

Module Online 001/3/2016

LEGAL ASPECTS IN ACCOUNTANCY AUE1601

Semesters 1 and 2

DEPARTMENT OF AUDITING

IMPORTANT INFORMATION:

This document contains important information
about your module.

BAR CODE

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Dear Student,

Welcome as an AUE1601 student in the Department of Auditing. We, as lecturers, are at your disposal and will gladly assist you in your studies. Be assured of our enthusiasm and willingness to support you with advice during your studies of this programme.

HINT

It is recommended that you first work through Tutorial Letter (TL) **AUE1601/101/3/2016**, before you continue reading this document, as TL **101/3/2016** contains important information about module AUE1601 as the module is online.

1 INTRODUCTION

Module AUE1601, **Legal aspects in accountancy**, focuses on company law. This module does not stand alone. It is an integral part of various degrees offered by Unisa.

HINT

The study material for this course consists of:

- Prescribed textbooks
- Tutorial letters
- MO001/3/2016 (this document with an Annexure A: Learning Units).

2 CONNECTING ONLINE TO MODULE AUE1601

Computers and the internet are becoming more and more essential in the workplace, in life and in education. In distance learning at Unisa, the myUnisa online tools play a huge role in your study experience, because you do not attend face-to-face lectures. The internet is simply the fastest, most effective and efficient way to do that.

Why all the fuss about going online? Well, it just saves so much time. You can submit assignments or get results at the click of a button, rather than waiting for the post. By embracing computers, and by encouraging our students to use the internet, we are preparing them for the demands of the digital age. Yes, systems do go down and internet connections are lost from time to time. But for the most part, the internet is very reliable. So you can submit those assignments with confidence and check that they have been received.

Source: Unisa. 2015 *myStudies@Unisa: Connect, Plan and Study*. Pretoria: University of South Africa.

2.1 myLife e-mail

Registered Unisa students all get a free myLife e-mail account. Important AUE1601 announcements and notices are sent exclusively to this account. So, it is important that you check it regularly to receive important communiqué from your lecturer.


2.2 How to register on myUnisa

Once you have registered and have your myUnisa login details, you will have access to the **AUE1601-16-S1** (as a first semester student) or **AUE1601-16-S2** (as a second semester student) module sites.

Unisa's online student portal is your most important study tool for this module; it is your AUE1601 lifeline. You can start at the main Unisa website, <http://www.unisa.ac.za>, and then click on myUnisa. This will take you to the myUnisa website.

HINT

- To go to the myUnisa website directly, go to <https://my.unisa.ac.za>:



When you are on the myUnisa website,

- click on the **Claim Unisa Login** at the left-hand side of the screen.


You will then be prompted to give your student number to claim your initial myUnisa and myLife login details. Should you experience any difficulties registering your myUnisa account, consult the *my Studies @ Unisa* brochure for more information.

2.3 Getting started on myUnisa

Because this is an online module, you need to use the myUnisa online platform to study and complete the learning activities for this course. You need to visit the AUE1601 web pages on myUnisa frequently.

- To access the web page for your module, **AUE1601-16-S1** or **AUE1601-16-S2**, go to the **myUnisa** website: <https://my.unisa.ac.za>.
- Enter your **student number** and **password**, and then click on **Login**:

student no / user id: password:

- Remember to check in the **More sites** tab, , if you cannot find the module code in the orange blocks. Then, click on module site **AUE1601-16-S1/S2**.

The first page you will see when opening any site, is the **Home** page. You can use various navigation options to navigate the AUE1601 module site. These options are displayed on the left-hand side of the screen.

- Click on the specific navigation option, and it will open the page containing the information you are looking for.

The following AUE1601 **Welcome Message** is displayed on the **Home** page:

Welcome to AUE1601

Lecturers for this module:

Ms AM du Preez

dpream@unisa.ac.za

012 429 3383

Ms S Malan

malans@unisa.ac.za

012 429 4846

Important: Please note that lecturers cannot assist with queries of an administrative nature. Please direct any such queries to CASenquiries-Undergraduate@unisa.ac.za or dial 012 429 4211.

This course deals mainly with the Companies Act, as well as its practical application. Please note that the module is quite challenging, and that you should start early in the semester, in order to cover all the relevant study material.

Your study guide should be your first point of reference when studying for this module. The study guide will also refer you to certain sections of the Companies Act or Regulations, which are the prescribed textbook for this module.

Remember that you are **not required to study the complete Companies Act, or its exact wording or section numbers. You are only required to demonstrate knowledge of the theory and your ability to apply it to scenarios, as in the questions provided in your study guide and especially those in your assignments.**

Please read the information provided in the tutorial letters carefully, as this information is essential for you to pass this module. Most queries received during the course of the semester relates to matters already discussed in your tutorial letters.

You will receive notices before assignments are due, and before the examination.

**Regards
Ms S Malan
Ms AM du Preez**

3 MYUNISA TOOLS FOR AUE1601

The purpose of myUnisa is to support your learning, more specifically in the online environment. If you make a habit of checking your module webpage regularly, you can take full advantage of the features explained in this section.

3.1 Assignments

It is recommended that you submit your assignment online via the **Assignments** tool. This tool allows you to submit assignments and monitor your assessment results.

- To start the process, click on the **Assignments** tool.

HINT
<ul style="list-style-type: none"> • Use a file format that can be uploaded onto myUnisa. These formats are listed in the “Specify the type of file” drop-down list on the submission screen. A PDF file is the preferred option (formatting and layout is retained). • When you click “Continue”, your assignment will be uploaded onto the Unisa network. This may take several minutes depending on the size of your assignment and the speed of your internet connection. • Once the assignment is received, its details will be displayed on your screen for final checking. You can either go “Back” and make corrections or click on “Submit assignment” to submit it.

The following table contains important information about the due dates for the AUE1601 assignments:

SEMESTER 1 (2016)	SEMESTER 2 (2016)
Assignment 01: 15 March 2016	Assignment 01: 22 August 2016
Assignment 02: 4 April 2016	Assignment 02: 12 September 2016

3.2 Announcements

Your lecturer may use the **Announcements** option to inform you about important discussions, reminders or other course-related issues. When a lecturer puts an announcement on the website, you may also receive an e-mail reminding you to check the website. In addition, the most recent announcements will be displayed on the home page.

- To view all the announcements, click on the **Announcements** option.

The following announcements will be posted by your lecturer throughout the semester:

ANNOUNCEMENT (S1 = Semester 1) (S2 = Semester 2)	MESSAGE
<p>Announcement 1</p> <p>Welcome and getting started</p> <p><u>Preliminary dates:</u></p> <p>S1: 18 January 2016 S2: 14 July 2016</p>	<p>Welcome to AUE1601. We are happy to announce that this module will be presented online in 2016. This means that you can download study material and assignments to print them for yourself. You should have received a <i>Getting Started</i> tutorial letter (TL101/3/2016) explaining what is expected of you as an online student. If you have not received this letter, you can go to Official Study Material and you should find the PDF file. But for now, we would like you to first go to the Discussion Forums link on the left-hand side of your screen and access General Subject Related Discussions: General Discussions.</p> <p>In this topic, you can correspond with your fellow class members on any issues regarding this course. Use the Your Message box to add your message to the list. If you want to start a totally new topic of discussion, use the Add New Topic link, which you will find in the Topics List.</p> <p>We are looking forward to meeting you online!</p>
<p>Announcement 2</p> <p>Frequently asked questions</p> <p><u>Preliminary dates:</u></p> <p>S1: 18 January 2016 S2: 14 July 2016</p>	<p>Be sure to visit the FAQ tab (on the left-hand side of page). The questions contain very useful information.</p>
<p>Announcement 3</p> <p>Participate in Discussion Forums</p> <p><u>Preliminary dates:</u></p> <p>S1: 19 January 2016 S2: 15 July 2016</p>	<p>We strongly encourage all AUE1601 students to participate in the Discussion Forums by posting questions, answers, comments and examples. Remember that online learning is informal and there is no formal or specific sequence in which the questions should be posted.</p> <p>Please use the Discussion Forums as a platform for more interactive learning during your preparations for the exam.</p>
<p>Announcement 4</p> <p><u>Preliminary dates:</u></p> <p>S1: 21 January 2016 S2: 18 July 2016</p>	<p>We suggest that you prepare a study schedule for yourself to plan your studies for the semester. This module is extensive and you need to start early and work diligently throughout the semester.</p>
<p>Announcement 5</p> <p>Preparing your Assignments</p> <p><u>Preliminary dates:</u></p> <p>S1: 10 February 2016</p>	<p>It is important that you prepare your assignments thoroughly and submit them before the closing dates. Remember both assignments will be assessed and will contribute 20% towards your year mark.</p>

ANNOUNCEMENT (S1 = Semester 1) (S2 = Semester 2)	MESSAGE
S2: 8 August 2016	
Announcement 6 Assignment 1 <u>Preliminary dates:</u> S1: 09 March 2016 S2: 16 August 2016	You are reminded that Assignment 01 is due on 15 March 2016 (S1) and 22 August 2016 (S2) . Group work will not be marked. <i>Read the University's policy on Copyright Infringement and Plagiarism</i>
Announcement 7 Assignment 2 <u>Preliminary dates:</u> S1: 31 March 2016 S2: 7 September 2016	You are reminded that Assignment 02 is due on 4 April 2016 (S1) and 12 September (S2) . Group work will not be marked. <i>Read the University's policy on Copyright Infringement and Plagiarism</i>
Announcement 8 Revision <u>Preliminary dates:</u> S1: 09 May 2016 S2: 03 October 2016	We trust that you are all studying hard and that you are on track with your preparations for the upcoming exam. Remember that you have to study the learning units in its entirety. You are reminded to participate in the discussion forum in preparation for examination.

3.3 Official study material

You will find PDF files of your tutorial letters and previous examination papers, if available, under the **Official Study Material** option.

- To view or download the available files, click on the **Official Study Material** option.

The following study materials are available:

STUDY MATERIAL	<ul style="list-style-type: none"> • Tutorial Letter 101 for AUE1601 (<i>Getting Started</i> document) • Tutorial Letter 201 for AUE1601 (Released after Assignment 01 due date) • Tutorial Letter 202 for AUE1601 (Released after Assignment 02 due date) • Tutorial Letter 102 for AUE1601 • Tutorial Letter 103 for AUE1601
PREVIOUS EXAMINATION PAPERS	<ul style="list-style-type: none"> • Examination Question Paper October/November 2015 • Examination Question Paper May/June 2015 • Examination Question Paper October/November 2014 • Examination Question Paper May/June 2014

3.4 Additional resources

The **Additional Resources** option allows you to access different types of resources relevant to your studies. These additional resources will support your learning, and new resources might be uploaded during the semester.

The following additional resources are available and may be printed:


ADDITIONAL RESOURCES	<ul style="list-style-type: none"> • Module Online AUE1601 001/3/2016 (this document) • Revision slides • Examination technique
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3.5 Prescribed books

You should look in the **Prescribed Books** option to see if there are any prescribed books, recommended texts or e-reserves for this module.

3.6 Learning units

Valuable information about the structure of the course is added under **Learning Units**. This option is the one that you will use most often. Here you will find content supporting the learning outcomes. The **Learning Units** option also provides information on learning activities, assessments and links to other valuable resources. To view and print the online study guide, click on the **Learning Units** option.

The learning units may be printed by clicking on the print icon,  .

HOW THIS COURSE IS ORGANISED	
PURPOSE OF MODULE ONLINE AUE1601	<p>The purpose of this module is to enable learners to gain insight into aspects of the Companies Act 71 of 2008, the Companies Regulations, 2011, and limited aspects of the Close Corporations Act 69 of 1984 that are all of importance for companies, their directors, accountants, auditors, the company secretary and other parties. The learning outcome for this module is that students should be able to comprehend and apply the different topics prescribed in this module. As mentioned above, the focus of this module will be specifically on the Companies Act and its Regulations.</p>

	HOW THIS COURSE IS ORGANISED
Learning units	<p>Titles of learning units</p> <p>1.1 Interpretation, purpose, application and formation of a company (sections 1–6 and 8)</p> <p>1.1.1 Related and interrelated persons, and control (sec 2) and subsidiary relationships (sec 3)</p> <p>1.1.2 Solvency and liquidity test (sec 4)</p> <p>1.1.3 Categories of companies (sec 8 and 10 – also refer to Regulation 26 and 27)</p> <p>1.2 Incorporation and legal status of companies</p> <p>1.2.1 Memorandum of Incorporation (MOI) (sec 11, 13, 15–16,19-20 – also, refer to Regulation 15)</p> <p>1.2.2 Pre-incorporation contracts (sec 21 – also refer to Regulation 35)</p> <p>1.2.3 Reckless trading (sec 22)</p> <p>2.1 Company records</p> <p>2.1.1 Form and standards of company records (sec 24) , financial year of a company (sec 27) and accounting records (sec 28) and Regulations 25(3)-(6) and 26(1)(b) & (c)</p> <p>2.1.2 Record keeping and financial statements (sec 29–30 and Regulation 26–29(1)-(10))</p> <p>3.1 Capitalisation of profit companies (sec 35-43 and 46-48)</p> <p>3.1.1 Legal nature of company shares and requirement to have shareholders (sec 35) also refer to Regulation 31(3) and (5)</p> <p>3.1.2 Authorisation for shares (sec 36)</p> <p>3.1.3 Preferences, rights, limitations and other share terms (sec 37)</p> <p>3.1.4 Issuing shares (sec 38)</p> <p>3.1.5 Subscription of shares (sec 39)</p> <p>3.1.6 Distributions to be authorised by the board (sec 46)</p> <p>3.1.7 Capitalisation shares (sec 47)</p> <p>3.1.8 Company or subsidiary acquiring company shares (sec 48)</p> <p>3.2 Securities registration and transfer</p> <p>3.2.1 Securities registration and transfer (sec 49–56) – also refer to Regulation 32</p>

	HOW THIS COURSE IS ORGANISED
	<p>3.3 Governance of companies</p> <p>3.3.1 Shareholders and voting rights (sec 57)</p> <p>3.3.2 Proxies, quorums, notice of meetings and conducting of meetings (sec 58-64)</p> <p>3.3.3 Shareholders' resolutions (sec 65)</p> <p>3.4 Public offerings of company securities</p> <p>3.4.1 Public offerings of company securities (sec 95-97 and 99–111)</p> <p>4.1 The board, directors and prescribed officers, election, ineligibility and disqualification, and vacancies</p> <p>4.1.1 The board, directors and prescribed officers (sec 66) – also refer to Regulation 38</p> <p>4.1.2 Election and removal of directors (sec 67–71)</p> <p>4.2 Board committees, meetings and directors acting other than at meetings</p> <p>4.2.1 Board committees (sec 72) - also refer to Regulation 43(1)</p> <p>4.2.2 Board meetings/directors' meetings (sec 73)</p> <p>4.2.3 Directors acting other than at board meetings (sec 74)</p> <p>4.3 Directors' personal financial interests</p> <p>4.3.1 Directors' personal financial interests (sec 75)</p> <p>4.4 Standards of directors' conduct, liability of directors and prescribed officers, indemnification and directors' insurance</p> <p>4.4.1 Standards of directors' conduct (sec 76)</p> <p>4.4.2 Liability of directors and prescribed officers (sec 77)</p> <p>4.4.3 Indemnification and directors' insurance (sec 78)</p> <p>5.1 Application of and general requirements regarding enhanced accountability and transparency</p> <p>5.1.1 Registration of secretaries and auditors (sec 84 & 85) – also refer to Regulations 26 to 28</p> <p>5.2 The company secretary, including the mandatory appointment of the company secretary, juristic person or partnership as company secretary, and the duties, resignation or removal of a company secretary</p>

	HOW THIS COURSE IS ORGANISED
	<p>5.2.1 Company secretary (sec 86 –89)</p> <p>5.3 Auditors, including the appointment, resignation, rotation, and rights and restricted functions of auditors</p> <p>5.3.1 Auditors (sec 90 –93)</p> <p>5.4 Audit committees</p> <p>5.4.1 Audit committees (sec 94) – also refer to Regulation 42</p> <p>6.1 Financial assistance for subscription of securities</p> <p>6.1.1 Financial assistance for subscription of securities (sec 44)</p> <p>6.2 Loans or other financial assistance to directors</p> <p>6.2.1 Loans or other financial assistance to directors (sec 45)</p> <p>6.3 Proposals to dispose of all or the greater part of assets or undertaking</p> <p>6.3.1 Proposals to dispose of all or the greater part of assets or undertaking (sec 112 & 115)</p> <p>7.1 Winding up of solvent companies and deregistration of companies</p> <p>7.1.1 Winding up of solvent companies (sec 79)</p> <p>7.1.2 Voluntary winding up of solvent company (sec 80)</p> <p>7.1.3 Winding up of solvent companies by court order (sec 81)</p> <p>7.1.4 Dissolution of companies and removal from register (sec 82-83)</p> <p>7.2 Business rescue</p> <p>7.2.1 Business rescue (sec 128–155)</p> <p>7.3 Protection for whistle-blowers, application to declare a director delinquent or under probation, relief from oppressive or prejudicial conduct or from abuse of the separate juristic personality of the company, complaints to the Commission or Panel, powers to support investigations and inspections, and companies’ tribunal adjudication procedures</p> <p>7.3.1 Protection for whistle-blowers (sec 159)</p> <p>7.3.2 Application to declare a director delinquent or under probation (sec 162)</p> <p>7.3.3 Relief from oppressive or prejudicial conduct or from abuse of</p>

	HOW THIS COURSE IS ORGANISED
	<p>separate juristic personality of the company (sec 163)</p> <p>7.3.4 Complaints to the Commission or Panel (sec 168–184)</p> <p>8.1 Regulatory agencies and their functions</p> <p>8.1.1 Regulatory agencies and their functions (sec 185 –204)</p> <p>8.2 Breach of confidence, false statements, reckless conduct and non-compliance, hindering administration of the Act and penalties</p> <p>8.2.1 Breach of confidence, false statements, reckless conduct and non-compliance, hindering administration of the Act and penalties (sec 213–216)</p> <p>8.3 Civil actions and the limited time for initiating complaints</p> <p>8.3.1 Civil actions (sec 218)</p> <p>8.3.2 Limited time for initiating complaints (sec 219)</p> <p>8.3.3 Relief from oppressive or prejudicial conduct or from abuse of the separate juristic personality of the company (sec 163)</p> <p>8.3.4 Complaints to the Commission or Panel (sec 168-184)</p> <p>9.1 Schedules to the Companies Act</p> <p>9.1.1 Schedule 2: Conversion of close corporations to companies, clauses 1 and 2</p> <p>9.1.2 Schedule 3: Amendments of laws, specifically relating to the Close Corporations Act</p> <p>9.1.3 Schedule 5: Transitional arrangements</p> <p>9.2 Close Corporations Act</p> <p>9.2.1 Close Corporations Act</p> <p>9.3 Other legislation</p> <p>9.3.1 Other legislation</p>

	HOW THIS COURSE IS ORGANISED
Learning outcomes	<p>1.1 Interpretation</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the interpretation of the Companies Act concerning related and interrelated persons, and control, subsidiary relationships, the solvency and liquidity test, anti-voidance, and categories of companies. <p>1.2 Incorporation and legal status of companies</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the criteria for names, the right to incorporate and register a company, and the Memorandum of Incorporation. • Give advice on the legal status of companies, the validity of company actions, pre-incorporation contracts and reckless trading prohibited. <p>2.1 Company records</p> <p>Give advice, discuss concerns, and apply the requirements of the Act regarding</p> <ul style="list-style-type: none"> • the form and standards of company records • record keeping and financial statements <p>3.1 Capitalisation of profit companies (sec 35, 36, 37, 38, 39, 40, 41, 42, 43, 46, 47 and 48)</p> <p>Give advice, discuss concerns and apply the requirements of the Act regarding the:</p> <ul style="list-style-type: none"> • capitalisation of profit companies, including the legal nature of company shares and the requirement to have shareholders • authorisation of shares • distributions • capitalisation shares • the company or subsidiary acquiring company shares <p>3.2 Securities registration and transfer (sec 49–56)</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements of the Act regarding securities registration and transfer. <p>3.3 Governance of Companies (sec 57–65)</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements of the Act regarding the governance of companies, including requirements for shareholder meetings such as notices, quorums and voting rights. <p>3.4 Public offerings of company securities (sec 95, 96, 97, 99, and 100–111)</p> <ul style="list-style-type: none"> • Acquire basic knowledge and understanding of the requirements for public offerings of company securities in terms of the Act. <p>4.1 The board, directors and prescribed officers, election, ineligibility and disqualification, and vacancies</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for directors' appointment and removal, and vacancies. <p>4.2 Board committees, meetings and directors acting other than at meetings</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for board committees and their meetings.

	HOW THIS COURSE IS ORGANISED
	<p>4.3 Directors' personal financial interests</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for directors' personal financial interests. <p>4.4 Standards of directors' conduct, liability of directors and prescribed officers, indemnification and directors' insurance</p> <p>Give advice, discuss concerns and apply the requirements for:</p> <ul style="list-style-type: none"> • standards of directors' conduct • the liability of directors and prescribed officers • indemnification and directors' insurance <p>5.1 Application of and general requirements regarding enhanced accountability and transparency</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for the application of and general requirements regarding enhanced accountability and transparency, and vacancies. <p>5.2 The company secretary, including the mandatory appointment of the company secretary, juristic person or partnership as company secretary, and the duties, resignation or removal of a company secretary</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for the company secretary. <p>5.3 Auditors, including the appointment, resignation, rotation, and rights and restricted functions of auditors</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for auditors. <p>5.4 Audit committees</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for audit committees. <p>6.1 Financial assistance for subscription of securities</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements regarding financial assistance for subscription of securities. <p>6.2 Loans or other financial assistance to directors</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements regarding loans or other financial assistance to directors. <p>6.3 Proposals to dispose of all or greater part of assets or undertaking</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements regarding proposals to dispose of all or greater part of assets or undertaking. <p>7.1 Winding up of solvent companies and deregistration of companies</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements regarding the winding up of solvent companies and deregistration of companies. <p>7.2 Business rescue</p> <ul style="list-style-type: none"> • Give advice, discuss concerns and apply the requirements for business rescue. <p>7.3 Protection for whistle-blowers, application to declare a director</p>

	HOW THIS COURSE IS ORGANISED
	<p>delinquent or under probation, relief from oppressive or prejudicial conduct or from abuse of the separate juristic personality of the company, complaints to the Commission or Panel, powers to support investigations and inspections, and companies' tribunal adjudication procedures</p> <p>Gain basic knowledge of the requirements regarding:</p> <ul style="list-style-type: none"> • the protection for whistle-blowers • an application to declare a director delinquent or under probation • relief from oppressive or prejudicial conduct or from abuse of the separate juristic personality of the company • complaints to the Commission or Panel • powers to support investigations and inspections • company and tribunal adjudication procedures <p>8.1 Regulatory agencies and their functions</p> <ul style="list-style-type: none"> • Gain a basic understanding of the Companies Act's requirements for regulatory agencies. <p>8.2 Breach of confidence, false statements, reckless conduct and non-compliance, hindering administration of the Act and penalties</p> <ul style="list-style-type: none"> • Gain a basic understanding of the requirements regarding breach of confidence, false statements, reckless conduct and non-compliance, hindering administration of the Act and penalties. <p>8.3 Civil actions and limited time for initiating complaints</p> <ul style="list-style-type: none"> • Gain a basic understanding of civil actions and limited time for initiating complaints. <p>9.1 Schedules to the Companies Act (Schedules 2, 3 & 5)</p> <ul style="list-style-type: none"> • Give advice and apply the requirements included in certain Schedules to the Companies Act. <p>9.2 Close Corporations Act</p> <ul style="list-style-type: none"> • Gain a basic awareness of the Close Corporations Act. <p>9.3 Other legislation</p> <ul style="list-style-type: none"> • Gain a basic awareness of other legislation of relevance to an accountant.
READING MATERIAL	The study material for this module is contained in learning units 1 to 9, MO001/3/2016 and the tutorial letters that will be uploaded on myUnisa website during the semester.
COMMENTARIES ON ASSIGNMENTS (FEEDBACK)	<p>Commentary on the assignments will be loaded on myUnisa in follow-up Tutorial Letters 201 and 202. Please check your answers as soon as you receive this feedback.</p> <p>The assignments and the feedback on these assignments constitute an important part of your learning and should help you to be better prepared for the examination.</p>
ASSESSMENT PLAN	<p>The assessment consists of two assignments. These assignments will be administered in accordance with a blended mode of online learning and will collectively contribute 20% towards the final mark.</p> <p>A compulsory summative assessment in the form of a venue-based</p>

	HOW THIS COURSE IS ORGANISED
	examination will constitute 80% of the final mark.
EXAMINATIONS	<p>Please note that a semester mark system applies. Assignment 01 will contribute 25% to your semester mark and Assignment 02 will contribute 75% to your semester mark.</p> <p>The semester mark will carry a weight of 20% and the examination mark a weight of 80% towards calculating the final mark.</p> <p>NOTE: To pass a module, the final mark must at least be 50%.</p> <p><u>Formal venue-based examination</u></p> <p>AUE1601 is a semester module. If you are registered for the first semester, this means you will be writing exams in May/June 2016 and the supplementary examination will be written in October/November 2016. If you are registered for the second semester, you will write the examination in October/November 2016 and the supplementary examination will be in May/June 2017.</p> <p>The format of the question paper will consist of essay-type questions. The total of the paper will be 100 marks. Please note that there are no multiple-choice questions in the examination. The examination is not an open-book exam.</p>
RULES OF ENGAGEMENT	<p>To be successful in this module, especially because it is an online module, you need to adhere to some basic principles. We call these the <i>Rules of Engagement</i>:</p> <ul style="list-style-type: none"> • Participate: We need to see that you are online, so you need to do the activities -- write something in the online Discussion Forums (even if it is not perfect), try the activities, explore the website. • Sharing is important: A big part of this module involves interactive learning. So, share what you want to share and help us to learn from each other. • Do not be afraid to try: When you are participating online, we do not care about being 'perfect'. Of course, we expect you to use good academic language -- even in your e-mails and online discussions. This is NOT an SMS or Mxit or Facebook... Be formal and remember that you are 'speaking with' your lecturers, teaching assistants and classmates in your group. • Be open to other opinions: We do not all have to agree on everything in this world. In fact, it is important that we learn how to work with, how to deal with and how to live with people who we do not always agree with. • Be polite: Be careful not to insult other people accidentally by what you say online. For example, readers will think you are being rude if you type EVERYTHING IN CAPITAL LETTERS or BOLD! Remember the power of language -- this is the whole point of this module! If you are worried that you do not know the rules for online politeness, you can visit the website on netiquette here http://www.albion.com/netiquette/index.html • Ask for help: Do not be afraid to ask questions if you do not understand something. This is the first time that we are teaching this module online and we expect you to have questions. You can ask your online classmates in your group and you can ask your

	HOW THIS COURSE IS ORGANISED
	lecturer if you have problems with anything in the course.

3.7 Frequently asked questions

Frequently asked questions that relate to the content of the course as well as the scope of the examination, have been added. You will find the frequently asked questions under **FAQs**. These are grouped in various categories ranging from assessment matters to technical issues. If you have any queries about the module, start by consulting the **FAQs**. Should you not find an answer to your question, you are most welcome to contact us.

- To access the frequently asked questions, click on the **FAQs** tool.

The following frequently asked questions are listed:

CATEGORY	FAQS: QUESTIONS AND ANSWERS
Category: Practical information	<p>Question: How do I contact my lecturer?</p> <p>Answer:</p> <p><i>Ms AM du Preez:</i> AUE1601@unisa.ac.za or 012 429 3383</p> <p><i>Ms S Malan:</i> AUE1601@unisa.ac.za or 012 429 4846</p>
Category: Companies Act	<p>Question: Do I need to quote section numbers?</p> <p>Answer: No, you only need to understand the requirements of the specific sections.</p>
Category: Practical information	<p>Question: How can I find answers for the activities?</p> <p>Answer:</p> <p>Your study guide is a valuable reference resource, because you can refer to it to perform the activities included in the learning units. This means that you must use the study guide to find answers for the activities.</p> <p>The following approach might assist you to find answers to the questions:</p> <ul style="list-style-type: none"> • While you are reading and analysing the text in the learning units, look for the main points by highlighting or underlining them. You can also make notes in the margin of a printed guide. Perform the activities only after you have thoroughly studied the content of the study guide.. When looking for an answer, review the preceding sections by noting only the main points,

CATEGORY	FAQS: QUESTIONS AND ANSWERS
	<p>or picking out words in capital letters, bold or underlined. This will assist you to find the relevant paragraphs that address the question.</p> <p>Should this skimming technique not be successful, scan more thoroughly through the content for important information.</p> <ul style="list-style-type: none"> Should you still be unable to find answers to the activities and self-evaluation questions, it is recommended that you break the learning units into smaller parts that are easy to understand. You will do this by summarising each learning unit in your own words. <p>Here you have to remember to separate main ideas from supporting information. Try to find keywords, as the keywords will help you to recall an entire idea.</p> <p>You can also draw a mind map to summarise the content. A mind map is your easiest method of summarising. With a mind map, you follow the same procedures as for any other summary, but the mind map resembles a diagram.</p>
<p>Category: Examination</p>	<p>Question: Do you provide any general examination tips?</p> <p>Answer:</p> <p>We would like to draw your attention to your preparation for the examinations and we offer the following tips:</p> <p>Read and understand the instructions</p> <ul style="list-style-type: none"> ALWAYS read the instructions carefully. Many students do not take the time to do this and then discover that they answered questions incorrectly. <p>Preview the exam and plan your time accordingly</p> <ul style="list-style-type: none"> Note the number of questions and how many marks each is worth. Quickly reading over the questions will assist in activating your memory. Decide which questions will be easier to do and which ones will take longer and budget your time accordingly. Allocate time to review the exam and make corrections. If you think of something while you are previewing the exam, write it down immediately. <p>Tackle each question systematically</p> <ul style="list-style-type: none"> Read each question carefully and underline key words. Is it a one-part or two-part question? What are you being asked to do? Identify what you have and what you need. Decide how you plan to get to the answer and make a few notes on the steps you will take. This will provide you with some guidelines – and the person marking the exam with an idea of how you attempted the question. This will also assist you with finding and correcting mistakes. <p>Write something down for every question</p>

CATEGORY	FAQS: QUESTIONS AND ANSWERS
	<ul style="list-style-type: none"> If all you can do is to provide a definition, then do so. Write down anything you know that is related to the question, especially if you do not know the answer. Do not leave a question unanswered. Try! <p>If you “draw a blank”</p> <ul style="list-style-type: none"> First, do not panic and allow anxiety to take control of how you are going to do on the exam. Ask yourself, “What do I need to know to answer this question?” and start writing down your thoughts. Avoid negative self-talk – focus on the task instead of on yourself. <p>Review and make corrections</p> <ul style="list-style-type: none"> Take the time to go over the exam and check your answers. Do not change anything unless you are 100% sure it is correct. <p>Stay until the end</p> <p>Do not leave until the exam invigilators throw you out! Sometimes, it takes a little more time for information in your memory to “surface”, so use all the time you are given.</p>
<p><u>Category:</u> Assignments</p>	<p>Question: Are there any assignments in the module?</p> <p>Answer:</p> <p>You are required to submit the compulsory assignments for the module AUE1601, namely Assignments 01 and 02. Admission to the examination will be obtained by submitting Assignment 01 and the admission will not depend on the marks you obtain for it. Please note that, although both the Assignments 01 and 02 are compulsory, admission to the examination will be based on the submission of Assignment 01. Therefore, please ensure that Assignment 01 reaches the University on or before the due date. Although you will be admitted to the examination through the submission of Assignment 01, your marks for both Assignments 01 and 02 will be used to determine your semester mark.</p>
<p><u>Category:</u> Examination</p>	<p>Question: When does the exam take place?</p> <p>Answer:</p> <p>AUE1601 is a semester module. If you are registered for the first semester, this means you will be writing exams in May/June 2016 and the supplementary examination will be written in October/November 2016. If you are registered for the second semester, you will write the examination in October/November 2016 and the supplementary examination will be in May/June 2017.</p>
<p><u>Category:</u></p>	<p>Question: Where do I obtain my course material?</p>

CATEGORY	FAQS: QUESTIONS AND ANSWERS
Course content	<p>Answer:</p> <p>Go to Official Study Material and you should find PDF files for your tutorial letters and your study guide. Any other documents provided by your lecturer will be available in the Additional Resources option. Prescribed textbooks must be purchased.</p>
<p>Category:</p> <p>Discussion classes</p>	<p>Question: Will there be discussion classes this semester?</p> <p>Answer:</p> <p>There will not be any discussion classes for this module.</p>
<p>Category:</p> <p>Past exam papers</p>	<p>Question: Do the lecturers supply memorandums of past exam papers?</p> <p>Answer:</p> <p>It is departmental policy that we do not supply past exam memorandums. If you experience difficulty with a question you may contact one of your lecturers to assist.</p>
<p>Category:</p> <p>Examinations</p>	<p>Question: Are we permitted to take textbooks into the examination venue?</p> <p>Answer:</p> <p>The exam is not an open book exam and you are not allowed to bring any study material into the examination venue.</p>
<p>Category:</p> <p>Assignments</p>	<p>Question: Do you mark the entire Assignment 2?</p> <p>Answer:</p> <p><u>Only selected questions will be marked</u></p> <p>It is very important that you make sure that you answer all sections of the assignment as you do not know which sections we are going to choose to mark.</p>
<p>Category:</p> <p>Tutorial letters</p>	<p>What information do the tutorial letters contain?</p> <p>Answer:</p> <p>The tutorial letters contain important information about the scheme of work, resources and assignments for this module. We urge you to read them carefully and to keep them at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to your lecturers.</p> <p>More specifically, in Tutorial Letter AUE1601/101/3/2016, you will find the assignments and assessment criteria, as well as instructions on the</p>

CATEGORY	FAQS: QUESTIONS AND ANSWERS
	<p>preparation and submission of the assignments. This tutorial letter also provides all the information you need with regard to the study material, other resources and how to obtain it.</p> <p>Tutorial Letter AUE1601/201/1/2016 (1st semester) and AUE1601/201/2/2016 (2nd semester) contain feedback on Assignment 01. Tutorial Letter AUE1601/202/1/2016 (1st semester) and AUE1601/202/2/2016 (2nd semester) contain feedback on Assignment 02 and a solution to the self-evaluation assessment.</p> <p>Tutorial Letter AUE1601/102/3/2016 contains additional questions that you must attempt and AUE1601/103/3/2016 provides the solutions to these questions.</p> <p>Right from the start, we would like to point out that you must read all the tutorial letters you receive during the semester, as they always contain important and, sometimes, urgent information.</p> <p>Please make sure that you work through the tutorial letters before you embark on any work in the study guide or assessment tasks.</p>
<p>Category: Administrative matters</p>	<p>Question: Who can I contact to assist with administrative issues?</p> <p>Answer:</p> <p>There is a Student Information Hub that will be able to assist you with your queries:</p> <p>Contact e-mail: CASenquiries-Undergraduate@unisa.ac.za</p> <p>Jabulani Chauke is the contact person at the College of Accounting Sciences Student Information Hub.</p> <p>Contact telephone number: Jabulani 012 429 2982</p>

3.8 Schedule

The **Schedule** option will show you what your official assignment and examination dates are. This option displays the dates of the compulsory assignments and examinations.

To access the information on scheduled events, click on the date in the calendar (which will be highlighted and underlined if activities are scheduled for that day), or click on the **Schedule** option in the navigation bar, which gives you the option to view the calendar by week, month or year.

- To view or print the important dates, click on the **Schedule** option.

3.9 Discussion forums

The **Discussion Forums** option is used mainly for interactive discussions and activities relating to the various topics and themes associated with the field of protection services. The forums and topics are created to assist and support you in mastering the learning outcomes. Participating in the discussions will also help you to be better prepared for the assignments.

The module site contains a variety of discussion forums. There are forums where you can meet and chat with your fellow students. The lecturer may include other topics and forums for you.

- To take part in the online discussions, click on the **Discussions Forums** option.

Your lecturer will create the following discussion forums during the semester:

Assignment 1

Assignment 2

Topics 1-9

Exam preparation discussion

4 CLOSING REMARKS

Do not hesitate to contact us, your lecturers, if you experience any difficulties with any aspects of the module. You can contact us either via e-mail, telephone or the **Discussions** option. Our contact details are available on the home page of the module site. Remember, help is just a click away.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Best regards

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5 REFERENCE LIST

Unisa. 2015 *myStudies@Unisa: Connect, Plan and Study*. Pretoria: University of South Africa.

Unisa. 2015 *myRegistration@Unisa: Registration process, rules and qualifications*. Pretoria: University of South Africa.