



Declarations

A revolutionary approach to identify, document, evaluate and report on employee interests and potential conflicts of interest



Contents

- **Declarations of personal interest**
 - What needs to be done
 - The problem
- **Declarations**
 - At a glance
 - The Toolkit (End-to-end)
 - Key benefits
- **Our approach**
- **Licensing**
- **readyplatform** - The enabling environment
- **About 2Digital Solutions**
- **Contact Us**

Digitally drive the declarations process ..

... involving all affected stakeholders at the appropriate time and reducing the administrative burden of identifying and managing potential conflicts

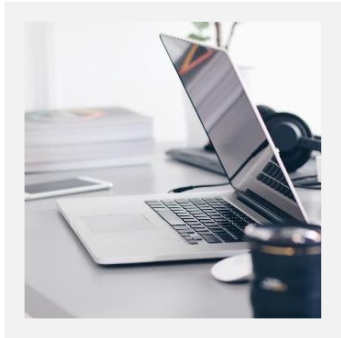


About Us

We build and host digital products and solutions at the forefront of technology to enable measurable and practical digital transformation for our clients.

Declaration of personal interest is a key area that requires careful attention within organisations.

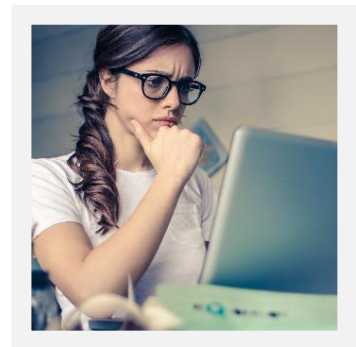
Indeed, the general declaration of personal financial interests' provision stipulated in s75(4) of the Companies Act 71 of 2008, as amended ("the Companies Act"), reads:



"At any time, a director may disclose any personal financial interest in advance, by delivering to the board, or shareholders in the case of a company contemplated in subsection (3), a notice in writing setting out the nature and extent of that interest, to be used generally for the purposes of this section until changed or withdrawn by further written notice from that director."

Similarly, Part 5.3, Principle 7, Practice 25 of the King IV Report on Corporate Governance™ for South Africa 2016 ("King IV™") recommends that:

"Subject to legal provisions, each member of the governing body should submit to the governing body a declaration of all financial, economic and other interests held by the member and related parties at least annually or whenever there are significant changes."



The recommendation to make a **general** disclosure of relevant interests is in addition to the recommendation for a **specific** declaration to be made at the beginning of each meeting of the governing body or its committees of any conflict of interest that a member of the governing body may have in respect of a matter on the agenda.

What needs to be done?

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of the organisation. As a general rule, no conflict between the personal interests of members of a governing body and the interests of the organisation which they serve should be allowed.

Where a potential conflict of interest cannot be avoided, it has to be managed in such a manner as to ensure that the interests of the organisation are at all times protected. It is for this reason that the law in certain instances as well as best practice recommendations call for disclosure of interest in any matter on the agenda of the governing body or any of its committees.

Considering that a matter may not necessarily find its way onto the agenda of the governing body and/or its committees, it is recommended that each member of a governing body submits a general declaration of interests that could assist the organisation in identifying potential conflicts between its interests and that of the members of its governing body or parties related to such members.

Correctly managing a conflict of interest could be of value and assistance to a member of the governing body wishing to rely on the business judgement rule as part of his defense in the event of legal action being taken against him in his capacity as a member of the governing body.



The problem

Once-off declarations are easy ... Keeping all that data up-to-date ... not so much

It's difficult

The maintenance of a register of general declarations by each member of the governing body and, in fact, every employee in an organisation who may operate in the chain of command, can be an onerous and sometimes difficult task. Making a once-off declaration can be a relatively easy exercise – assuming that the systems and reporting mechanisms are in place but peoples' situations change requiring regular updates to be made.

It takes a lot of effort

Many of the processes and tools used for evaluating and controlling declarations in existence today only operate well at one particular phase of the declarations cycle – often requiring administrative intensive campaigns to have information updated. In some organisations this process is unstructured with no tools in place whilst in others some formality has been introduced but the data is still maintained in unstructured formats such as spreadsheets.

Tools are not readily available

In an environment that lacks appropriate tools and processes to manage the declarations process, it is difficult for the compliance team to assure the governing body that all potential conflicts are known and are being actively managed and monitored.

A group of five business professionals (three men and two women) are gathered around a table in a modern office setting, looking at documents and discussing them. The scene is dimly lit, with light coming from large windows in the background.

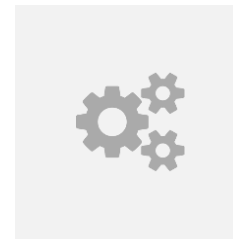
Declarations

Feature-packed to help you actively manage potential conflicts caused by your employees



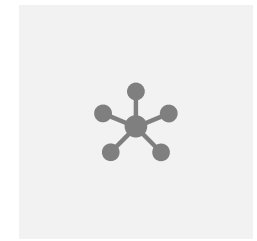
At a glance ...

Built and hosted on our revolutionary flagship digital platform - *readyplatform*



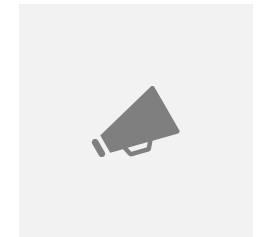
Highly configurable

- Set up user lists for special users
- Configure types of declarations required from staff
- Define routing and approval paths for different types of declarations
- Define gifting rules and approval limits
- Maintain lists of related entities (suppliers, customers, trading partners, etc)
- Build lists of prohibited and "watch-list" entities
- Set up lists for "special category users"



Wide coverage

- 10 different declarations types
- Track and record gifts and hospitality



Easy to use

- Intuitive and friendly interface
- Attach and manage documents

Declarations

A wide variety of declaration types ... configured to your organisation's requirements

Employee roles, relationships and activities

- Personal Commercial Interests
- Directorships (and other roles)
- Close personal relationships with other employees
- Close personal relationships with employees in other organisations
- Non-commercial interests and charity work



Gifts & Hospitality

Employee financial interests and activities

- Brokerage Accounts
- Investments (and/or investment breaches)
- Ownership Interests
- Interests with third parties
- Trusts

Declarations

The highly configurable nature of Declarations means that your administrators can configure the solution to meet your specific requirements. For example, administrators can work with the following:

- Set up user lists for special users (Compliance Managers and Administrators)
- Set types of declarations required from staff in your organisation
- Define routing and approval paths for different types of declarations
- Define a wide variety of gifting rules and approval limits
- Build and maintain a list of related entities (suppliers, customers, trading partners, etc)
- Build lists of prohibited and “watch-list” entities
- Set up lists for “special category users”
- Support multiple currencies and multiple geographic locations
- Define your own privacy statement and labels used throughout the system



Declarations

It's easy and intuitive to use

- Users can access and track approval status of all declarations from their personal dashboards
- Users can appoint proxies to make declarations on their behalf (and then approve these after the fact)
- Easily and securely store and retrieve documents related to your declarations
- Where users are asked to approve items, these are presented in one, easy to manage location
- Invite others users to review and comment (or approve) items declared
- Bulk approvals and secondary review/release of these approvals
- Administrators can act as proxies to rapidly upload bulk information
- Search, track and trace on persons and organisations
- Accessible from anywhere in the world ... make declarations as the event happens!



- We work with you to set up and configure the application to your specific requirements
- We can (optionally) work with you on an awareness and launch campaign to get employees to start to use the application
- We provide the training to your central risk management team in the use of the application, covering approvals, reviews, reporting, configuration, etc.
- Once activated, employees can access the application from anywhere in the world on any browser-based device
- Need any specific reports or customisations, speak with us. We'll make it happen!



Our Approach

Getting you up and running quickly and efficiently

- We calculate the license fee based on the average employee headcount over the past 12 months
- The cost per employee is based on a sliding scale ... the more employees you activate, the less you pay per person
- Your organisation will also enjoy a 5% discount on amounts paid annually in advance
- Check out the Declarations landing page on your organisation's instance of *readyplatform* for an instant calculation of your license fee. Or give us a call and we'll happily work it out for you.



Licensing

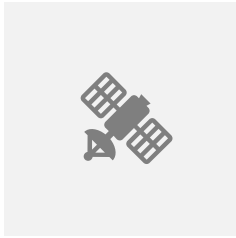
Licensing is on a per-user basis

readyplatform

Tapping into the capabilities of our always-on, digital platform, we will help you reinvent your business processes, provide an intuitive interface and enable key analytic reporting to help you get the best out of your business processes

readyplatform at a glance

A digital delivery platform providing the ecosystem needed to rapidly build, deploy and host digital products and solutions to help businesses innovate and digitise at unprecedented rates



Always On

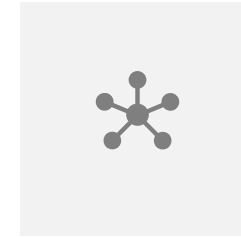
readyplatform lives in the cloud. This means that you can access your data and applications at any time from anywhere in the world

Perform assessments and analyse results when it suits you from wherever!



Detailed Logging

... and user tracking, combined with digital signatures, mean that you can track and trace all actions performed by you and your employees



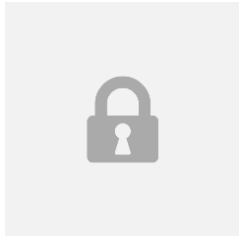
Drive innovation

Utilising our flexible architecture means that we can help you launch your own digital solutions quickly and at much reduced cost over traditional development methods

You're not tied just to Finding Manager. We can leverage our platform to provision or build out any solution you may need

readyplatform security

Built to the strictest security standards, you have peace of mind knowing that your data and applications are kept in a secure environment and that it is managed in compliance with data protection regulations



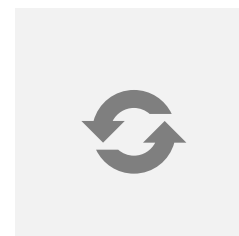
Data Protection

readyplatform uses a secure protocol (HTTPS) for keeping all data encrypted when shared between your platform and a user's browser. No data can be shared with third-party entities without your explicit consent. When at rest (in a database), your data is encrypted too, providing an additional strong layer of protection.



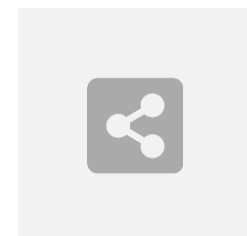
Security Practices

readyplatform is built on a safety-first basis to follow best practices and comply with the latest security guidelines. These include OWASP's recommendations for secure application development. Independent third-party penetration tests are regularly performed on all our products and infrastructure to identify and confront any current vulnerabilities.



Data Redundancy

Your data requires the highest degree of protection with no room for compromise. Our fully-managed cloud deployment offers multiple levels of data redundancy both at infrastructure and application level.



Solid Infrastructure

Our virtual cloud services use world-class infrastructure providers like Microsoft for your system's efficiency, safety and round-the-clock accessibility. Our providers are just as reliable and are highly qualified and equipped with the latest security-related certificates to offer first-class services.



practical

*/ 'praktɪk(ə)l/
adjective*

of or concerned with the actual doing or use of something rather than with the theory and ideas

2Digital Solutions

We build and host digital products and solutions at the forefront of technology to enable measurable and practical digital transformation for our clients

2Digital Solutions at a glance

Established in 2016

South African Registered
2016/268563/07

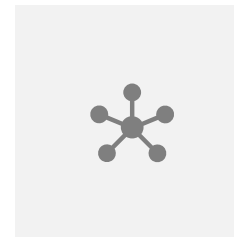
VAT Registered
4280276199

Our core team has over 40 years combined experience in IT development, IT consulting and IT assurance

Our extended team of developers and professional consultants cover a variety of subject matters including financial, tax, audit and general advisory



We operate globally servicing our clients on every continent



Portfolio of Service Offerings

- Application Criticality Assessment Toolkit
- Bursary Management
- Case Management Solutions
- Declarations
- Document Collaborator
- Finding Manager
- Employee Mobility
- Help Desk Solution
- IFC Toolkit
- Polls
- Questionnaires
- Risk Manager
- Risk Management Query System
- Self Assessment Toolkit
- Staff Management
- Surveys
- Tax and Rebate Calculators





Major Clients





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