

CORPORATE GOVERNANCE

COURSE DATE

13 - 14 November 2019

COURSE DURATION

2 days – 08:30 to 16:30 daily

COURSE FEES

R12 190 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic & knowledgeable facilitators
- Notepad & pen
- Training file & Electronic Copy of Course Material
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / FAX 011 582 3201
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

With the legislated requirements for both business and government in terms of corporate governance being necessary for corporate accountability, every level of management must be well versed in the obligations required of them and their organisations. This is why AstroTech has developed a comprehensive training course to assist called "Corporate Governance".

The course will cover key elements of corporate governance and will include the following topics:

- Understanding Corporate Governance
- The recommendations of the King IV Report
- Leadership, Ethics and Corporate Citizenship
- Performance and Reporting
- Governing Structures and Delegation
- Governance and Risk Management
- Assurance and Auditing
- Stakeholder Relationships
- The Application Register
- The main Corporate Governance requirements of the Companies Act
- Preventing and combating fraud and corruption

...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- All directors and managers of organisations
- Members of audit committees
- Managers of internal audit departments and other assurance functions
- Anyone else with an interest in corporate governance

★ OUTCOMES

After attending this course attendees should:

- Understand what corporate governance is actually all about, and have acquired practical advice on how to implement it in your own workplace
- Be able to demonstrate appropriate compliance, and be able to defend yourself against accusations of negligence
- Make contact with fellow businessmen and businesswomen who face similar governance challenges to your own, and develop your professional network

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, with easy access to both the M1 North & South, and approximately 1.8km from the Gautrain station in Rosebank, we are just around the corner from the Killarney Mall.

For a list of accommodation options nearby, visit www.astrotechconf.co.za/accommodation

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@astrotechtraining.co.za within the following timeframes:
 - **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL **at least SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL **less than SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL **less than 24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
 - **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL **more than THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,870 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **PRESENTERS**
Should it be necessary, AstroTech reserves the right to substitute the presenter.
- **COMMUNICATION**
When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER**
AstroTech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

COURSE NAME: Corporate Governance

COURSE CODE: CGV 20191113

(Johannesburg)

COURSE DATE: 13 - 14 November 2019

DURATION:

2 DAYS

COURSE FEE: R12 190.00 excl. VAT (per delegate)

Qualify for a **5% discount**, if we receive your form before: **31 October 2019**

DISCOUNTED FEE: R11 580.50 excl. VAT (per delegate)

TOTAL NUMBER OF DELEGATES TO BE ENROLLED:

> DELEGATE DETAILS [Substitutions may be made at any time prior to the start of the training course]

1 First Name and Surname _____

Position _____

Special Diet: S V K H O

E-mail _____

Cell No.

Office Tel No.

2 First Name and Surname _____

Position _____

Special Diet: S V K H O

E-mail _____

Cell No.

Office Tel No.

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE.

DIETARY REQUIREMENTS [Insert total no. of DELEGATES PER MEAL CATEGORY- meal fees below are **additional** to course fee]

Standard Catering (No Charge) Vegetarian (No Charge) Halal: R490 (excl. VAT) per day Kosher: R585 (excl. VAT) per day

OTHER: (e.g. allergies, etc) Please specify: _____

Special Needs (e.g. wheelchair, visual disability, etc) _____

> COMPANY / ORGANISATION DETAILS (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name _____

Department/Division _____

Postal Address _____

Postal Code

Company VAT No.

Main Company Switchboard No.

Fax No.

> PAYMENT (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) _____

Do you require separate invoices for each delegate? YES NO

Payment Contact Person _____

Office Telephone No.

E-mail _____

> AUTHORISATION

Name _____

Position _____

Office Telephone No.

Cell No.

E-mail _____

Authorising Signature:

Date / /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to training@astrotechtraining.co.za or fax to **011 582 3201**. If you need any assistance whatsoever, please call us on **011 582 3222**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.

ENROLMENT FORM (CONT.)

COURSE NAME: Corporate Governance

COURSE CODE: CGV 20191113 (Johannesburg)

> DELEGATE DETAILS

3 First Name and Surname _____
Position _____ Special Diet:

S	V	K	H	O
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E-mail _____
Cell No.

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 Office Tel No.

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4 First Name and Surname _____
Position _____ Special Diet:

S	V	K	H	O
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E-mail _____
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 Office Tel No.

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5 First Name and Surname _____
Position _____ Special Diet:

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E-mail _____
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 Office Tel No.

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6 First Name and Surname _____
Position _____ Special Diet:

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E-mail _____
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7 First Name and Surname _____
Position _____ Special Diet:

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8 First Name and Surname _____
Position _____ Special Diet:

S	V	K	H	O
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E-mail _____
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 Office Tel No.

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9 First Name and Surname _____
Position _____ Special Diet:

S	V	K	H	O
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E-mail _____
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 Office Tel No.

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10 First Name and Surname _____
Position _____ Special Diet:

S	V	K	H	O
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E-mail _____
Cell No.

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 Office Tel No.

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11 First Name and Surname _____
Position _____ Special Diet:

S	V	K	H	O
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E-mail _____
Cell No.

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 Office Tel No.

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