

COMPANY ROLES & RESPONSIBILITIES

REF	RESPONSIBILITY	NAME 1	NAME 2	NAME 3	NAME 4
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A	ADMINISTRATIVE				
A1	Company Administration				
A2	Business Plan				
A3	Company Changes				
A4	Resolutions, Minutes & Memos				
A5	Share Certificates				
A6	Shareholders' Agreements				
A7	Annual Returns (CIPC)				
B	FINANCIAL				
B1	Financial Statements & Bookkeeping				
B2	Tax Returns				
B3	Budgets & Cashflow - Control				
B4	Payments & Receipts				
B5	Staff Payments & Claims				
C	COMMERCIAL & LEGAL				
C1	Finance Application				
C2	SARS				
C3	BBBEE				
C4	Affiliations and Memberships				
C5	Service Level Agreements				
C6	Contracts				
D	OPERATIONAL				
D1	Quotations				
D2	Tenders				
D3	Project Management				
D4	Maintenance & Renovation				
D5	Site Inspections				
D6	Client Relationship				
D7	Supplier Liaison				