

Johannesburg

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NEW APPOINTMENT: VANESSA MARQUES ADDS NEW DIMENSION TO COMPANY SECRETARIAL SERVICES

We are excited to welcome Vanessa Marques as the latest member to join CGF's team of Lead Independent Consultants. Vanessa has a wealth of experience within the company secretarial field which she garnered through her career spent at the Johannesburg Stock Exchange ('JSE'), as well as a host of organisations she has worked for in listed, unlisted and government entities. Initially equipped with a Public Relations diploma, Vanessa began her career with the JSE as a Junior Secretary. Being determined to succeed in the fast paced corporate sector, Vanessa's positive and ambitious spirit was rewarded just a few months later, when she was fast tracked to be appointed as a full secretary with more responsibilities at the JSE. Through time and her consistent hard work, it paid off handsomely and she was promoted to the position of a Continuing Obligations Officer. Here she was responsible for monitoring the timely submission of listed companies' annual interim, provisional and quarterly reports. From here onwards, the Company Secretarial 'bug' bit; Vanessa was happy to get involved in checking the contents of organisation's financial reports to ensure their compliance with the JSE Listing Requirements, including checking their obligations in respect of the King Codes for Corporate Governance.

Unlike most people who would usually avoid the detail of compliance-related documentation, Vanessa excelled in this critical business function. She found great fulfilment in respect of press releases, assisting clients with complying with late submissions of financial reports, as well as monitoring the business market's cautionary announcements, amongst a host of other administrative duties. Vanessa was also responsible for the revision of all the JSE's company notices and the extraction of salient information for the compilation of its monthly and annual company history for the JSE's monthly bulletin.



Vanessa adds a new dimension to CGF's company secretarial services

When it comes to business administration, there's hardly a better person to deal with; Vanessa has great experience in the fields of internet administration, Broker Dealer Administration (BDA), listing of shares and all forms of administration linked to the Company Secretarial post of an organisation. As an Assistant Corporate Finance Officer, Vanessa was responsible for the examination of articles of association (now the Memorandum of Incorporation), share incentive schemes, debenture trust deeds, processing of redemption of debentures and liaising with attorneys and sponsoring brokers. Having to also deal with matters such as listing requirement queries, as well as the examination of circulars issued to shareholders, it is therefore no surprise that Vanessa is a sought after resource for many organisations.

Being strongly influenced through her time spent at the JSE, Vanessa wrote her dealing exams as well as her Registered Persons exams. Shortly after having passed these exams, she was compelled to immigrate to Portugal for a period of time to attend to personal family matters.

Upon Vanessa's return to South Africa, her passion for the Company Secretarial field was calling, and she started consulting in this area in order to gain sufficient experience while studying for her CIS. Through the countless board and sub-committee board meetings Vanessa has attended, she has honed her skills in respect of the vast duties

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required of the secretariat department. Her experience covers matters such as; board pack preparation, attending to minutes, AGMs, resolutions, administration for property transactions, company formations, acquisitions, disposals and restructuring, providing statutory information, assisting with dividend payments, SENS and press communications, all CIPC (registrar) submissions including the compilation of annual reports.

At the South African Broadcasting Corporation -- and much the same for her subsequent work in other government organisations -- Vanessa quickly discovered the differences of the company secretarial functions required in a state-owned company (SOC) as compared to the private sector. Vanessa also learnt the subtle differences required in the drafting of SOC's Board Charters, Terms of Reference, Delegation of Authority Frameworks, as well as drafting organisational policies that deal with conflicts of interest, gifts and other similar sensitive policies.

Vanessa also spent a few years at Computershare, where she assisted their clients in a wide array of company secretarial services. Now armed with many years of first-hand experience in this complex administrative arena, Vanessa left Computershare to start her own company, called The Green Board. The name of her company is exactly what it means; with her understanding of just how much paper is wasted in boardrooms and executive meetings -- and knowing that these volumes of paper could be used much better for other purposes -- Vanessa 'went green'. She decided to develop software which supports a paperless meeting. Taking her software solution even further, Vanessa integrated the applicable secretarial and board meeting requirements (found within the South African Companies Act of 2008) into this software solution.

Indeed, her years of watching and then practicing the many duties in the company secretarial role has paid off, and rather than continue the drudgery of a paper stacked room, Vanessa decided to make a difference. Vanessa's attitude toward a greener environment, and a more sustainable world -- through informed thinking and practices -- resonates strongly within CGF.

Should you wish to meet Vanessa to discuss these services, please contact her on +27 (0) 72 553 5910, or email thegreenboard@iburst.co.za

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About CGF Research Institute (Pty) Ltd: Professional Services

CGF is a Proudly South African, Level 4 B-BBEE complaint company that specialises in conducting desktop research on Governance, Risk and Compliance (GRC) topics, amongst other related company secretariat, regulatory and compliance consulting services. The company has developed numerous products and services that cover GRC matters, all designed to create a high-level awareness and understanding of issues impacting a CEO through to all employees of the organisation.

Through CGF's Lead Independent Consultants, our professional consulting capabilities include the aggregation of local and international best of breed governance reporting services and extend to;

- strategic management consulting, business re-structuring, executive placements, executive coaching, board assessments and evaluation, out-sourced company secretarial functions, facilitation of Corporate Governance Awareness workshops, IT governance through to Enterprise Risk Management (ERM) consulting. All CGF's services cater for large corporates, small and medium sized businesses and state owned organisations.

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