

PROFESSIONAL COMPANY SECRETARIAL PRACTITIONER ORGANISATION

(still to be formed - "PCSPO")
(Incorporated in the Republic of South Africa)
("The Organisation")

MINUTES OF AN INAUGURAL MEETING OF THE MEMBERS OF THE PROFESSIONAL COMPANY SECRETARIAL PRACTITIONER ORGANISATION ("PCSPO"), HELD VIA MICROSOFT TEAMS (VIRTUAL MEETING) ON FRIDAY, 26TH JANUARY AT 08H30

PRESENT: Messrs Mark Silberman (MS) - Chairman, Riaan Badenhorst (RB) - Vice Chairman
Mesdames Santonette Roos (SR) - Secretary, Hayley Callanan (HC) and Deidre De Carvalho (DDC)
(Hereinafter referred to as "The Committee")

BY INVITATION: Members of the Organisation

APOLOGIES: None recorded.


Please note that the items have been recorded in terms of the Agenda, and not necessarily in the order that they were discussed.

AGENDA ITEM	DESCRIPTION	ACTION
1.	INTRODUCTION	
1.1	Welcome and Apologies Mr Mark Silberman welcomed all present to the inaugural meeting of the "PCSPO". Mr Silberman explained the need for the incorporation of such an Organisation and noted the aims and objectives of the Organisation, which he hoped would achieve a better service delivery for the secreterial body as a whole, in terms of both the Companies and Intellectual Property Commission (the "CIPC") as well as the Master of the High Court. Mr Silberman further noted that the Organisation would be looking at obtaining accreditation for those persons in the industry who would be considered "qualified", due to work experience or recognition of prior learning. Mr Silberman advised that the formation of this new "Professional Body" may not go down well with other players in the industry and that members may face victimisation. No apologies were recorded, and the meeting was duly constituted.	
2.	COMMITTEE MEMBERS	
2.1	To appoint the members of the Committee Mr Silberman noted that approximately 250 members have joined the Organisation by signing the form on the current website, but requested that members endeavour to recruit additional members, in order to attain the required numbers. Mr Silberman further noted that various applications were received, and after careful consideration the following persons were put forward to constitute a Management Committee ("MANCO"), that would assist with attaining the aims and objectives of the Organisation: <ul style="list-style-type: none">- Mark Silberman (Chairman)- Riaan Badenhorst (Vice Chairman)- Santonette Roos (Secretary)- Deidre De Carvalho- Hayley Callanan Mr Silberman advised that Mr Badenhorst would be applying for the accreditation of members with the assistance of Ms De Carvalho. The above Committee was put forward for approval by the members.	RB/DDC

6.	ACTION PLAN	
6.1	<p>To formulate an Action Plan</p> <p>The Chairman requested that an Action Plan be developed, in order to deal with the following issues:</p> <ul style="list-style-type: none"> - Registration of the relevant qualifications with the South African Qualifications Authority (“SAQA”). - To formulate an engagement to deal with the current failure of the CIPC delivery system. - To conclude an evaluation on the cost of a new system, as the current system does not seem to be functional. The Chairman noted that the key motivation of the 2008 Companies Act, was to make business easier, but the exact opposite is currently being experienced through mismanagement and endless red tape. <p>The Chairman acknowledged the need for a new system in order to combat fraud and corruption but further noted the ineffectiveness of the current OTP system.</p> <p>The Chairman further noted the challenge of verification of foreigners and the challenges facing practitioners with the under performance of the Department of Home Affairs. The Chairman noted that digital signatures might be an option going forward.</p> <p>Ms Callanan and Ms Roos were instructed to draft the required “Action Plan” for approval by the Committee.</p>	HC/SR
6.2	<p>The Way Forward</p> <p>The Chairman noted that the current system is not functional, although the CIPC believe that it is. He believed that only those practitioners who use the system on a daily basis can account for its functionality. To this end, the Chairman advised that proper engagement with the CIPC is crucial and an “Issues Register” should be created whereby the many issues being experienced by the Practitioners can be properly addressed.</p> <p>Ms Callanan suggested that the Committee meet with Adv Rory Voller in order to address the various issues being experienced and the Chairman suggested that the survey he had created be utilised for this purpose.</p> <p>Ms Callanan undertook to create a guideline for CIPC lodgements.</p> <p><u>Post Meeting Note:</u> Ms Callanan further undertook to create a “Terms of Reference” document for the Management Committee.</p> <p>It was noted that the FIC Registration process could be an accreditation of sorts but there was uncertainty as to what extent it could be utilised. The Chairman invited the members to speak.</p> <p>A discussion ensued and the Chairman undertook to resend the link for the survey.</p>	HC HC MS
6.3	<p>PAIA Manual</p> <p>The Chairman requested assistance with the drafting of a PAIA manual for the Organisation and requested that should there be any attorneys within the membership structure, that they contact the Committee in order to provide such assistance.</p>	ALL
6.4	<p>Website Design</p> <p>The Chairman noted that the PCSPO currently has a page on the Accfin website and suggested that a formal website be created. He noted that other Professional bodies would be welcome to join, and the press might also find the formation of the PCSPO of interest.</p> <p>It was noted that Education is also important in terms of the needs of the profession.</p>	MS
6.5	<p>Membership</p> <p>Membership would be open to all practitioners who deal with the CIPC and the Master of the High Court.</p>	

	RESOLUTION	
	The Chairman thanked everyone for their attendance and adjourned the meeting at 09:32.	

READ AND CONFIRMED AS A CORRECT RECORD OF PROCEEDINGS.



CHAIRMAN

7 FEBRUARY 2024.
DATE