



Accounting Standards Board

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MINUTES OF THE MEETING OF THE ACCOUNTING STANDARDS BOARD

DATE: 10 July 2018
TIME: 09:00 to 14:30
VENUE: ASB, Midridge Office Estate, International Business Gateway,
Cnr. New Road & 6th Road, Midrand

CHAIRMAN V Ndzimande

MEMBERS OF THE BOARD

F Abba
L Bodewig
C Braxton
K Hoosain
I Lubbe
P Moalusi

ALTERNATE TO AGSA M Sedikela (Left at 12:30)

BY INVITATION A Badimo (Member of Audit & Risk Committee) (Left at 09:30)

EX OFFICIO	E Swart	Chief Executive
	J Poggiolini	Technical Director
	A Botha	Project Manager
	T Tshoke	Project Manager
	E van der Westhuizen	Project Manager

Board Members: Ms F Abba, Ms L Bodewig, Mr C Braxton, Mr K Hoosain, Ms I Lubbe, Mr K Makwetu,
Ms P Moalusi, Ms Z Mxunyelwa, Mr V Ndzimande, Ms N Themba,
Alternate: Ms M Sedikela
Chief Executive Officer: Ms E Swart, Technical Director: Ms J Poggiolini

1. WELCOME AND APOLOGIES

- 1.1 Mr V. Ndzimande welcomed the members to the meeting.
- 1.2 It was NOTED that apologies had been tendered by K Makwetu, Z Mxunyelwa and N Themba. An apology was sent by O Matloa, and that A Badimo (a member of the Audit and Risk Committee) was acting in her stead.

2. DECLARATIONS OF INTERESTS

- 2.1 Members were REQUESTED to declare their interest in any of the agenda items being discussed.
- 2.2 The Register of Declarations of Interests was TABLED for noting. The CEO NOTED that some declarations were still outstanding and that a follow-up would be made with the relevant members.

CEO/Members

- 2.3 No new declarations were made at the meeting.

3. CONFIRMATION OF AGENDA

The agenda for the meeting was CONFIRMED without amendment.

4. PREVIOUS MINUTES

The minutes of the previous meeting were CONFIRMED, subject to the correction of the spelling of K Makwetu's surname on page 2.

Secretariat

5. MATTERS ARISING

- 5.1 A report on matters arising from previous meetings was TABLED. The following was NOTED:
- The Secretariat confirmed that the Minister has not delegated responsibility for the ASB to his deputy, and as a result, a meeting with the Minister is still being pursued. The Minister has acknowledged the importance of the Standards and that their effect on the public sector is pervasive. The Audit and Risk Committee Chairperson indicated that in their interactions with the Minister they have also stressed the relevance of the ASB's work, and submitted the ASB's request for additional funding to the Minister.
 - The Memorandum of Understanding with the OAG has been signed.
- 5.2 The Secretariat INDICATED that, in revising the ASB's Regulations, the Legal Unit of the National Treasury indicated that they did not believe the Auditor-General should be a Board member. They were of the view that because the Auditor-General is consulted on issues, membership of the Board results in a conflict of interest. It was suggested that the Deputy Auditor-General serve on the ASB's Board. Until the Regulations are revised, the status quo should be retained.

- 5.3 Based on the matters arising from the last meeting, the engagement between the ASB and the National Treasury on the proposed changes in the planning methodology is still to take place. It was AGREED that L Bodewig should assist in facilitating this discussion.

L Bodewig

6. FEEDBACK FROM THE TECHNICAL COMMITTEE MEETING

- 6.1 The Secretariat TABLED a memorandum outlining the key decisions taken at the Technical Committee meeting.
- 6.2 The Secretariat NOTED that, because this was the first sitting of the Technical Committee with the newly appointed members, the Technical Committee had to nominate a Chairperson. L Bodewig was nominated as the Chairperson at the Technical Committee meeting. Her appointment was CONFIRMED by the Board.
- 6.3 The Secretariat also NOTED that the last Technical Committee meeting was not properly constituted at the time it was held given the delay in appointing new or re-appointing existing members. As a result, the decisions of the last Technical Committee meeting were formally ratified.

7. PROPOSED GUIDELINE ON APPLYING MATERIALITY IN THE PREPARATION OF FINANCIAL STATEMENTS

- 7.1 The Secretariat TABLED the following at the meeting:
- A memorandum from the Secretariat.
 - The proposed Guideline on *The Application of Materiality to Financial Statements*.
 - Proposed Invitation to Comment (ITC) on the proposed Guideline.
 - Proposed Amendments to the Standard of GRAP on *Presentation of Financial Statements* (GRAP 1).
 - Proposed Invitation to Comment (ITC) on the proposed amendments.
- 7.2 The Secretariat PROVIDED the background to the use of capitalisation thresholds.
- 7.3 The Board NOTED the Technical Committee's considerations on whether accounting policies should be applied to a particular period for transactions in that period, or whether the cumulative effect of transactions on the financial statements should be considered.
- 7.4 The Board CONCURRED with the Technical Committee's position that the use of capitalisation thresholds and assessing the effect of applying particular accounting policies can be controversial and that there is no consensus on the accounting.
- 7.5 The Board NOTED that the lack of consensus is not an issue that is unique to the public sector environment and that similar issues exist in the private sector, both locally and internationally. It was also noted that the issue goes beyond being an accounting issue as auditors have also struggled with identifying a conceptually sound approach.

- 7.6 It was AGREED that the issue will not be resolved in this project, and that the Technical Committee's recommendation to remain silent on how to deal with the accounting in the proposed Guideline is appropriate as the initial issue raised by respondents was whether the assessment considers qualitative factors and not how to deal with the accounting.
- 7.7 Some members QUESTIONED whether the Board should consider including a specific matter for comment in the Exposure Draft to solicit views on the issue.
- 7.8 It was EXPLAINED that the Technical Committee debated the inclusion of a specific matter for comment in the Exposure Draft but came to the conclusion that, since the issue has been considered in international debates without consensus, it is not expected that feedback from local constituents would reveal any new information that will provide the Board with a conceptual resolution.
- 7.9 It was NOTED that since the Board agrees that the issue is a practice issue, whether the OAG should consider standardising the practice.
- 7.10 It was EXPLAINED that standardising the process may bring about further disagreements between preparers and auditors particularly when rules are introduced without conceptual justification.
- 7.11 Ms Bodewig NOTED that, when developing the GRAP 17 Implementation Guideline, the practice of establishing capitalisation thresholds was acknowledged and the guidance states that materiality must be considered by not only taking into account the materiality of the individual item, but also considering the cumulative effect on the financial statements.
- 7.12 The Board AGREED the following:
- The issuing of the proposed Guideline should not be delayed.
 - The proposed Guideline should reflect a neutral discussion that focuses on applying accounting policies in general, but with an explanation that assessing the effect of applying particular accounting policies considers qualitative and quantitative factors, and that entities should consider the effects of transactions individually, in aggregate, as well as the cumulative effect on the financial statements.
 - The Technical Committee's deliberations of the possible accounting treatment revealed that there is misalignment with the existing principles in GRAP 3 that are best addressed in a separate project. The Board will highlight in its Strategy and Work Plan consultation that it is aware of this issue and request respondents to indicate whether a project to review the requirements in GRAP 3 is necessary.

Secretariat

- 7.13 The proposed Guideline was REVIEWED.
- 7.14 Members were REQUESTED to share editorial amendments offline.

Members

- 7.15 It was NOTED that example 1 may lead entities to believe that leave pay is always treated as a provision. It was SUGGESTED that the example should be amended to

reflect the measurement uncertainties that made the entity to account for leave pay as a provision and not an accrual.

- 7.16 It was SUGGESTED that the principle in paragraph 6.4 could be made clearer if the wording was written in the positive.
- 7.17 Subject to the agreed amendments, and any other editorial amendments by members, the Board APPROVED the proposed Guideline and the accompanying ITC for exposure.
- 7.18 The Board also APPROVED the proposed amendments to GRAP 1 and the accompanying ITC for exposure.
- 7.19 The Board AGREED to a longer comment period for both Exposure Drafts, with a comment deadline of 7 December 2018.

Secretariat

8. DRAFT RESEARCH PAPER ON PRESENTATION OF INFORMATION IN THE STATEMENT OF FINANCIAL PERFORMANCE

- 8.1 The Secretariat TABLED the following at the meeting:
- A memorandum from the Secretariat.
 - The proposed Research Paper on *Presentation of Information in the Statement of Financial Performance*.

Issue 1: Tone of the Research Paper

- 8.2 The Secretariat NOTED that the Board previously agreed that it did not want the tone of the review and report to be perceived as being punitive to any entity. The Technical Committee agreed that the Research Paper should present information in Table 1 in section 1 and Table 2 in section 2 in a summarised format based on the level of government. The Board SUPPORTED this approach.

Issue 2: Placement of guidance

- 8.3 The Secretariat NOTED that the Board previously decided that all guidance developed as an outcome of the research to explain the application of the Standards should be included in the Research Paper. The guidance may however be better suited to an FAQ issued by the Secretariat. The Technical Committee agreed that the guidance should be included in the Secretariat's FAQ document, with a cross reference from the Research Paper to the FAQ document. The Board AGREED with the Technical Committee's suggestion.

General

- 8.4 A member QUESTIONED whether the results of the review would be made available to specific entities if they requested the information. The Board AGREED that it does not want to be perceived as the authority that reviews individual entities' compliance with the requirements of the Standards of GRAP. The purpose of the research was to identify transversal practice issues so as to identify areas where the Standards may be deficient, and/or identify any emerging issues regarding presentation. It was AGREED that the information will not be made available to individual entities.

- 8.5 A member ASKED if there is scope to communicate the outcomes of the research to entities or bodies that may be able to take action on the findings in the report. The Board AGREED that, in addition to the actions already taken such as the Secretariat's informal meeting with the Office of the Accountant-General (OAG), the Secretariat can issue formal communication on the publication of the Research Paper. Such communication will raise awareness of the Research Paper.
- 8.6 The representative of the OAG NOTED that awareness about the proposed Research Paper was shared with the Acting Accountant-General before the meeting, and that the OAG will consider what further actions they can take based on the Research Paper once it has been published as final.
- 8.7 A member QUESTIONED if the actions by the OAG in response to the findings should be included in the Research Paper. The Board AGREED that the Research Paper should not commit other parties to future actions.
- 8.8 The Board CONSIDERED whether it is appropriate to retain the section on the use of National Treasury guidelines and guidance on page 23. It was AGREED that it is necessary to reflect the outcome of the research conducted. A question was POSED to the OAG representative regarding the timeline to update the National Treasury guidelines. It was CONFIRMED that it is on the OAG's work programme, but that they also have capacity issues at present. A member NOTED the importance of the guidelines to academics as no other material is available.
- 8.9 A member ASKED if similar research projects will be undertaken in future. The Secretariat NOTED that for the 2017-2020 work programme cycle, the only review planned is the post-implementation review of GRAP 103 on *Heritage Assets*. The undertaking of future projects of this nature will be determined in the next work programme consultation. It was NOTED that there is potential scope for similar research projects given that preparers have asked for a more stable environment in the medium-term.

Review of proposed Research Paper

- 8.10 The Board AGREED the following amendments to the proposed Research Paper:
- The reference to ARD FAQs will be removed, since they are only available to auditors of the AGSA (table and second paragraph below table on page 10; table on page 13).
 - The action the National Treasury will take to respond to the issue identified with how entities apply MFMA Circular 68 should be removed.

Secretariat

- 8.11 Members were REQUESTED to submit editorial comments to the Secretariat.

Members

- 8.12 The Board APPROVED the proposed Research Paper for issue.

Secretariat

9. EMERGING ISSUES

9.1 The Secretariat TABLED a memorandum at the meeting updating the Board on recent emerging issues with the application of Standards of GRAP.

Heritage assets

9.2 The Secretariat NOTED that it attended the CFO Forum meeting arranged by the Department of Arts and Culture for the museums that report to the Department.

9.3 The Secretariat NOTED the following from the meeting:

- The purpose of attending the meeting was to raise awareness about the FAQs published to respond to issues raised by the CFOs at the last meeting. The CFOs still raised concerns about determining fair value, specifically the lack of capacity and expertise, as well as resources.
- The Department confirmed that they will develop guidance to assist the museums with the application of GRAP 103.
- The CFOs raised issues with adopting GRAP 103, only for its implementation to be reviewed in 2019/2020. It was explained that the post-implementation reviews are good standard-setting practice rather than acknowledging deficiencies in the Standard.
- There was a greater need for information from the ASB at the Forum about changes to other Standards, new Standards issued etc. An update will be presented at the October 2018 Forum.

9.4 Members ASKED whether the Secretariat would review the guidance developed by the Department. The Secretariat NOTED that the guidance would be reviewed insofar as it relates to accounting matters.

9.5 The representative of the Auditor-General NOTED that preparers often raise implementation challenges during the audit process, as well as indicating that they do not understand the purpose of the Standard. It was NOTED that the post-implementation review would provide valuable information to the Board about how to address the issues raised.

9.6 The Secretariat HIGHLIGHTED the views of the Technical Committee regarding the application of Directive 11 Changes in Measurement Basis Following the Adoption of Standards of GRAP by the entities that applied the exemption provided by the Minister of Finance. The additional time granted by the exemption will need to be considered in deciding whether entities are eligible to apply Directive 11.

Application of Directive 12 Determining the Appropriate Reporting Framework by Public Entities

9.7 The Secretariat NOTED that the communication issued by the Secretariat outlining the key considerations to be applied when assessing whether to apply IFRSs or Standards of GRAP has been well received. The communication was discussed with the Product Champions in late-June. The Secretariat will continue engaging with preparers and auditors to identify any further issues that may need to be addressed in the document.

- 9.8 The Secretariat NOTED that communication was recently received from the OAG about SANRAL's application of Directive 12. Feedback would be provided about this at the next meeting.

Application of GRAP 109 Accounting by Principals and Agents

- 9.9 The Secretariat NOTED that a recent Circular issued by the OAG on the classification of certain expenses under the MCS Reporting Framework has raised potential application issues with GRAP 109. The classification of expenses in a certain way may indicate that the parties in the arrangement are acting as an agent or a principal. In practice, some are of the view that if the department concludes that it should classify expenses in a certain way and that it is either the principal or the agent, that the public entity or municipality should automatically apply the same (but opposite) view.
- 9.10 The Secretariat NOTED that it had indicated at both the PAG Forum and July Accounting Forum meeting that, because of the difference in reporting frameworks, different views could be reached. A member INDICATED that it is also important to note that different positions could be reached even if the same reporting framework is applied as entities apply judgement in preparing their financial statements.

Reporting Framework for Tribal Trusts and Authorities

- 9.11 The Secretariat NOTED that the National Treasury raised an issue at the Technical Committee meeting about the reporting framework for tribal trusts and authorities. At the meeting, the Secretariat indicated that, in its previous interactions on the issue, it is questionable whether these entities are within the ASB's mandate. As the users of the financial statements of these trusts and authorities are specific communities/individuals, they are also unlikely to require the general purpose financial statements prescribed by Standards of GRAP.
- 9.12 The representative of the Auditor-General INDICATED that, while they agree that determining the reporting framework for these entities may not be within the ASB's mandate, the National Treasury should make funding available to the ASB to develop the reporting framework.
- 9.13 Board members RAISED questions about whether the ASB would be permitted to undertake this activity, and if yes, whether it had the capacity to do so. The Secretariat INDICATED that any reporting framework/guidance developed would not be issued by the Board if it is confirmed that these entities are not within the ASB's mandate. If this is the case, any work undertaken in this area would be in the capacity of a service provider. Given the limited resources at the ASB, the Board's own projects would need to be re-prioritised if this work is undertaken.
- 9.14 A member QUESTIONED the ability of other entities to issue reporting frameworks, for example, SAICA issuing the reporting framework for public schools. It was NOTED that other entities may determine the reporting frameworks for particular entities if certain legal rights vest with Ministers, MECs, etc. to determine the reporting frameworks for specific entities. This is usually the case if the entities are not subject to the Public Finance Management Act or Municipal Finance Management Act.

10. GRAP IMPLEMENTATION

Ms L Bodewig NOTED that there was no progress on the implementation of GRAP to report at this stage.

11. AUDIT AND RISK COMMITTEE (ARC)

- 11.1 An oral report was NOTED from Ms A Badimo.
- 11.2 She NOTED that the ARC met on 23 May 2018 to approve the draft financial statements for audit, and on 30 June 2018 to consider the draft Audit report and the management letter from the external auditors, Morar Inc.
- 11.3 She NOTED that the ASB received a clean audit opinion and the two matters raised by the external auditors were resolved without needing reporting in the management letter.
- 11.4 She NOTED the shared concern regarding the adequacy of funding and the timeliness of the approval of Standards of GRAP for implementation by the Minister of Finance.
- 11.5 The draft Terms of Reference of the ARC was tabled for approval. Subject to editorial comments, the Terms of Reference was APPROVED.

12. FEEDBACK FROM OPERATIONS COMMITTEE

- 12.1 A report from the Secretariat outlining the key decisions taken at the Operations Committee meeting held on 30 May 2018 was TABLED at the meeting.
- 12.2 It was NOTED that all the administrative documents considered at the meeting were included on the agenda and that the Operations Committee had approved the increase in reimbursement rate per kilometre from R4.00 to R4.50 per km with effect from 1 June 2018.

13. ANNUAL REPORT

- 13.1 The following documents were TABLED for consideration by the Board:
- Draft annual report for 2018
 - Draft Report by Audit and Risk Committee (ARC)
 - Draft Auditors' Report
 - Management Letter
- 13.2 It was NOTED that the audit has been completed and that the final signed reports from the ARC and external auditors would be issued after the Board meeting.
- 13.3 It was AGREED to update the annual report to reflect the receipt of the signed Memorandum of Understanding with the Office of the Accountant-General signed on 6 July 2018.
- 13.4 Subject to editorial amendments to the annual report, it was unanimously APPROVED for submission to the Minister of Finance and for tabling in Parliament.
- Secretariat**
- 13.5 The draft ARC report was NOTED, subject to the amendment of factual information regarding the number of risk committee meetings held, the number of internal audits

planned and performed, and the number of findings reported by the internal audit unit.

- 13.6 The draft auditors' report from Morar Inc. was also NOTED.
- 13.7 The Management Letter was NOTED and the Secretariat was congratulated on achieving an unqualified audit report with no findings on the financial audit, Compliance with Legislation, and Reporting on Predetermined Performance Information.

14. ADMINISTRATION

Risk Register

- 14.1 The revised risk register was TABLED for approval.
- 14.2 It was NOTED that the risk register was updated to reflect the reduced risk after (a) the approval of the Standards of GRAP for implementation by the Minister of Finance, and (b) to reflect improvements in the current controls implemented in the standard setting process.
- 14.3 The risk register was APPROVED.

Materiality and Significance Framework

- 14.4 The Materiality and Significance Framework for 2018 was TABLED and APPROVED.

Work programme

- 14.5 The Secretariat TABLED a memorandum, along with the revised work programme to reflect the decisions taken at the May meeting, as well as the document outlining monitoring of convergence with the IPSASB, at the meeting. There were no amendments to the work programme.

Monitoring progress against the achievement of the quarterly and annual targets

- 14.6 The Secretariat TABLED a memorandum at the meeting outlining the ASB's achievement against the targets for the period 1 April to 30 June 2018. With the submission of the comment letter on *Leases* to the IPSASB, the targets for the quarter have been achieved.

Technical policies

- 14.7 The Secretariat TABLED revisions to the following policies at the meeting:
- Proposed amendments to policy on *Post-implementation Reviews*.
 - Proposed amendments to policy on *Use of Official Languages*.
 - Proposed amendments to policy on *Re-exposure of Proposed Pronouncements Issued for Comment*.
 - Proposed amendments to policy on *Approving Effective Dates of Standards*.
 - Proposed amendments to policy on *Selection and Approval of Projects*.
 - Proposed amendments to policy on *Nature of Pronouncements to be Developed*.

- Proposed amendments to policy on *Terms of Reference of the Technical Committee*.
- Proposed amendments to policy on *Setting Performance Targets and Measuring Progress*.
- Proposed amendments to policy on *Improvements to the Standards of GRAP*.
- Proposed amendments to the policy on *Naming and Numbering Conventions*.
- Proposed amendments to the policy on *Convergence with International Standards*.

14.8 The policies were APPROVED without amendment.

15. **INTERNATIONAL STANDARD SETTING ACTIVITIES**

15.1 The Secretariat TABLED the following comment letters at the meeting:

- Exposure Draft on *Leases*.
- Consultation on the *Proposed Strategy and Work Plan 2019 - 2023*

15.2 An oral report of the IPSASB's June meeting was PROVIDED by the Secretariat:

- IPSAS 41 on *Financial Instruments* was approved as a final Standard with an effective date of 1 January 2022.

Social benefits

- The IPSASB considered the mixed views expressed by respondents in ED 63. The IPSASB made a strategic decision to progress the development of the IPSAS on social benefits based on the obligating event approach, even though there was equal support for the alternate view. The scope of ED 63 will remain unchanged, however guidance will be provided to clarify some of the definitions. The disclosure requirements on the reconciliation of the liability will be removed, and the IPSASB will not require disclosure of future outflows relating to social benefit schemes.
- The IPSASB agreed that the insurance approach should be optional, and the need for additional guidance on IFRS 17 *Insurance Contracts* will be considered in a post implementation review.

Revenue and non-exchange expenses

- The IPSASB agreed to converge with IFRS 15 *Revenue from Contracts with Customers* for the category C transactions. It will continue to pursue the public sector performance obligation approach for those transactions with performance obligations but which do not meet all the characteristics of the IFRS 15 transactions. Drafting of the IFRS 15 guidance will commence based on the agreed changes to terminology and definitions. Staff was directed to incorporate the guidance for the public sector performance obligation approach in the converged IFRS 15 IPSAS for consideration by the IPSASB in September.
- There was no clear view that the public sector performance obligation approach would work as well for the non-exchange expenses. The IPSASB agreed to

provide guidance on collective services in IPSAS 19, and a new term for universally accessible services would also be considered.

- The IPSASB agreed to update IPSAS 23 to provide guidance on social contributions. It was agreed that the requirements on services in-kind will remain unchanged but that additional guidance will be added to encourage entities to recognise voluntary services. Staff was directed to consider guidance and examples by the ASB and AASB.

Measurement of assets and liabilities

- The IPSASB considered a flowchart on the subsequent measurement of assets. The flowchart was used by the IPSASB in the selection of measurement bases. Staff was directed to do further work on the asset flowchart and to incorporate the measurement objectives and classification of entry and exit values as discussed in the Conceptual Framework. A similar flowchart will be developed for liabilities.

Strategy and work plan 2019-2023

- The IPSASB shared feedback from the four roundtables held for its strategy and work plan consultation. It was noted that responses received to date indicate general support for the IPSASB's strategy. It is expected that the IPSASB will approve its final strategy and work plan at the December 2018 meeting.

- 15.3 The Secretariat EXPLAINED the implications of the IPSASB's decisions on the social benefits project for the local environment. In particular, it NOTED that the decision to proceed with the approach outlined in ED 63 may not provide appropriate information for some of the local social benefit schemes. The Secretariat will provide feedback to the IPSASB member for the next meeting about possible approaches to minimise the need for departures in the local environment.
- 15.4 Members ASKED whether the IPSAS needed to be adopted without modification in the local environment. The Secretariat EXPLAINED that, while the policy allows for departure to ensure the ASB's legal mandate is satisfied, i.e. the development of accounting standards appropriate for the local environment, departing from an IPSAS on the basis of conceptual differences is not an ideal position for the Board.
- 15.5 The Secretariat AGREED to monitor progress on the project and provide feedback at the next meeting.

Secretariat

16. GENERAL

The Secretariat was recused from the meeting at 13:30 and the confidential meeting commenced.

17. EQUAL WORK FOR EQUAL POLICY (EPfEW)

- 17.1 The chairman NOTED the results of the previous engagement regarding the EPfEW policy as well as the proposed clarifications provided by the CEO.
- 17.2 The chairman NOTED that the objective was to approve the policy and any adjustments to remuneration resulting from the implementation of the policy.

Approval of the EPfEW policy

17.3 The policy was approved subject to the minimal proposed changes.

Approval of adjustments resulting from the EPfEW policy

17.4 The Board DISCUSSED the schedule analysing current guaranteed remuneration based on the implementation of the EPfEW policy.

17.5 The Board APPROVED the analysis.

17.6 The Board APPROVED an amendment to the Guaranteed Remuneration of the CEO to the 10th percentile at the FU grading.

17.7 The Board agreed that the adjustments should be backdated to 1 April 2018.

18. CLOSING

The meeting was ADJOURNED at 14:30.

Prepared by: Erna Swart 10 July 2018

Approved by: Vincent Ndzimande 24 July 2018

Issued: 24 July 2018

Approved by Board: _____

Date: _____