



FinPRO

AGREEMENT AND CONSENT DECLARATION TO PRIVACY POLICY

Directors: Janet Louise Gouws and Fridah Mashaba

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PO Box 54397 | Nina Park 0156 | 896 Barbara Street | Theresa Park 0182
Members of SAIPA 8676/18987 | LLF Financial Professional Accountants Pty (Ltd) - 2019/051416/07

Accounting software dealers | Annual returns | All Relevant Registrations | Advice & returns | BEE | Bookkeeping | Cash Flow Forecasts | Estate Administration | Independent Review | Monthly Income | Tax Clearance | Tax Financial Statements | VAT Returns

POPI ACT 2021: AGREEMENT AND CONCENT DECLARATION

You hereby declare and confirm that you, as the person / entity / body / individual / company who is providing information and herein after collectively referred to as the "Client", do hereby supplied or given to the service provider / company is done so in terms of the below Terms and Conditions and in terms of this agreement and consent declaration. Some or all these services can be included.

Clarification

1. In this Agreement, unless inconsistent with or otherwise indicated by the context –
 - 1.1. "The Agreement" means the Agreement contained in this document.
 - 1.2. "The Company / Service Provider" means FinPRO Accountants and includes its affiliated, holding, and subsidiary companies.
 - 1.3. "Services" means what the Service Provide deliver includes, but not limited to
 - 1.3.1. TAX Services:
 - Company Income Tax
 - Personal Income Tax
 - Provisional Tax
 - Tax Clearance
 - Tender / Good Standing
 - Import / Export Number Registration
 - VAT Returns
 - TAX Planning
 - Tax on Deceased Estates
 - Tax Compromise (Section 200)
 - EMP201 & Reconciliations
 - SARS Audits
 - Objections on Assessments
 - Tax Clearance for Immigration

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1.3.2. Accounting

- Processing of Cashbooks, Bookkeeping, Bank Statements, and Invoices
- Independent Review
- Management Accounts
- Bank Account and Balancer Sheet items
- Asset Register
- Cash Flow Projections
- Budgets
- Audit Preparation

1.3.3. Secretarial Work

- Minutes of Meetings
- Annual Returns
- Share Register
- Share Certificate
- Amendments to Company Registration Documents

1.3.4. Payroll Services

- IRP5 Reconciliations
- Bi-Annual Reconciliations
- Employment Equity
- WSP Submissions
- U-Filing Services
- Compensation, Returns and Letter of Good Standing
- RMA, Returns and Letters of Good Standing
- MIBCO

1.3.5. Other Services

- BEE Consultation
- Executor ad Estate Administration
- Wills and Testaments

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1.3.6. Registration Services

- Import / Export Registration
- Income Tax Registration
- Personal / Company / Trust Registration
- PAYE Registration
- SDL Registration
- UIF Registration
- RMI Registration
- Workman Compensation Registration

1.4. "Confidential Information" includes, but not limited to

1.4.1. Any information in respect of know-how, formulae, processes, systems, business methods, marketing methods, promotional plans, financial models, inventions, long-term plans and any other information of the client and the company in whatever form it may be presented.

1.4.2. All internal control systems of the client and the company

1.4.3. Details of the financial structure and other financial, operational information of the client and the company; and

1.4.4. Any arrangement between the client and the company others with whom they have business arrangements of whatsoever nature, all of which the client and the company regards as secret and confidential.

1.5. "Personal Information" means personal information as defined in the Protection of Personal Information Act [also known as POPI Act] adopted by South Africa on 26 November 2013 and includes but not limited to:

1.5.1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of a person.

1.5.2. Information relating to the education or the medical, financial, criminal or employment history of the person.

1.5.3. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other assignment to the person.

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- 1.5.4. The personal opinions, views, or preferences of the person.
- 1.5.5. Correspondence sent by the person that is implicitly or explicitly or a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
- 1.5.6. The view or opinions of another individual about the person and
- 1.5.7. The name of the person if it appears with other personal information relating to the personal or if the disclosure of the name itself would reveal information about the person.
- 1.6. "The effective date" means the date of signature of this Agreement.
- 1.7. "The parties" means the parties as described hereinabove.
- 1.8. "Divulge" or "Make use of" means to reveal, make know, disclose, make public, release, publicize, broadcast, communicate or correspond or any such other manners of divulging of any information.'
- 1.9. "processing" means any operation or activity or any set of operations whether or not by automatic means, concerning personal or any information, including but not limited to;
- 1.9.1. The collection, receipt, recording, organization, collation, storage, updating, or modification, retrieval, alteration, consultation, or use;
- 1.9.2. Dissemination by means of transmission, distribution or making available in any other form, or
- 1.9.3. Merging, linking, as well as restriction, degradation, erasure, or destruction of information.
- 1.10. "POPI" means the Protection of Personal Information Act adopted by the Republic of South Africa on 26 November 2013 and as amended from time to time.

WHEREAS IT IS AGREED THAT

All parties agree that they will comply with POPI regulations and process all the information and /o personal data in respect of the services being rendered in accordance with the said regulations and only for the purpose of providing the services set out in the agreement to provide services.

The company (also known as the service provider), all the parties to this agreement, the service provider's employees and the client's employees and any subsequent party / parties to this agreement acknowledge and confirm that:

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- One or more of the parties to this agreement will process and will continue to process information that may be classified or may be deemed as private, confidential, or as personal information.
- Such information may be deemed as the private, confidential, or as personal information in so far as it relates to any party to this agreement.
- Such information may also be deemed as or considered as private, confidential, or as personal information of any third party /person who may be directly or indirectly associated with this agreement.
- Further it is acknowledged and agreed by all parties to this agreement, that such private, confidential, or as personal information may have value and such information may or may not be in the public domain.

For the purposes of rendering services on behalf of the client, service provide, and any party associated with this agreement and / or any subsequent or prior agreement that may have been / will be entered into, irrevocably agree that "confidential information" shall also include inter alia and shall mean inter alia:

- All information of any party, which may or may not be marked "Confidential", "Restricted", "Proprietary" or with similar designation;
- Where applicable, any and all data and business information;
- Where applicable, the parties may have access to data and personal and business information regarding clients, employees, third parties and the like including personal information as defined in POPI regulations and
- Trade secrets, confidential knowledge, know-how, technical information, data or other proprietary information relating to the client/ service provider or any third party associated with this agreement and including, without limitation, all products, information technical know-how, software programs, computer processing systems and techniques employed or used by either party to this agreement and / or their affiliates.

By signature hereunder, all parties irrevocably agree to abide by the terms and conditions as set out in this agreement as well as you irrevocably agree and acknowledge that all information provided and such us may include placing such information on public domain. Further it is specifically agreed that the service provider will use its best endeavors and take all reasonable precautions to ensure that any information provided, is only used for the purpose it is provided.

It is confirmed that by submitting information to the service provider, irrespective as to how such information is submitted, you consent to the collection, processing and storing of such information and the use of disclosure of such information in accordance with this policy.

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STORING YOUR DATA

We store your personal information in South Africa. We may also alternatively store your personal information on and transfer your personal information to a central database in South Africa. We will take the reasonable precaution to ensure that any information provide is adequately protected.

Your information will not be stored for the purposes described in the Privacy Policy:

For a total period of 3 years which includes:

- For longer than 1 years related to paper hard copies
- For longer than 2 years on our systems

After this timeframe, if not verbally changed, the information will be carefully destroyed.

WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

Whenever we process personal information, we take reasonable steps to keep your personal information accurate and up to date for the purposes for which they were collected. We will provide you with the ability to exercise the following rights und the conditions and within the limits set forth in the law.

If you wish to contact us regarding the use of your personal information or want to object in whole or in part to the processing of your personal information, please contact us. If you have provided consent, you may withdraw consent. In the case where you withdraw your consent, we will stop using your information, unless where a Court Order or Police Affidavit instruct us to do so.

You may also request, subject to confidentiality obligations, to

- Access your personal information as processed by us.
- Ask for correction or erasure of your personal information and
- Request portability, where applicable, of your personal information, i.e that the personal information you have provided to us, are returned to you, or transferred to the person of your choice, in a structured commonly used and machine-readable format.

Should you not agree to the terms and conditions as set out in this agreement and consent declaration, you must notify the service provider immediately. Failing, which it will be deemed that you accept and agree to the terms and conditions set out above.

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SIGNATURES

CLIENT SIGNATURE:

CLIENT NAME:

DATE:

PLACE:

SERVICE PROVIDER SIGNATURE

SERVICE PROVIDER NAME:

DATE:

PLACE

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