDE

- What is Beneficial Ownership and Beneficial Interest?
- Who Needs to Administer the Process?
- What Legislation must be complied with for Companies, Close Corporations and Trusts
- Where must the Beneficial Ownership Register be managed?
- Why is Beneficial Ownership Disclosure so Important?
- When must Beneficial Ownership Registers be Made?
- Whom is Beneficial Ownership and Beneficial Interest applicable to?
- How must one Administer your entity's Beneficial Ownership requirements?

WHO DOES BENEFICIAL OWNERSHIP AFFECT?

- Auditors
- Company Secretaries
- Attorneys
- Trustees
- Asset Managers
- Executors
- Accountants
- Directors and Prescribed Officers
- Private ProM Companies
- Non-Exempt State-Owned Companies
- Non-ProM Companies (Incl PBOs, Home-Owners Associations, Body Corps)
- Trusts
- External Companies
- Partnerships
- Close Corporations
- Co-Operatives (Co-Operatives Ltd)

ENTREPRENEURS POCKET GUIDE



HOW TO START, STAY AND SUCCEED IN YOUR BUSINESS

Pocket Guide for New and Existing Entrepreneurs
and Professional Support Team

Professionals, Auditors, Accountants, Attorneys, Business Consultants,
Business Rescue Practitioners, Financiers, Bankers, Lecturers & Students

including the Business Essentials Toolkit

Launch Price (incl VAT) Hard Copy R 395 (excl. delivery) | E-Book R 995 | A6 Pocket Guide | +/- 200 Page

SPECIAL FEATURES

- 3 As FOR SUCCESS • 5 Rs FOR STARTING A BUSINESS • 11 STRATEGIC CHOICES AND DECISIONS BEFORE STARTING A BUSINESS • BUSINESS PLAN FRAMEWORK AND SUB-PLAN TEMPLATES
- 10 ESSENTIAL BUSINESS TOOLS • CONTROL DOCUMENTS • CHECKLISTS

STARTING YOUR OWN BUSINESS

- RESEARCH • RESOURCES • REQUIREMENTS • RISKS • RETURNS • REWARDS
- THE BUSINESS MODEL • BENEFITS OF INCORPORATION

YOUR BUSINESS PLAN

- BUSINESS IDEA • ENTREPRENEUR'S CV • MARKETING PLAN • OPERATIONS PLAN
- HR PLAN • FINANCIAL PLAN • ADMIN, LEGAL AND COMPLIANCE PLAN • VIABILITY STUDY
- IMPLEMENTATION ACTION PLAN

10 ESSENTIAL BUSINESS TOOLKITS

- (1) SALES ANALYSIS (2) CUSTOMER ANALYSIS (3) EXPENSE ANALYSIS
- (4) BREAKEVEN ANALYSIS (5) PROFITABILITY ANALYSIS (6) CASH FLOW ANALYSIS
- (7) SOLVENCY ANALYSIS (8) LIQUIDITY ANALYSIS (9) ASSET ANALYSIS
- (10) PERFORMANCE ANALYSIS (11) BONUS: SWOT ANALYSIS

CHAPTER GUIDE

SECTION A : STARTING YOUR OWN BUSINESS

1	3 AS FOR SUCCESS	2	5 Rs FOR STARTING A BUSINESS	3	REQUIREMENTS
4	RESOURCES	5	RISKS	6	REWARDS AND RETURNS
7	STRATEGIC CHOICES AND DECISIONS	8	BUSINESS MODEL	9	BENEFITS OF INCORPORATION

SECTION B : BUSINESS PLAN

1	BUSINESS IDEA	2	ENTREPRENEURS CV	3	MARKETING PLAN
4	OPERATIONS PLAN	5	HUMAN RESOURCES PLAN	6	FINANCIAL PLAN
7	ADMIN, LEGAL AND COMPLIANCE PLAN	8	VIABILITY STUDY	9	IMPLEMENTATION ACTION PLAN
10	PROFESSIONAL HELP	11	BUSINESS PROFILE		

SECTION C : BUSINESS ESSENTIALS TOOLKIT

1	SALES ANALYSIS	2	CUSTOMER ANALYSIS	3	EXPENSE ANALYSIS
4	BREAKEVEN ANALYSIS	5	PROFITABILITY ANALYSIS	6	CASH FLOW ANALYSIS
7	SOLVENCY ANALYSIS	8	LIQUIDITY ANALYSIS	9	ASSET ANALYSIS
10	PERFORMANCE ANALYSIS	11	SWOT ANALYSIS		

Appendices:

- Annual Operating Budget • Annual Cash Flow Budget

DIRECTORS POCKET GUIDE



Companies Act and Corporate Governance Best Practices
for Directors and Prescribed Officers

Launch Price (incl VAT) Hard copy R 595 (excl. delivery) | E-Book R1495 | Over 550 Questions & Answers | A6 Pocket Guide | +/- 950 pages

CHAPTER GUIDE

1	BACKGROUND AND APPLICATION	2	BACKGROUND TO THE COMPANIES ACT	3	TYPES OF COMPANIES AND RING-FENCED COMPANIES	4	CORPORATE CAPACITY OF A COMPANY
5	MEMORANDUM OF INCORPORATION (MOI), COMPANY RULES, ALTERABLE AND UNALTERABLE PROVISIONS	6	MEANING OF DIRECTOR AND PRESCRIBED OFFICER	7	LEGAL POSITION OF DIRECTORS	8	EXECUTIVE AND NON-EXECUTIVE DIRECTORS
9	ELECTION AND APPOINTMENT OF DIRECTORS	10	DIRECTOR INDEPENDENCE	11	ETHICAL LEADERSHIP	12	CORPORATE CITIZENSHIP
13	STRATEGY AND PERFORMANCE	14	REPORTING	15	APPOINTMENT OF OFFICE BEARERS AND DELEGATION TO MANAGEMENT	16	BOARD COMPOSITION
17	BOARD COMMITTEES	18	BOARD MEETINGS, RESOLUTIONS AND MINUTES	19	BOARD PERFORMANCE EVALUATION AND APPRAISAL	20	DUTIES, RESPONSIBILITIES AND ROLES OF DIRECTORS AND PRESCRIBED OFFICERS
21	BUSINESS JUDGMENT RULE	22	INDEMNIFICATION AND INSURANCE	23	INELIGIBILITY, DISQUALIFICATION, DELINQUENCY AND PROBATION	24	REMOVAL OF DIRECTORS, RETIREMENT FROM OFFICE, RESIGNATION AND VACANCIES
25	REMUNERATION OF DIRECTORS AND PRESCRIBED OFFICERS	26	LOANS AND OTHER FINANCIAL ASSISTANCE TO DIRECTORS	27	ASSURANCE	28	RISK GOVERNANCE
29	TECHNOLOGY AND INFORMATION GOVERNANCE	30	COMPLIANCE GOVERNANCE	31	STAKEHOLDER, SHAREHOLDER AND GROUP RELATIONSHIPS, ALTERNATIVE DISPUTE RESOLUTION AND TRIBUNAL ADJUDICATION PROCEEDINGS	32	RECORD OF DIRECTORS
33	FUNDAMENTAL TRANSACTIONS	34	FINANCIAL YEAR, ACCOUNTING RECORDS, FINANCIAL STATEMENTS, ANNUAL RETURNS, PUBLIC INTEREST SCORE, AUDIT AND INDEPENDENT REVIEW, REPORTABLE IRREGULARITY				

HIGHLIGHTS INCLUDE

- ▶ SAMPLE REMUNERATION POLICY
- ▶ SAMPLE COMBINED ASSURANCE FRAMEWORK
- ▶ SAMPLE DECLARATION OF INTEREST OF A DIRECTOR
- ▶ SAMPLE SOCIAL, ETHICS, TRANSFORMATION AND SUSTAINABILITY COMMITTEE REPORT
- ▶ SAMPLE INFORMATION TECHNOLOGY REPORT
- ▶ SAMPLE CORPORATE GOVERNANCE REPORT

KING V™ POCKET GUIDE

Practical Guide to Govern and Direct
based on the King V Code on Corporate Governance™
for Sustainable Value Creation

■ Principles ■ Practices ■ Disclosures

includes King V™ Implementation Scorecard and King V™ Governance Outcomes



Launch Price • Hard copy R 795 incl. vat (excl. delivery) • E-Book R1995 incl. vat
• Custom Covers R 715 incl. vat - min 10 copies with your branding (no extra charge) (excl. delivery)

A6 Pocket Guide / +/-500 pages

CHAPTER GUIDE

SECTION A BACKGROUND AND APPLICATION

- 1.1 Preamble
- 1.2 Abbreviations
- 1.3 Key Governance Definitions, Terms and Concepts
- 1.4 Regulatory Bodies and Authorities

SECTION B CORPORATE GOVERNANCE

- CHAPTER 1. THE GOVERNANCE FRAMEWORK
- CHAPTER 2. WHAT IS CORPORATE GOVERNANCE?
- CHAPTER 3. HOW DO SHAREHOLDERS GOVERN?
- CHAPTER 4. CORPORATE GOVERNANCE CASE STUDIES
- CHAPTER 5. PRIORITISING GOOD CORPORATE GOVERNANCE

SECTION C THE KING V™ CODE ON CORPORATE GOVERNANCE

- CHAPTER 1. WHAT IS KING V™?
- CHAPTER 2. THE 5 WS OF KING V™
- CHAPTER 3. THE LEGAL STATUS OF KING V™ AND THE BUSINESS JUDGMENT RULE

SECTION D KING V™ PRINCIPLES, PRACTICES AND DISCLOSURES

- CHAPTER 1. KING V™ ON A PAGE
- CHAPTER 2. KING V™ IN A NUTSHELL
- CHAPTER 3. PRINCIPLE 1: LEADERSHIP
- CHAPTER 4. PRINCIPLE 2: ETHICS
- CHAPTER 5. PRINCIPLE 3: STRATEGY, PERFORMANCE AND SUSTAINABLE VALUE CREATION
- CHAPTER 6. PRINCIPLE 4: REPORTING
- CHAPTER 7. PRINCIPLE 5: COMPOSITION OF THE BOARD
- CHAPTER 8. PRINCIPLE 6: COMMITTEES OF THE BOARD
- CHAPTER 9. PRINCIPLE 7: APPOINTMENT AND DELEGATION TO MANAGEMENT
- CHAPTER 10. PRINCIPLE 8: RISK
- CHAPTER 11. PRINCIPLE 9: COMPLIANCE
- CHAPTER 12. PRINCIPLE 10: DATA, INFORMATION AND TECHNOLOGY
- CHAPTER 13. PRINCIPLE 11: REMUNERATION
- CHAPTER 14. PRINCIPLE 12: ASSURANCE
- CHAPTER 15. PRINCIPLE 13: STAKEHOLDERS

SECTION E KING V™ AND THE INTEGRATED REPORT

- CHAPTER 1. INTEGRATING KING V™ IN THE INTEGRATED REPORT
- CHAPTER 2. SPECIMEN INTEGRATED REPORT AND KING V™

SECTION F KING V™ IMPLEMENTATION

- CHAPTER 1. KING V™ IMPLEMENTATION SCORECARD
- CHAPTER 2. KING V™ KEY AUDIT MATTERS
- CHAPTER 3. KING V™ GOVERNANCE OUTCOMES
- CHAPTER 4. GLOSSARY OF GOVERNANCE TERMS

KING V™

GOVERNANCE SOLUTIONS

FOR LISTED, PUBLIC, SOCs & SOEs, PRIVATE AND NON-PROFIT COMPANIES

HOW DOES KING V AFFECT YOUR COMPANY, BOARD, DIRECTORS AND PROSCRIBED OFFICERS?

9 WAYS GENESIS CAN HELP!

1

KING V™ MANUAL

How to Explain, Apply and Disclose all 13 Principles

- ▶ Assessment of King V™ Code
- ▶ Governance Disclosures
- ▶ Specimen Documentation

2

KING V™ COMPLIANCE ASSESSMENT

- ▶ Self Assessment Tool to evaluate Compliance with all 13 Principles

3

KING V™ GOVERNANCE DISCLOSURES, DECLARATIONS AND DOCUMENTATION

- ▶ Specimen Policies
- ▶ Codes
- ▶ Charters
- ▶ Programmes
- ▶ Scorecards
- ▶ Reporting
- ▶ Board Declarations
- ▶ Agreements

4

KING V™ POCKET GUIDE

- ▶ Easy Reference and Guide to implement King V™
- ▶ Understanding the Governance Framework and the Fundamentals of Good Corporate Governance

5

KING V™ MADE EASY TRAINING WORKSHOP

- ▶ 2 hr / Half Day / One Day Practical Workshop Customised to your Company and needs
- ▶ King V™ Code on Corporate Governance Unpacked - Principles, Practices & Disclosures
- ▶ Integrated with the Companies Act, Enabling Legislation and JSE Listings Requirements / CTSE / Exchanges

6

KING V™ IMPLEMENTATION SCORECARD AND KEY AUDIT MATTERS

- ▶ Self Assessment Tool in relation to Practices and Disclosures including GAP Analysis

7

BOARD COMMITTEES WORKING MANUAL

- ▶ Big 7 Board Committees
- Audit
- Risk
- Remuneration and HR
- Nominations and Governance
- Social and Ethics
- Investment and Credit
- Information Technology

8

BOARD OF DIRECTORS WORKING MANUAL

- ▶ Foundational Documents
- ▶ Composition & Roles
- ▶ Board Committees
- ▶ Policies and Codes
- ▶ Processes and Procedures
- ▶ Performance and Evaluation
- ▶ Risk, Audit and Assurance
- ▶ Learning and Development
- ▶ Integrated Reporting
- ▶ Stakeholder Engagement

9

KING V™ GOVERNANCE COACH

- ▶ The Genesis Team will be your company's personal King V™ Coach to guide you to understand and implement King V™ - One or Two Day Face to Face or Online Coaching

Achieving Sustainable Value Creation

GENESIS®
CORPORATE SERVICES

Copyright © Genesis Corporate Services - All rights reserved.

THE TEAM YOU CAN TRUST



Contact Dr John W Hendrikse on
+27 (0) 82 820 5338 or drjohn@genesisonline.co.za | drjohn@genesiscorporate.co.za
www.genesisonline.co.za | www.genesiscorporate.co.za

KING V™ TOUR

27 Jan Online
 3 Feb Online
 20 Feb JHB
 6 Mar CPT
 9 Mar Online
 10 Mar Online
 11 Mar Online
 08h30 - 16h30

KING V™ IN ACTION

Effective
 Implementation Date
 01 January 2026

HOW TO IMPLEMENT KING V™ CODE ON CORPORATE GOVERNANCE

**INCLUDING KING V™ IMPLEMENTATION SCORECARD, KEY AUDIT MATTERS,
 KING V™ GOVERNANCE DISCLOSURES AND KING V™ OUTCOMES**

ONE DAY PRACTICAL GOVERNANCE MASTERCLASS

CORPORATE GOVERNANCE AND KING V™ LITERACY QUIZ

**INTRODUCTION THE GOVERNANCE FRAMEWORK
 AND THE CORPORATE MODEL**

**SESSION 1: CORPORATE GOVERNANCE
 AND CORPORATE MISGOVERNANCE**

SESSION 2: BOARD INCOMPETENCE AND BOARD PASSIVITY

SESSION 3: WHAT IS KING V™?

**SESSION 4: KING V™ CODE ON CORPORATE GOVERNANCE
 FOR SOUTH AFRICA**

**SESSION 5: THE LEGAL STATUS OF KING V™
 AND THE BUSINESS JUDGMENT RULE**

SESSION 6: KING V™ IN A NUTSHELL

SESSION 7: KING V™ 13 PRINCIPLES, PRACTICES & DISCLOSURES

**KING V™ 13 PRINCIPLES, RECOMMENDED PRACTICES
 AND GOVERNANCE DISCLOSURES IN ACTION**

**INTEGRATED WITH COMPANIES ACT 2008,
 COMPANIES AMENDMENT ACT, 2024 AND JSE LISTINGS REQUIREMENTS**

PRACTICAL APPLICATION FOR ALL TYPES OF COMPANIES

SESSION 8: CORPORATE GOVERNANCE CASE STUDIES

SESSION 9: KING V™ AND THE INTEGRATED REPORT

SESSION 10: KING V™ IMPLEMENTATION SCORECARD

SESSION 11: KING V™ KEY AUDIT MATTERS

SESSION 12: KING V™ GOVERNANCE OUTCOMES

LITERACY QUIZ SOLUTIONS | INTERACTIVE QUESTION & ANSWER SESSION | LUCKY DRAW PRIZES!

Presenters & Facilitators

DR ADV LEIGH HEFER
 B.Sc. (Hons), LL.B (cum laude),
 LL.M (magna cum laude) PhD



DR JOHN W HENDRIKSE
 B.Com., MBA (cum laude)
 CFA., PhD



JAYNE HUNTER-RHYS
 Bachelor of Business Science
 Finance Hons CA stream UCT

**YOU RECEIVE**

**8 hours formal CPD
 CPD Certificate
 Delegate Manuals
 3 Lucky Prize
 Winners per venue
 will receive:
 King V™ Pocket
 Guide R500!**

CUSTOMISED IN-HOUSE TRAINING AVAILABLE FOR YOUR ORGANISATION

FINANCIAL TOUR

30 Jan Online
6 Feb Online
18 Feb JHB
4 March CPT
12 Mar Online
08h30 – 16h30

POWER OF FINANCIALS

HOW TO READ FINANCIAL STATEMENTS

HOW TO READ, UNDERSTAND, ANALYSE AND INTERPRET FINANCIAL STATEMENTS AND FINANCIAL RATIOS

ONE DAY PRACTICAL FINANCIAL TRAINING WORKSHOP

"The most critical factor in every business is Financial Management" – Dr John Hendrikse

FINANCIAL LITERACY QUIZ

INTRODUCTION	POWER AND IMPORTANCE OF FINANCIAL STATEMENTS
SESSION 1:	THE BUSINESS MODEL AND FINANCIAL IMPLICATIONS
SESSION 2:	THE PURPOSE OF FINANCIAL STATEMENTS
SESSION 3:	THE RULES AND FUNDAMENTALS OF FINANCIALS
SESSION 4:	THE FINANCIAL MODEL
SESSION 5:	THE FOUR REPORTS OF FINANCIAL STATEMENTS
SESSION 6:	THE FOUR REPORTS AS FINANCIAL EQUATIONS
SESSION 7:	HOW TO READ FINANCIAL STATEMENTS – CASE STUDY
SESSION 8:	HOW TO READ THE BALANCE SHEET ▶ SOLVENCY REPORT ▶ STATEMENT OF FINANCIAL POSITION
SESSION 9:	HOW TO READ THE INCOME STATEMENT ▶ PROFITABILITY REPORT ▶ STATEMENT OF FINANCIAL PERFORMANCE
SESSION 10:	HOW TO READ THE CASH FLOW STATEMENT ▶ LIQUIDITY REPORT ▶ STATEMENT OF CASH FLOWS
SESSION 11:	HOW TO READ THE EQUITY STATEMENT ▶ OWNER'S FUNDS REPORT ▶ STATEMENT OF CHANGES IN EQUITY
SESSION 12:	HOW THE FOUR REPORTS OF FINANCIALS CORRELATE
SESSION 13:	SOLVENCY AND LIQUIDITY TEST CASE STUDY
SESSION 14:	WHAT INVESTORS AND BANKS LOOK FOR IN FINANCIALS
SESSION 15:	KEY FINANCIAL RATIOS AND FINANCIAL INDICATORS
SESSION 16:	FINANCIAL CONTROLS AND FINANCIAL METRICS
SESSION 17:	HOW TO READ FINANCIAL STATEMENTS IN 20 MINUTES
SESSION 18:	FINANCIAL RED FLAGS AND FINANCIAL RISKS

Presenter & Facilitator



DR JOHN W HENDRIKSE
B.Com., MBA (cum laude)CFA., PhD

Author of *The Valuations Handbook*,
Over 550 Q&As on Valuations
(*Business, Brand, IP, Goodwill, Equity and Commercial Property Valuations*)
and *Corporate Governance Handbook*



YOU RECEIVE

8 hours formal CPD, CPD Certificate, Presentation Manuals, Lunch and Teas
2 Lucky Prize Winners per venue will receive:
Beneficial Ownership and Entrepreneurs Pocket Guides
valued at **R1000!**

• What are the 4 Reports of Financial Statements?	• How does one read Financial Statements in 20 minutes?	• How does one reconcile Profits, Cash Flows and Liquidity?
• What is Contribution Analysis?	• What are the 5 Profit Levers of the Income Statement?	• What are the Key Financial Ratios?
• How does one do a SWOT Analysis on Financial Statements?	• What are the Critical Focus Areas in a Financial Due Diligence?	• How does one reconcile the 4 Reports of Financial Statements?
• How does one do a Solvency and Liquidity Test calculation?	• What is a Going Concern?	• What is the difference between Operating Break-even and Cash Flow Break Even?
• What are the Profit Centres ?	• What do Banks look for in Financial Statements?	• What do Investors look for?

CUSTOMISED IN-HOUSE WORKSHOP AVAILABLE FOR YOUR ORGANISATION

Copyright© Genesis Corporate Services | office 082-820-4396 | cell 082-820-5338 | 18 Kommetjie Rd, Fish Hoek Cape Town | CK 2000/071733/23 VAT Reg: 4940191655

VALUATIONS TOUR
 19 Feb JHB
 5 Mar CPT
 13 Mar Online
 08h30 – 16h30

BUSINESS AND SHARE VALUATIONS MASTERCLASS


POWER OF VALUATIONS

ONE DAY PRACTICAL VALUATIONS TRAINING WORKSHOP

BUSINESS AND SHARE VALUATIONS LITERACY QUIZ

INTRODUCTION	PURPOSE AND POWER OF VALUATIONS
SESSION 1:	VALUATION FUNDAMENTALS
1.1	CRITICAL VALUATION CONSIDERATIONS
1.2	GOING CONCERN
1.3	VALUATION SUBJECT
1.4	VALUATION PROCESS AND STAGES
1.5	PAST PERFORMANCE versus FUTURE PROJECTIONS
1.6	VALUE PLATFORM
1.7	VALUE DRIVERS
1.8	VALUE EQUATION
1.9	ACCOUNTING GOODWILL versus ECONOMIC GOODWILL
1.10	MINORITY versus MAJORITY VALUATIONS
SESSION 2:	VALUATION DECISIONS
2.1	FORECAST EARNINGS
2.2	NORMALISATION AND ADJUSTMENTS
2.3	FORECAST EARNINGS versus FORECAST CASH FLOWS
2.4	FORECAST PERIOD
2.5	DISCOUNT RATE versus CAPITALISATION RATE
SESSION 3:	VALUATION APPROACHES AND METHODS
3.1	VALUATION APPROACH
3.2	VALUATION METHOD
3.3	PRIMARY AND SECONDARY VALUATION METHODS
3.4	REASONABILITY TESTS AND VALUATION METHODS TO AVOID
SESSION 4:	VALUATION RULES AND TOOLS
4.1	VALUATION ASSUMPTIONS
4.2	BUSINESS RISK ASSESSMENT
4.3	COST OF RISK CALCULATION
4.4	TAX IMPLICATIONS AND DEFERRED TAX
4.5	VALUATION DUE DILIGENCE
4.6	VALUATION RED FLAGS (ERRORS, OMISSIONS AND CAVEATS)
SESSION 5:	PRACTICAL VALUATION CASE STUDY : STEP BY STEP
Owner-Managed Company operating from their own commercial property with multiple business operating units.	
5.1	VALUATION PROCESS STEP-BY-STEP
5.2	BUSINESS VALUATION CASE STUDY – PRACTICAL CASE IN GROUPS
5.3	BUSINESS VALUATION REPORT AND MATTERS TO DISCUSS WITH CLIENTS AND STAKEHOLDERS

Presenter & Facilitator



DR JOHN W HENDRIKSE
 B.Com., MBA (cum laude)
 CFA., PhD

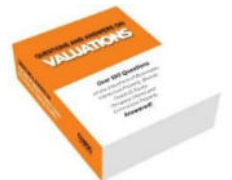
Author of *The Valuations Handbook*, and *Q&As on Valuations (Business, Brand, IP, Goodwill, Equity and Commercial Property Valuations)* and the *Corporate Governance Handbook*

YOU RECEIVE

8 hours formal CPD Certificate, Manuals Lunch and Teas

2 Lucky Prize Winners

Q&As on Valuations PLUS BizValPro Credits = x1 Business Valuation Report valued at R3000!



LITERACY QUIZ SOLUTIONS | INTERACTIVE QUESTION & ANSWER SESSION | LUCKY DRAW PRIZES!
TOP QUESTIONS ADDRESSED IN THIS VALUATIONS WORKSHOP

1. What is a Going Concern Valuation? What is a Rigged Valuation?	2. What is the difference between an Enterprise and Equity Valuation ?	3. What are the normalisation and adjustment items in valuations?
4. Should the valuation focus on Past Earnings or Forecast Earnings ?	5. What is the difference between Market Price and Market Value ?	6. What is the difference between Cost of Capital and Cost of Equity ?
7. How does one identify the Valuation Date (Measurement Date)?	8. Should one value on a Pre-Tax or a Post-Tax basis ?	9. What's wrong with a P:E Multiple Valuation Method ?
10. What is Economic Goodwill versus Accounting Goodwill ?	11. How does one determine the Primary Valuation Method ?	12. What is a Reasonability (Sanity) Test and which Methods should not be used?
13. How does one value Goodwill and Intellectual Property ?	14. What is a Value Growth Strategy Plan ?	15. Can one go straight into an Equity Valuation ?
16. Can one value a Start-up Venture without any history?	17. Can a valuation form the basis of Business Performance Analysis ?	18. What's wrong with WACC in Business Valuations ?
19. When is Terminal Value applicable?	20. What is a Blue-Chip business?	21. What's the difference between a Business and Property Valuation ?
22. When is Terminal Value applicable?	23. What is a Blue-Chip business?	24. What's the difference between a Business and Property Valuation ?

DEDICATED IN-HOUSE TRAINING AVAILABLE FOR YOUR ORGANISATION PERSONNEL

BOOKING REGISTRATION FORM

• JANUARY • FEBRUARY • MARCH 2026 TOUR

Business / Personal Name:	
Address / P.O. Box:	
Telephone / Cell No:	
Email Address:	
Vat No (if applicable)	Contact Person Name:

KING V™ IN ACTION HOW TO IMPLEMENT KING V™ MASTERCLASS

<input checked="" type="checkbox"/> VENUE	<input type="checkbox"/> ONLINE	Tues 27 Jan	<input type="checkbox"/> ONLINE	Tues 03 Feb	<input type="checkbox"/> JOBURG	Fri 20 Feb	<input type="checkbox"/> CAPE TOWN	Fri 06 March
08h30-16h30	<input type="checkbox"/> ONLINE	Mon 09 March	<input type="checkbox"/> ONLINE	Tues 10 March	<input type="checkbox"/> ONLINE	Wed 11 March	<input type="checkbox"/> MP4 VIDEO	
SPECIAL MEAL? (extra cost / quote will be provided from banqueting) <input type="checkbox"/> VEGAN <input type="checkbox"/> HALAAL <input type="checkbox"/> KOSHER								

POWER OF FINANCIALS HOW TO READ FINANCIAL STATEMENTS & FINANCIAL RATIOS

<input checked="" type="checkbox"/> VENUE	<input type="checkbox"/> ONLINE	Fri 30 January	<input type="checkbox"/> ONLINE	Fri 06 February	<input type="checkbox"/> ONLINE	Thurs 12 March
08h30-16h30	<input type="checkbox"/> JOHANNESBURG	Wed 18 February	<input type="checkbox"/> CAPE TOWN	Wed 04 March	<input type="checkbox"/> MP4 VIDEO	
SPECIAL MEAL? (extra cost / quote will be provided from banqueting) <input type="checkbox"/> VEGAN <input type="checkbox"/> HALAAL <input type="checkbox"/> KOSHER						

POWER OF VALUATIONS BUSINESS AND SHARE VALUATIONS

<input checked="" type="checkbox"/> VENUE	<input type="checkbox"/> ONLINE	Thurs 19 February	<input type="checkbox"/> ONLINE	Thurs 05 March	<input type="checkbox"/> ONLINE	Fri 13 March
08h30-16h30	<input type="checkbox"/> JOHANNESBURG	Thurs 19 February	<input type="checkbox"/> CAPE TOWN	Thurs 05 March	<input type="checkbox"/> MP4 VIDEO	
SPECIAL MEAL? (extra cost / quote will be provided from banqueting) <input type="checkbox"/> VEGAN <input type="checkbox"/> HALAAL <input type="checkbox"/> KOSHER						

DELEGATE FEE OPTIONS

INDIVIDUAL FEE PER WORKSHOP
R 2995 incl. VAT *save R 500 until 01 Feb*

PENSIONER / STUDENT / ONLINE JOIN-IN PER WORKSHOP
R 2495 incl. VAT *save R 1000 until 01 Feb*

REGISTER 3 ONE COMES FREE! "Pay for 2!" PER SINGLE WORKSHOP (3 in 1 Combo Special)
PAY ONLY R 5990 incl. VAT *save R 2995*

SPECIAL INDIVIDUAL DELEGATE FEE FOR 2 WORKSHOPS
R 4990 incl. VAT *save R 2000 until 01 Feb*

SPECIAL INDIVIDUAL DELEGATE FEE FOR 3 WORKSHOPS
R 6990 incl. VAT *save R 3495 until 01 Feb*

MP4 VIDEO DOWNLOAD (includes Notes and CPD)
R 3500 incl. VAT **1** recipient *save R1000* | R 6500 incl. VAT **2** recipients OR **2** videos *save R 2500*

DELEGATE FULL NAME(S)	I.D. NO / MEMBER NO. IF REQUIRED ON CPD CERTIFICATE	CELL. NO.	E-MAIL
TOTAL AMOUNT incl. VAT			R

PAYMENT VIA EFT TO

Account Name: Genesis Corporate Services
Branch Code: FNB 201109 (First National Bank Plumstead)
**Credit card facility available on request **Non-refundable on receipt of payment*

Account Number: 6202 1994 795
Reference: Your Name / Business Name / Invoice #

Kindly **E-mail** or **WhatsApp** your completed Booking Registration Form with proof of payment to drjohn@genesiscorporate.co.za OR **082 820 5338** and jayne@genesiscorporate.co.za OR **082 820 4396**