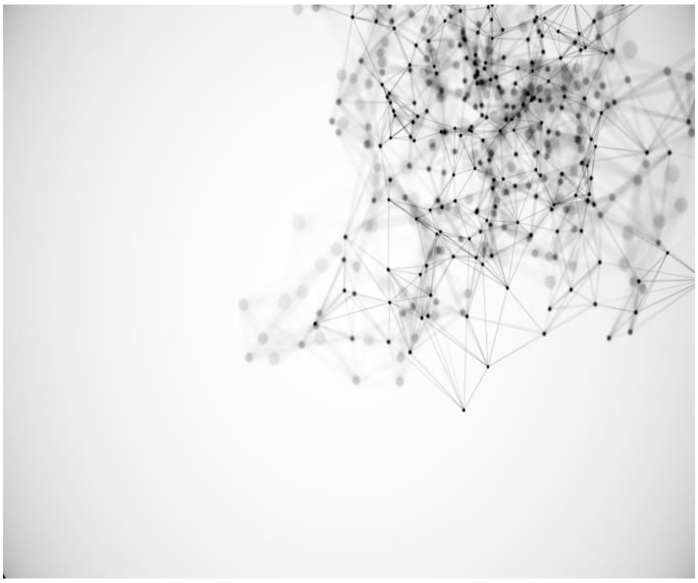
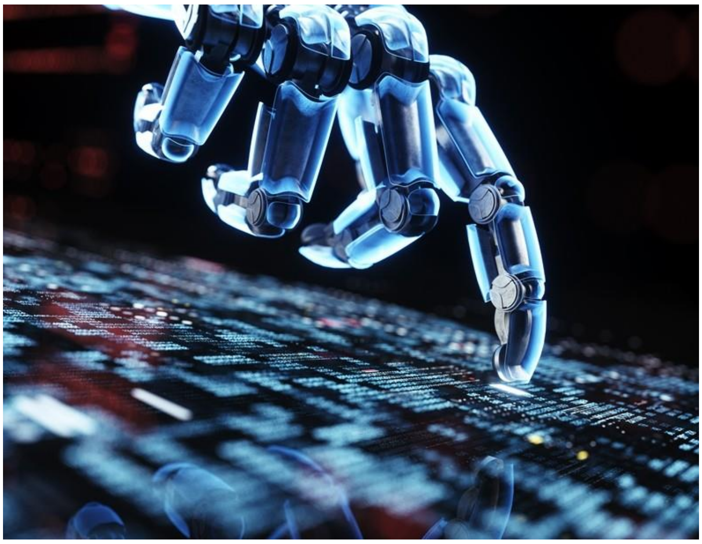
PKF Client Portal





Overview

Overview

Welcome to your portal.

PKF VGA our proud to provide this platform to help you manage governance, growth, clients, risk management and compliance to mention a few. We will continuously expand our offerings to cover more aspects of your operations.

Your portal can integrate with other applications and data that you have already implemented, such as accounting applications. Contact your client service partner to explore the possibilities of integrating all your information and data systems onto one platform.

There is no cost associated with using the standard portal. If you would like your portal customised to support and integrate your unique operations and systems, our technical team would need to spend resources to establish this. Please note that additional services will require an engagement letter and a detailed scope of services.

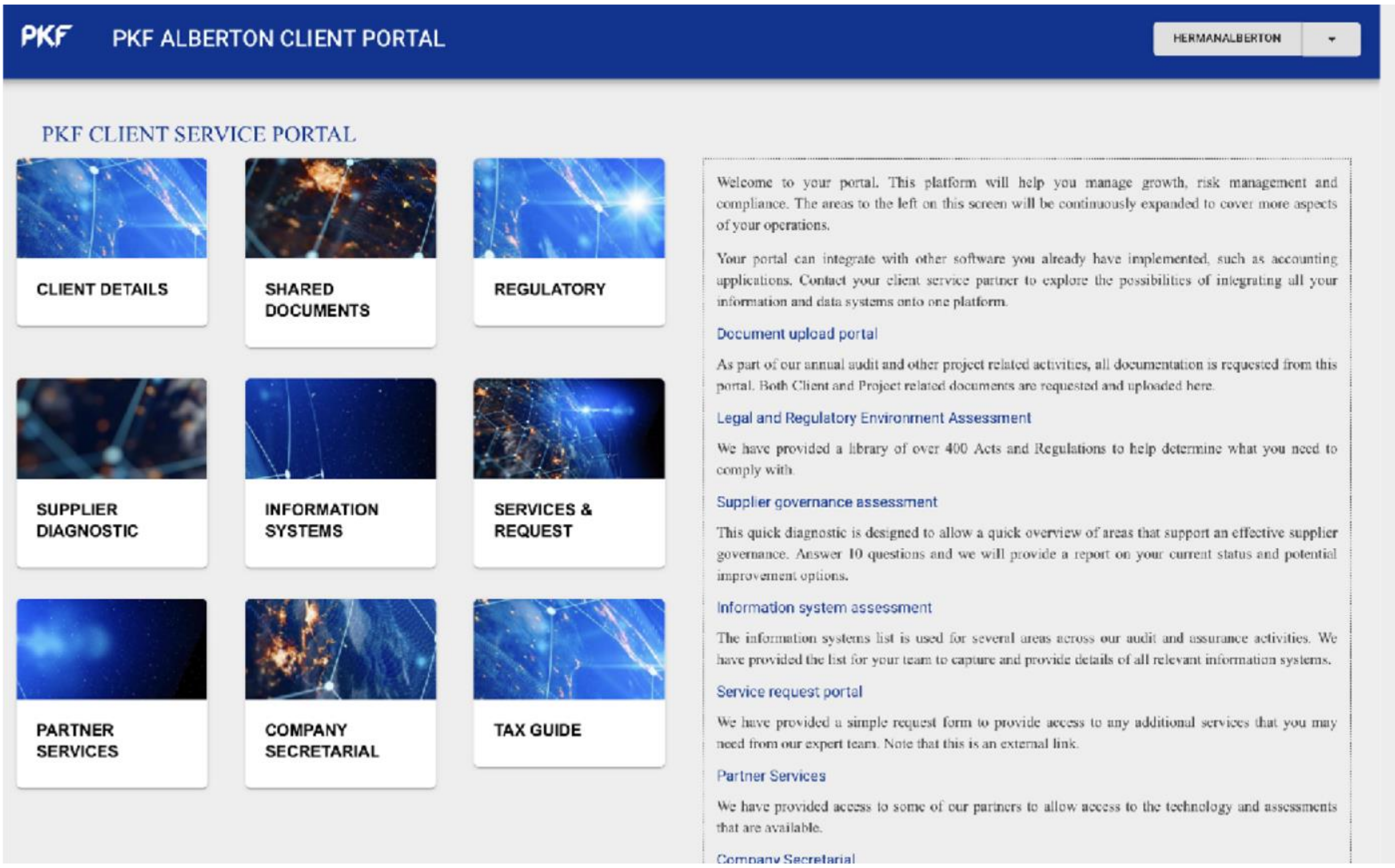


Figure 1 Client Portal Home Page

Note: The portal is browser based. This allows increased flexibility in accessing your portal and working as a team across many areas. Please contact your engagement partner or team for specific requirements.

For a quick video on the portal please click here.

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Navigation

The following items should be noted

Login

Your login details will be provided by the system when you are registered as a user. Your login is unique, and all transactions are logged against your profile as required. If you require multiple user logins please let us know.

Password resets

The password reset has been limited to your engagement team for security. Please contact your engagement team for password resets. Note the additional security measures will be communicated as they are introduced.

Your Profile

Your profile is available to view from the top left. Let us know if any updates are required.

Role Access

The role based access for the current display options has not been enabled. The additional functionality we will start to add will include this by default when introduced. This means that when we add users to this portal they will have access to the current information shown for all users.

Browsers

The system works with most browsers. We use the browser cache to enhance performance and speed. As with most browsers, new functionality may require that you clear this cache. We will advise if this is required as part of our change release notes.

Client Profile

The client profile summarises the current information that is held about your company.

The Contact Information and Details can be updated, to make sure that the information that we hold in our systems is accurate and up to date.

If you need a more detailed report on all data held in connection with the Client portal, please contact your engagement partner.

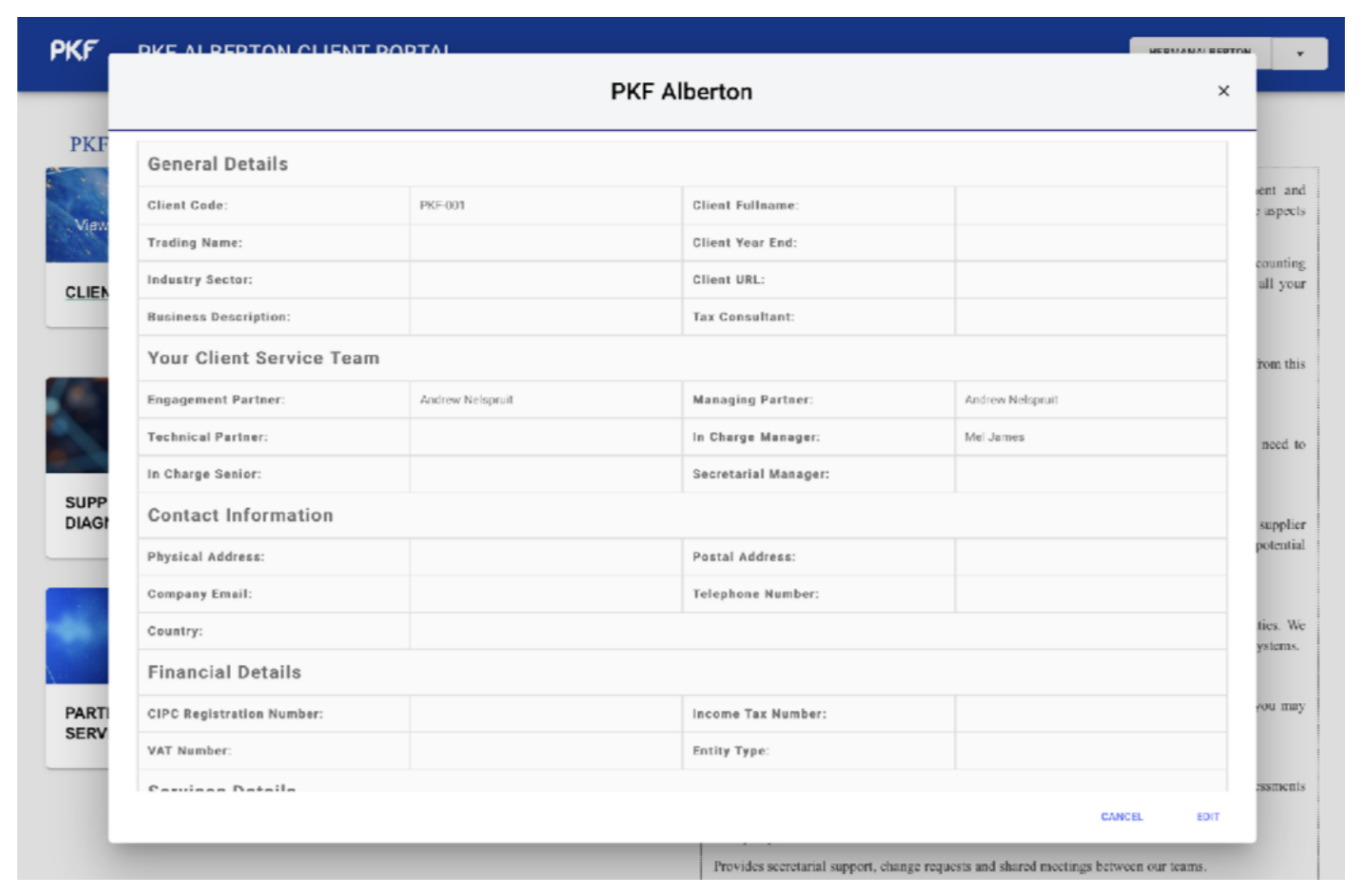


Figure 2: Client Details

Shared Documents

Document upload portal - As part of our annual audit and other project related activities, all documentation is requested from this portal. Both Client and Project related documents are requested and uploaded here.

When samples are required for an audit or assurance review this be shown separately.

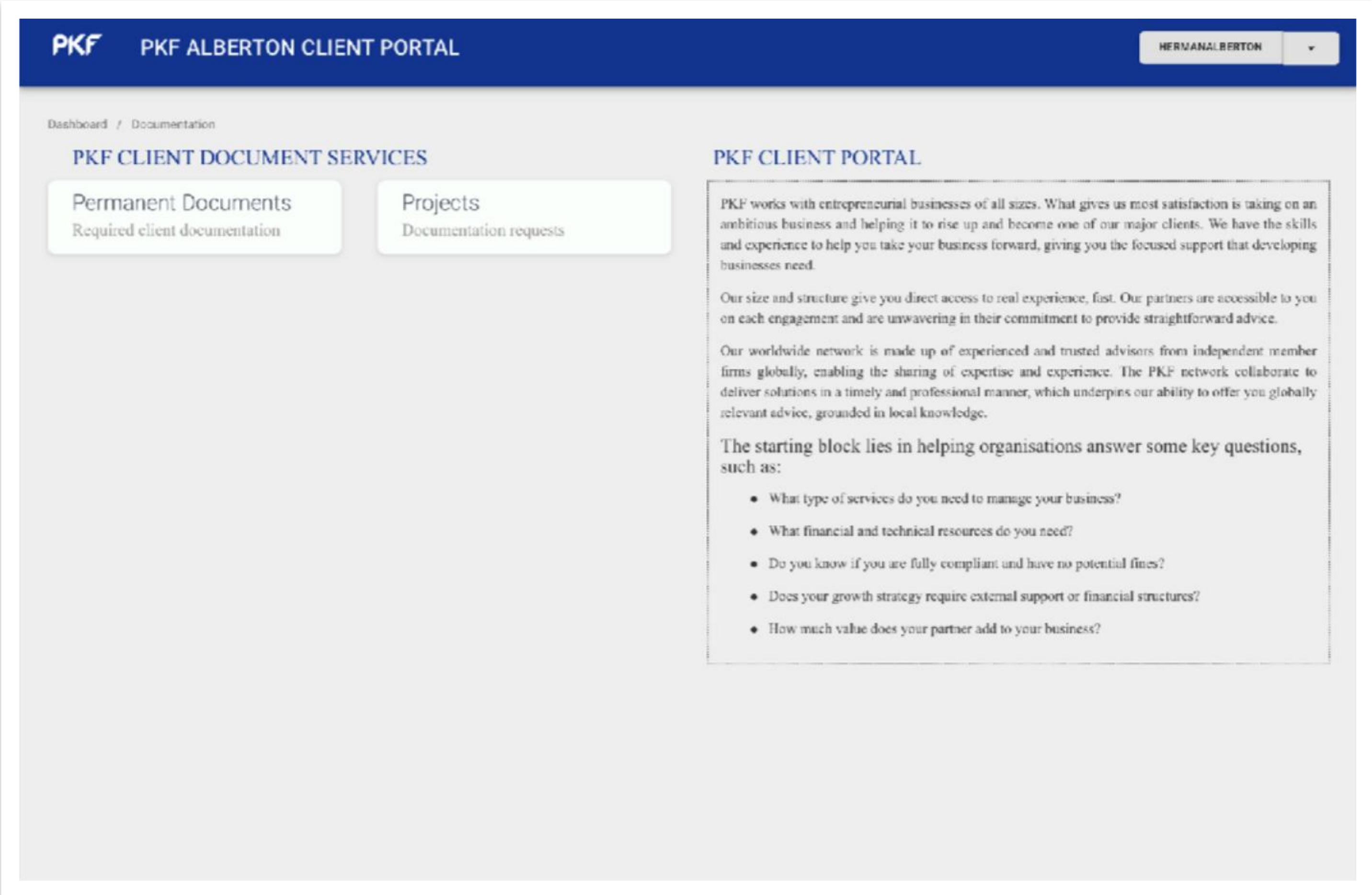


Figure 3 Client Document Upload

Permanent Documents

This section is for use in maintaining our understanding of your business and meeting specific audit and assurance regulatory requirements.

Project Documents

This section will show all live projects. Select the relevant project to view the open requests.

This is supported by a workflow to assist the team in managing the requests through to completion.

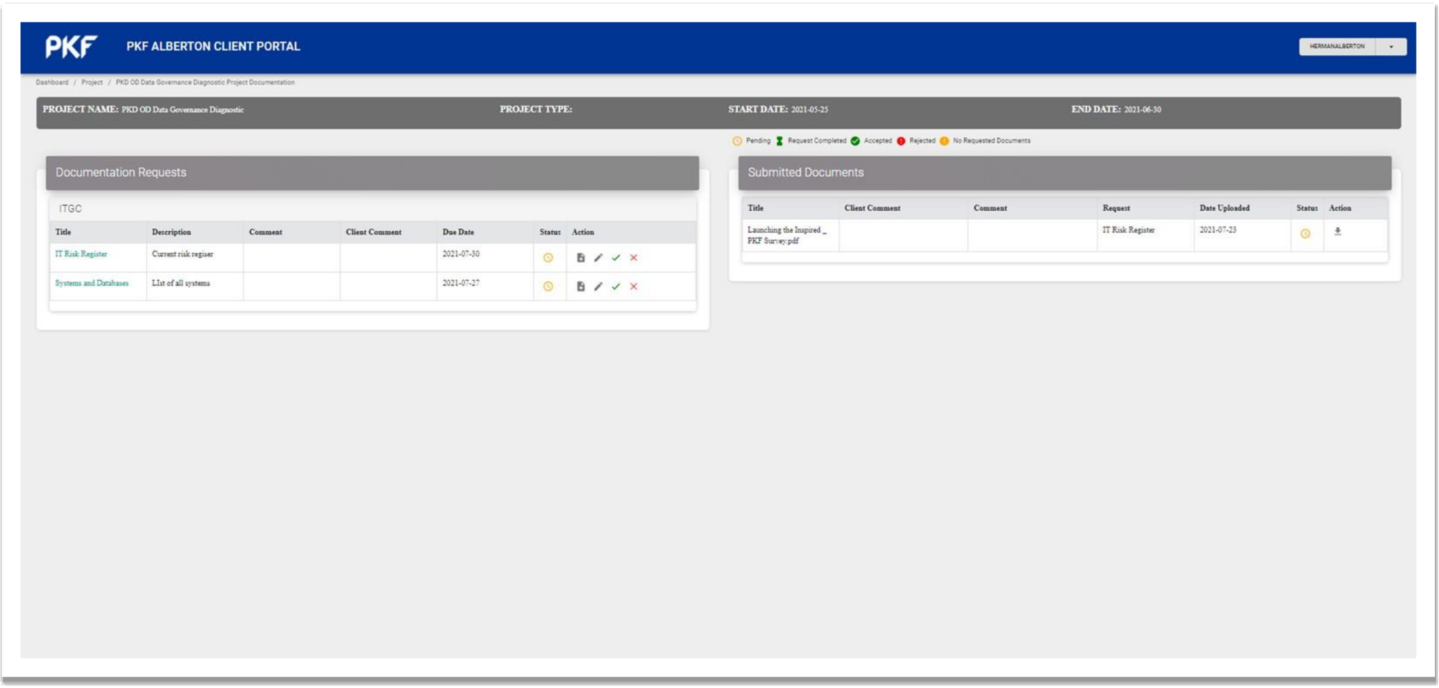


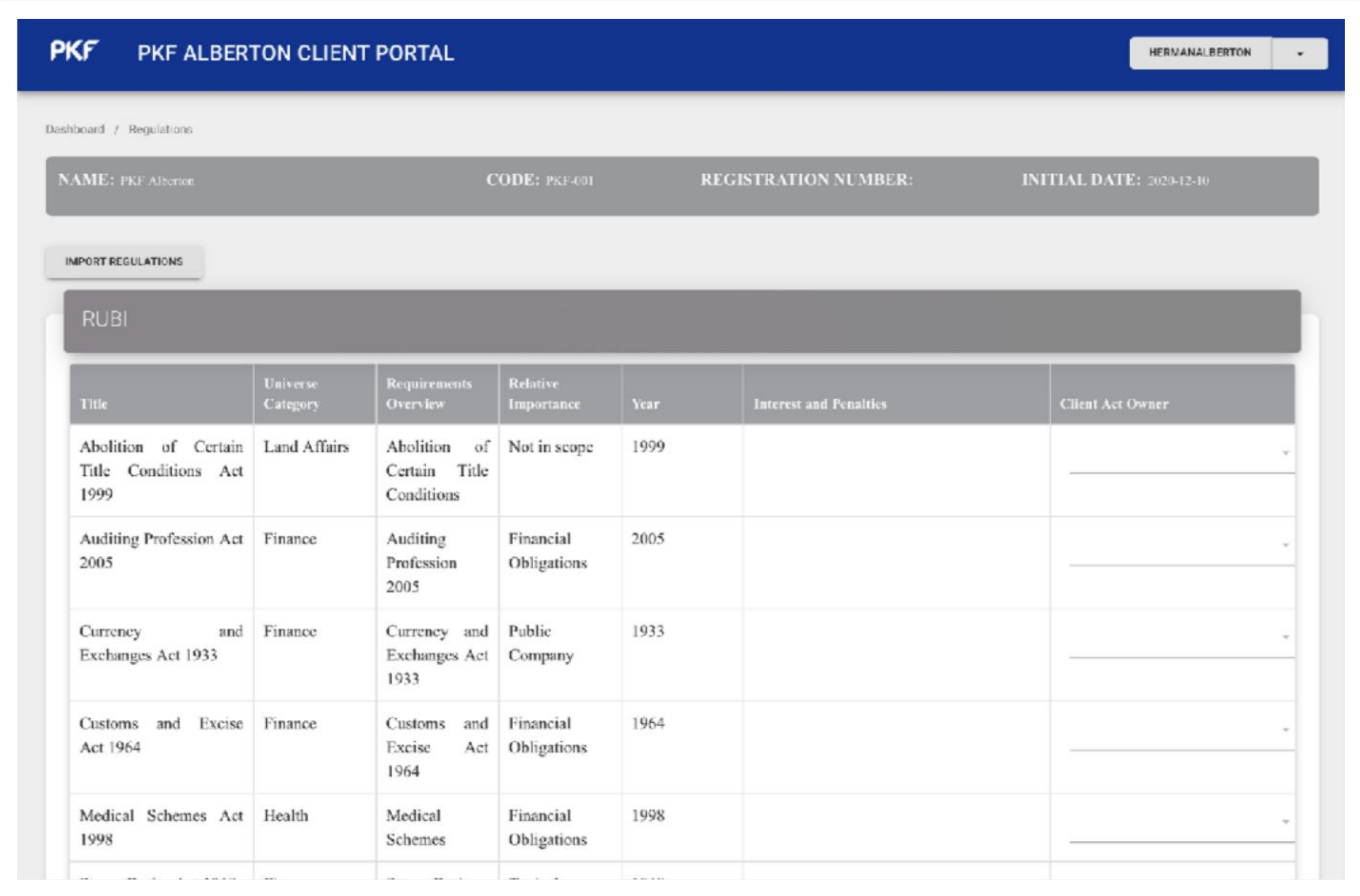
Figure 4 Example of Document Upload

Regulatory

Legal and Regulatory Environment Assessment

Our Legal and Regulatory Environment Assessment provides a library of over 400 Acts and Regulations to help determine what you need to comply with.

This provides an overview to understand the complexity and scale of your legal obligations. The initial focus is to help define what potential penalties and fines that your company could face in the event of non-compliance.



Title	Universe Category	Requirements Overview	Relative Importance	Year	Interest and Penalties	Client Act Owner
Abolition of Certain Title Conditions Act 1999	Land Affairs	Abolition of Certain Title Conditions	Not in scope	1999		
Auditing Profession Act 2005	Finance	Auditing Profession 2005	Financial Obligations	2005		
Currency and Exchanges Act 1933	Finance	Currency and Exchanges Act 1933	Public Company	1933		
Customs and Excise Act 1964	Finance	Customs and Excise Act 1964	Financial Obligations	1964		
Medical Schemes Act 1998	Health	Medical Schemes	Financial Obligations	1998		

Figure 5 Sample Regulations

Additional services

A sample of additional services that can be extended to include onto your client portal.

Service	Description of Service	Value Add
Detailed Analysis	Analysis and interpretation of your potential exposures and risk profile	We have a confirmed view of legal exposure
Ownership allocation	Set up of your accountability and reporting regime	We know who is providing comfort.
Monthly Reporting	Notifications service for changes and amendments	We know that updates are included
Automatic Reminders	Automatic reminders and notification of due dates	We know when actions are due

Please contact your engagement partner or our Advisory team for further information.

Supplier Diagnostic

Supplier governance assessment

This quick diagnostic is designed to allow a quick overview of areas that support an effective supplier governance. Answer 10 questions and we will provide a report on your current status and potential improvement options.

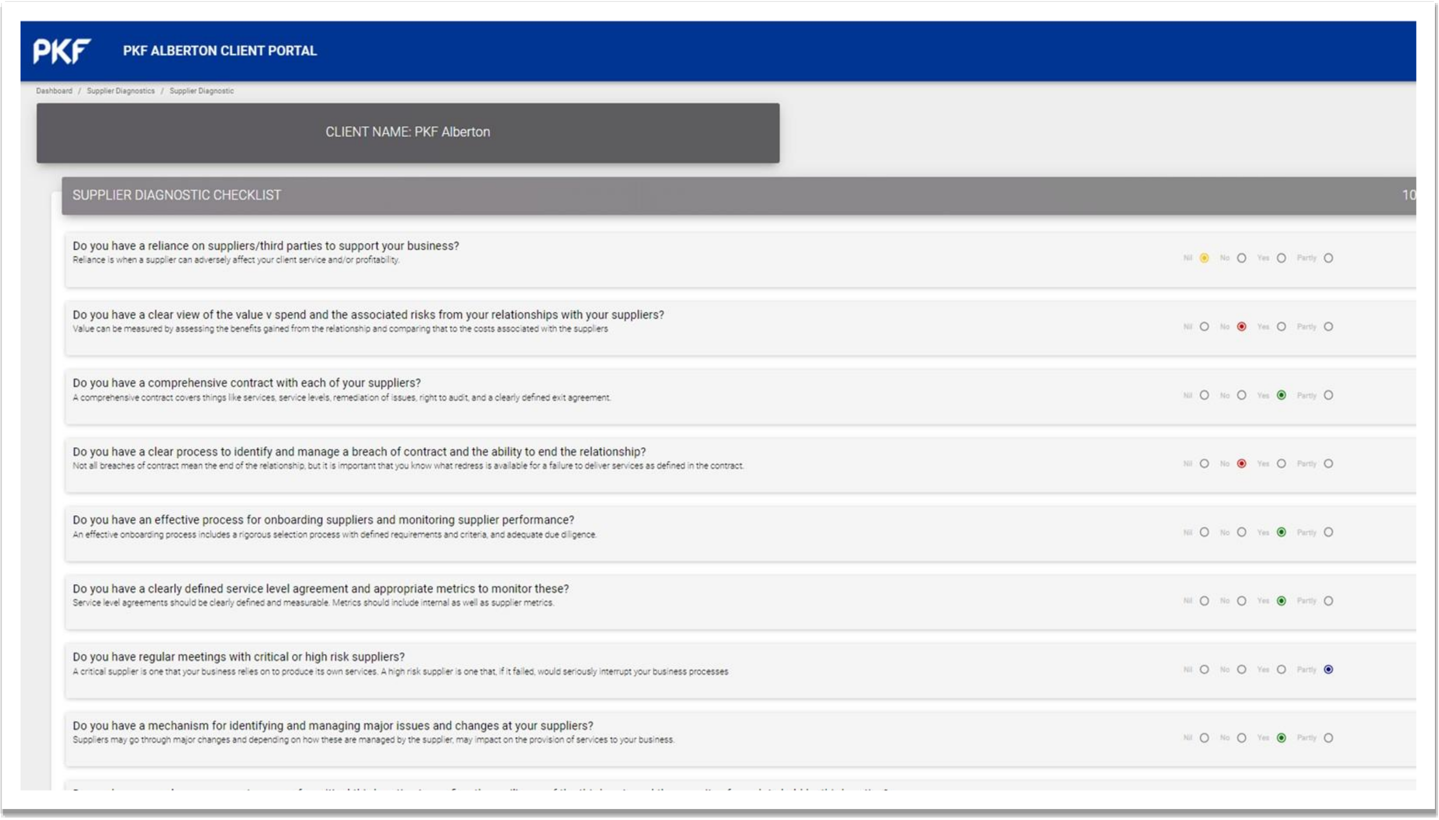


Figure 6 Sample Diagnostic

Additional services

Automatic reminders and notification of due dates

Service	Description of Service	Value Add
Supplier register	Management of all of your suppliers	Single view of all suppliers
Contract register	Helps manage key events from projects	Improve contract compliance
Supplier Onboarding	Allows new suppliers to be added and assessed	Helps reduce risk and improve client take on data
Supplier Risk	Determines level and type of risk per supplier	Helps understand how to focus risk effort
Supplier Governance	Supports supplier performance and conformance	Improve supplier reporting
Supplier Business Impact Assessments	Supports service assessments per supplier	Better view of supplier resilience and exposure

Please contact your engagement partner or our Advisory team for further information.

Information Systems

Information system assessment

The information systems list is used for several areas across our audit and assurance activities. We have provided the list for your team to capture and provide details of all relevant information systems.

Please let us know if you have many systems that you plan to manage on your portal. We will enable the file upload request so we can process these on your behalf.

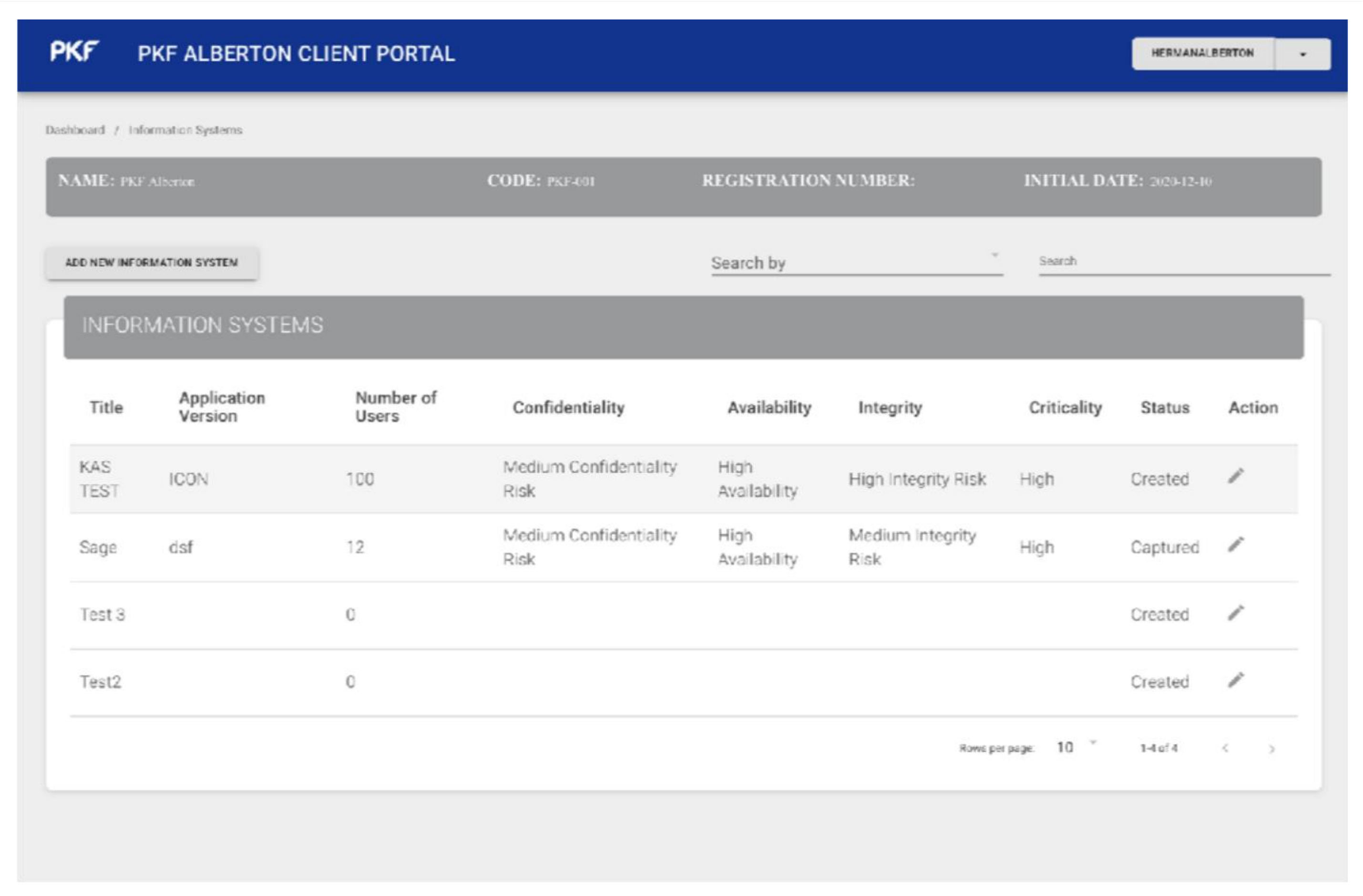


Figure 7 Applications

Additional services

Our services support an integrated and holistic view of your applications, infrastructure and networks.

Service	Description of Service	Value Add
Applications Register	Centralised register of systems	Single view of all applications
Application Risk Management	Risk ratings of applications	Improved focus on high risk applications
Data Privacy Impact Assessments	Compliance with POPIA and GDPR	Meeting compliance obligations
Information Security	Assessments of exposures and vulnerabilities	Reduced exposure to external hacking
Penetration Testing	Completing external testing	Reduced exposure to external hacking
IT General Controls	Supporting activities on the required controls for IT	Reduced exposure to external hacking
Applications Architecture	Building and supporting your enterprise architecture	Performance improvements and reduced costs
Digital Advisory	Providing data, RPA, business intelligence and architecture services	Better client and operational reporting
Maturity Assessments	Understanding gaps to be addressed to improve performance	Clear roadmaps for change
Event Management	Logging and management of events and incidents	Tracking all events and consolidated reporting
Support Ticket Management	Logging and managing of support tickets	Tracking all support requests and consolidated reporting

Please contact your engagement partner or our Advisory team for further information.

Service Requests

Service request portal

We have provided a simple request form to provide access to any additional services that you may need from our expert team. Note that this is an external link.

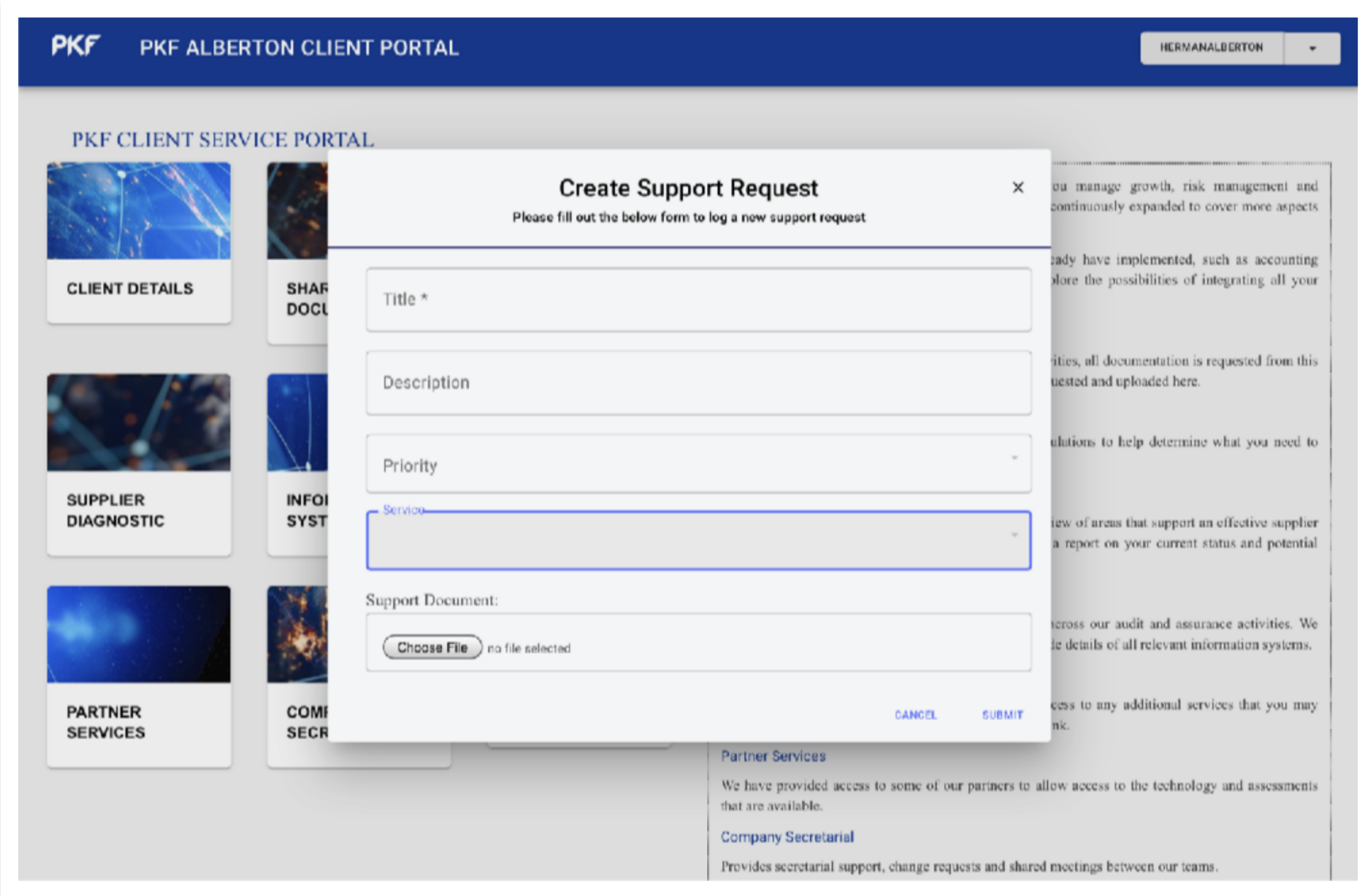


Figure 8 Service Request

Partner Services

Partner Services

We have provided access to some of our partners to allow access to the technology and assessments that are available.

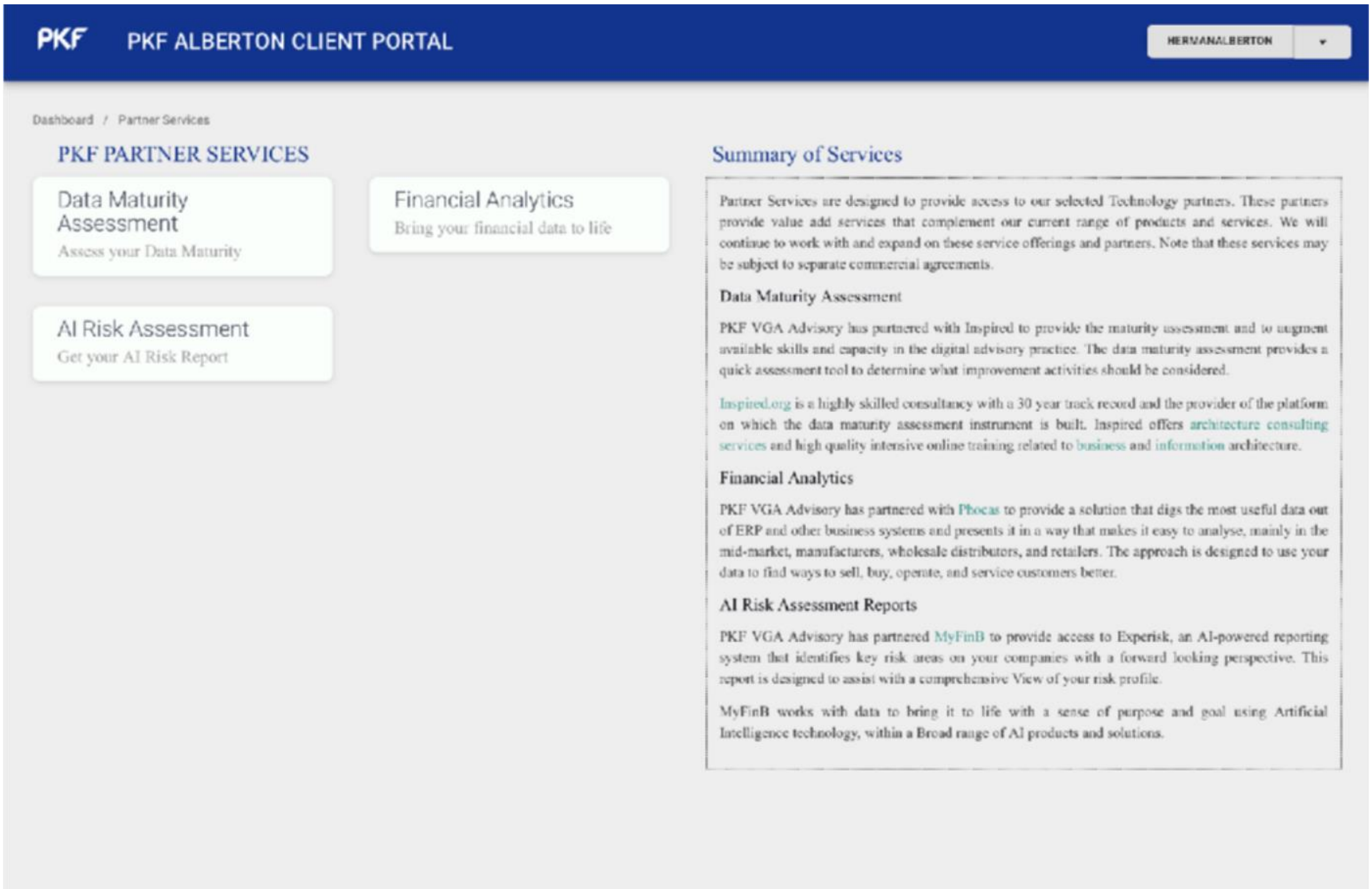


Figure 9 Partner Services

Data Maturity Assessment

The survey was developed to provide an easy and quick assessment of an organisation's maturity with respect to Data Management practices and is hosted by our partner Inspired.org. It provides a score in various dimensions, plus recommendations on next steps pertinent to your situation.

No customer or personal data is shared when completing the survey, as a unique customer number/id will be generated.

Results will be returned to clients immediately in the web browser and you should print or store these locally. Surveys previously done can be retrieved on the portal in future using the unique id.

There is no charge for the service.

AI Risk Assessment

The AI risk assessment was developed to provide quick insights, based on our shared Artificial Intelligence platform.

To support these, we typically require your last two Annual Financial statements, which we will share (we have a confidentiality agreement and strict deletion requirements). In addition, we will need to specify your industry and relevant currencies.

There are three levels of report that are available. *Experisk Lite* (USD 40), *Experisk Profile* (USD 40), and *Experisk Premium* (USD 750). Examples of these reports are available on the links above.

The link provided on the Client allows you to order this report. An invoice will be generated and sent directly to you.

Financial Analytics

Our partner, *Phocas*, provides an intelligent solution to build your Financial Intelligence and Insights into Company Performance. We work with Phocas to extract your data and provide an integrated dashboard for your business. This is designed to integrate with our ongoing Sampling and Data Analytics to improve the quality and breadth of our audit procedures.

We have provided links to our partner website and will be happy to work through the requirements and implementation of the Business Analytics.

Company Secretarial

Secretarial Support

Provides secretarial support, change requests and shared meetings between our teams.

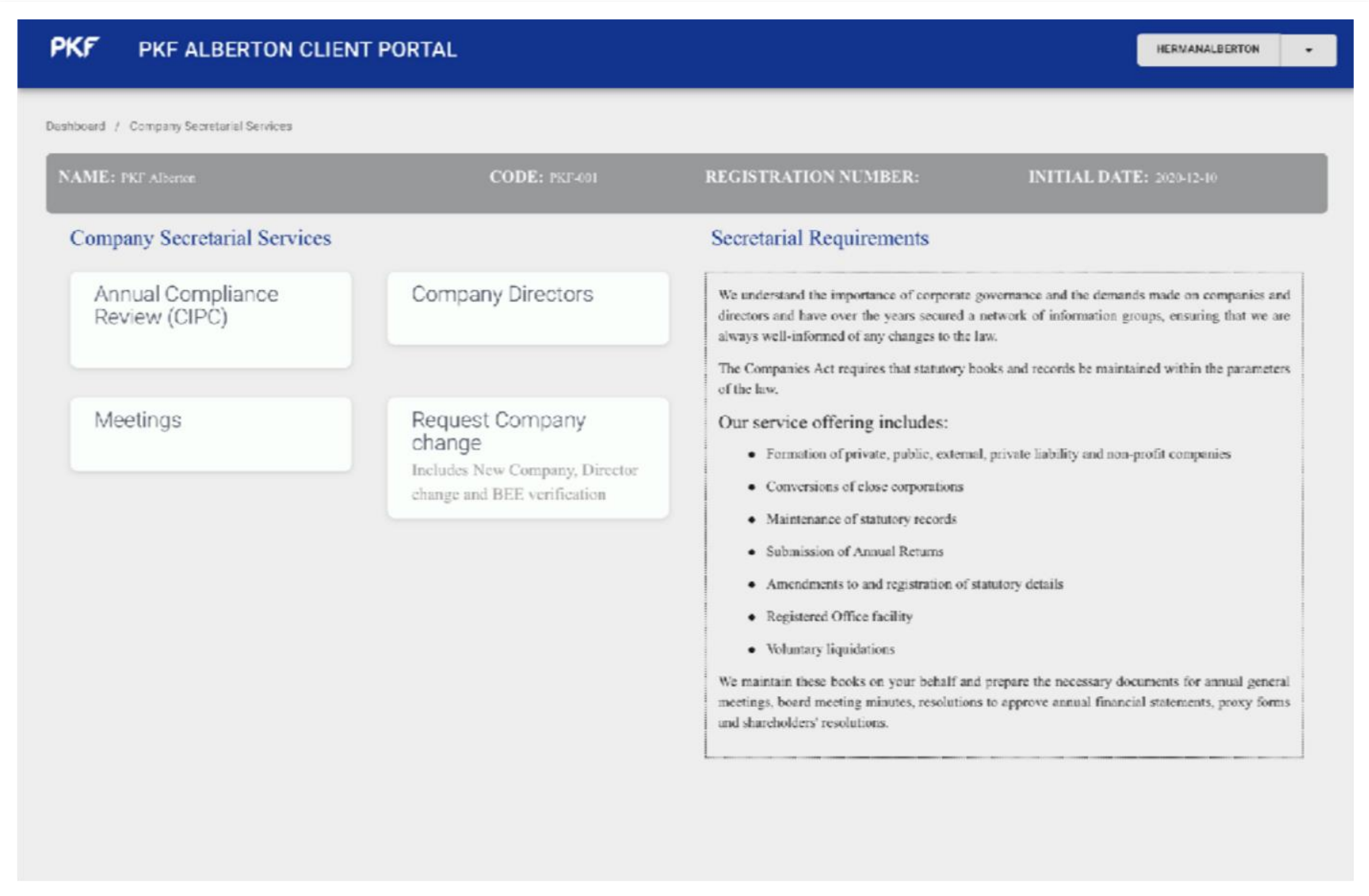


Figure 10 Company Secretarial

Annual Compliance Review

The annual compliance review is used to automate the process of completing your annual return for CIPC.

Company Directors

The company directors lists the current active directors, and allows you to keep these up to date. Any changes made will form part of our secretarial services.

Meetings

The meetings allows you to record all formal meetings held.

If requested, this can be extended to manage the company secretarial meetings and packs. This is provided as a complimentary service to our clients.

Request Company Change

This is a simple process to request changes required for company secretarial and will trigger an internal workflow. These services will be determined as part of our engagement agreement.

Tax Guides

Tax Guide

Link to our latest tax guides for 2021, and much more.

Figure 11 PKF SA website

Appendix

Security, Data Protection and Compliance

We recognise the importance of maintaining a secure environment that forms the basis of protecting our information and details stored on your client portal. At a minimum, the

- Infrastructure is on a secure, hosted server, managed by our professional services company;
- Backups are performed regularly and hosted off site;
- Security assessments are completed on a quarterly basis;
- Access is managed based on the least access principle, unless otherwise specified;
- We complete annual external reviews;
- We are aligned with ISO27001;
- Our infrastructure is supported by an ISO27000 certified provider; and
- We continue to identify ways to improve our security posture.

If you need additional information, please contact us directly.

Engagement Contacts

You can reach our engagement team through our website, or directly.

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