higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

17 April 2020

This marking guideline consists of 6 pages.

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QUESTION 1

1.1 True
1.2 True
1.3 True
1.4 False
1.5 True
1.6 False
1.7 True
1.8 False
1.9 True
1.10 False

(10 × 1) **[10]**

QUESTION 2

2.1
- Matters relating to shares and certificates of share
- Matters relating to general meetings
- Matters relating to directors
- Dividends and reserves
- Accounting records
- Shares, certificates of shares and variations of rights (Any 5 × 1) (5)

2.2
- Collection of bills of exchange
- Transfer of funds
- Stop orders
- Foreign exchange (Forex)
- Traveller's cheques
- Safe custody of valuables
- Trade reports
- Financial and economic advisory service
- Assaying of metals (analysing of material content)
- Provision of guarantees (Any 6 × 1) (6)

2.3
- Clients may bank all cash reserves reducing risk of funds being stolen
- Deposits, withdrawing by means of cheque, stoporders and accurate records of disbursement
- Salaries paid directly into account
- Overdraft can be arranged
- Bank used as reference
- Money drawn or deposited at any time
- Bank cards reducing risk of carrying money
- Internet and cellphone banking available to clients
- Advantage of lending facilities and other services, some of which are available only to clients of the banks (Any 5 × 1) (5)

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2.4

PUBLIC COMPANY	CLOSE CORPORATION
Limited or LTD written at the end	One to 10 people
Not less than seven shareholders	Separate from members and remaining corporate body even when number of members change, but not more than 10 members
Maximum number of shareholders limited to number of shares issued	Continues to exist for unlimited period until deregistered or liquidated
May not commence business without minimum subscribed shareholders	Limited liability falling away in certain circumstances for example transactions without CC in name or excessive number of members exceeding for a period of six months
May not commence business unless receiving minimum subscription and Certificate to Commence Business issued by registrar	Always ending with capital CC added at the end
Balance sheet required by the registrar together with annual returns	No share capital or shareholders. Member's contribution equal to share capital. Members' interest in corporation expressed in percentages
Capital raised by issuing shares to public	A company or another close corporation may not have an interest in a close corporation
Shares freely negotiable and transferable	Especially suitable for smaller enterprises with all members actively involved in management of enterprise

(Any 7 × 2) (14)
[30]

QUESTION 3

3.1
- Bank references/status report
- Credit agencies
- Chamber of commerce
- Business chambers
- Employees
- Credit application form (6)

3.2
- Determining quantities and value of stock at any time without having to take stock
- Ensure right quantity of stock, variety and price on hand to satisfy the normal standards of customers
- To exercise necessary control over buying and selling of stock exercised
- Detecting by reconciling actual stock with records from time to time
- Revealing inactive stock
- Reducing losses
- Assisting in accurate pricing of goods for cost evaluation processes
- Ensuring most economical amount of each commodity is held

(Any 4 × 2) (8)

3.3
- Security and fair remuneration
- Good human relations
- Interest in worker as person
- Humanitarian treatment
- Opportunities of self-realisation/fulfillment
- Appreciation and acknowledgment of good work (6)

[20]

QUESTION 4

4.1
- Reduction of physical exertion and exhaustion
- Reduced handling of material and components
- Less movement to assemble necessary components and materials
- Less accidents due to correct placement of machinery
- Happy and productive workforce because of pleasant working conditions (5)

4.2
- Inadequate/poor control
- Long transport routes
- Congestion of workers and material
- Frequent accidents/higher accident rate
- Bottlenecks in production lines
- Unnecessary handling of material and equipment
- Low worker performance/morale (Any 6 × 1) (6)

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4.3
- Relatively expensive
- Less reliable owing to accidents and weather conditions
- High maintenance costs
- Damaged roads/Poor road conditions
- Carriage capacity relatively limited
- High traffic volume causing delays (6)

4.4
- Good personnel relations
- Good communication with employees
- In-service training easier
- Discussions/Negotiation with trade unions/worker representatives easier
- Building/Enhancing morale of workers by means of incentives, bonuses
- Acknowledgement of performance
- Efficient personnel recruitment
- Better working conditions (Any 5 × 1) (5)

[22]

QUESTION 5

51.
- Where the three elements of sale present agreement, things and price✓ a sale contract is completed whether or not delivery of the item has been made or the price has been paid.✓ The parties to a sale may lay down conditions which must be fulfilled before the sale is finalised.
- Where the parties agree that the sale must be in writing,✓ no valid contract exists until a recording is made and signed by both parties.✓
- Sales contract in respect of land must be in writing and signed.✓
- Sale of business must be advertised under the Insolvency Act of 1936 by the person selling or transferring business.✓ The advertisement must appear in the Government Gazette and in the local newspaper✓
- Failure to do so makes the sale binding between the buyer and the seller only and is void against the creditors of the business. The seller might find himself liable for debts of the business undertaken by the new owner.

(Any 4 × 2) (8)

5.2
- At least two exits in each factory room
- Fire escapes where necessary
- Firefighter equipment available
- Flammable materials stored in appropriate area, preferably underground
- Fire walls where necessary
- Layout of factory in accordance with safety regulations
- Safety equipment and protective gear supplied
- Enough room to maneuver
- Work areas kept clean and tidy at all times
- Overhead storage well-secured (Any 7 × 1) (7)

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5.3
- Accessibility
- Suitability
- Safety
- Elasticity
- Dustproof
- Space
- Duration of filing (Any 3 × 1) (3)

[18]

TOTAL: 100

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