



HUMAN CAPITAL

Company Secretariat, Legal & Compliance Survey

It gives us great pleasure to offer you the **Human Capital: Company Secretariat, Legal & Compliance Survey**, originally commissioned in September 2008 and finalized in January 2009. The participation and completion of the survey by our supporters in itself, is testimony of the excellent partnerships that exist, as well as the solid relationships CGF has with so many companies in South Africa.

ABOUT THE SURVEY

The objective of the survey was to conduct a simple test surrounding commonly asked questions *pertaining inter alia; the job functions and expectation, broad band salary and qualification levels* of the Company Secretariat, Head of Legal and Compliance. The survey was purposefully designed to be brief and in so doing, would allow participants to provide information in simple answer sets, or where participants so chose, additional commentary for each section being surveyed. A total of **52 questions** was covered in three sections of the survey, these sections styled;

1. Information on the office of the Company Secretariat
2. Information on the Legal Department
3. Information on the Compliance Department

TARGET AUDIENCE

Chairpersons, Chief Executive Officers, Directors, HR Practitioners, Company Secretariat, Governance Officers, Legal, Compliance Officers, Risk Officers and senior management.

The survey has relevance to all listed and unlisted companies in South Africa as well as governmental bodies and other NGOs.

"The survey has afforded us an opportunity to access accurate, relevant and reliable information essential to ensure that governance, risk and compliance matters are approached in a consistent, holistic and integrated fashion, enabling Exxaro to stay on the forefront of best practices in this regard."

Exxaro Resources Ltd

MAKING THE SURVEY PUBLIC

The intention of the survey was to provide basic information to companies who will use the survey as a guide (or even benchmark), as well as to assist those companies who have been somewhat behind in their own Human Capital processes and understanding vis-à-vis the critical roles served by the Company Secretariat, Head of Legal and Compliance employees.

"...the survey will be pivotal in bringing out of obscurity the role of company secretaries and will provide a clear understanding of this function, given the survey provides a snap shot of the functions of a company secretary, amongst other. I envisage the survey as a tool that will enable boards of directors and executive management to understand the burden of responsibility the company secretaries carry, including a benchmark on the remuneration of company secretaries."

Denel (Pty) Ltd

SELLING THE SURVEY

CGF has for many years maintained the view that certain information should not only be made available to the few select companies that can afford costly consultants for research purposes - indeed such information should be more accessible and wide-spread to smaller companies who are less fortunate.

PRICE

This survey is available at a cost of **R 3 999.00 excl. Vat** (R4 558.86 incl. Vat) per statutory entity.

To order your copy of the survey, please contact Gretchen Meyer or Petra Booysen on +27 11 476 8264 / 0 or email gmeyer@cgf.co.za or accounts@cgf.co.za or complete the order form and fax it to 0866231269

View additional information regarding the Governance, Risk & Compliance services on www.cgf.co.za

Company Secretariat, Legal & Compliance Survey

Survey Order Details			
Name:			
Company:			
Address:			
Tel No:	Fax No:	Cell No:	
E Mail Address:			
Payment Included:	Number of surveys	Unit price <small>(per statutory substructure)</small>	Total
Survey		R 3 999.00	
VAT at 14%			
Total			
Total payment			
Payment Option 1: (Bank Deposit) Account Name: CGF Research Institute (Pty) Ltd Company Registration Number: 2004/000744/07 Bank: First National Bank – Cresta Centre Branch code: 254 905 Current Account no: 6206 2900 272 VAT #: 4140211162			
Payment Option 2: (Cheque) Cheques should be made out to: CGF Research Institute (Pty) Ltd			
Date:		Signature:	
SEND YOUR ORDER FORM TO: CGF Research Institute, PO Box 1212, Fontainebleau. 2032 FAX: 086 6231 269 E mail: accounts@cgf.co.za Telephone orders: +2711 476 8264 / 60			

TERMS & CONDITIONS

1. Prices are in Rands.
2. Prices are only valid within the Republic of South Africa.
3. We accept cheques or electronic transfer into our bank account.
4. The Survey is delivered electronically to a designated email address or designated contact within your organisation upon placement of your firm order.
5. Firm order meaning on receipt of our signed Terms and Conditions and payment.
6. Unless otherwise agreed, CGF will retain all of its own existing and future title, copyright, and other intellectual property rights in its own trademarks and trade names, data, information, concepts and other materials, whether stored on disc, tape, installed on any system or otherwise, and whether or not the same is at any time placed in the possession or control of other party.
7. The Survey may be used and replicated, in hard or soft copy, within the nominated paying entity/ies within your company for unlimited internal use, training and awareness.

DISCLAIMER

The information on the Human Capital: Company Secretariat, Legal & Compliance Survey is intended to provide a general outline of the subject covered. CGF accepts no responsibility for loss arising from any action taken or not taken by anyone using the survey and or any other CGF publications. The information contained within the survey does not necessarily reflect the opinion of CGF, or that of its associates.