



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