

MRL2601 (481265)

May/June 2014
Mei/June 2014

**ENTREPRENEURIAL LAW
ONDERNEMINGSREG**

Duration : 2 Hours
Tydsduur : 2 Uur

100 Marks
100 Punte

EXAMINERS / EKSAMINATORE .

FIRST / EERSTE MS/ME J GELDENHUYS
SECOND / TWEEDE : PROF A LOUBSER

Closed book examination.
Toeboekeksamen

This examination question paper remains the property of the University of South Africa and may not be removed from the examination venue.
Hierdie eksamenvraestel bly die eiendom van die Universiteit van Suid-Afrika en mag nie uit die eksamenlokaal verwyder word nie.

This paper consists of 26 pages plus instructions for completing a mark reading sheet.
Hierdie vraestel bestaan uit 26 bladsye plus instruksies vir die voltooiing van 'n merkleesblad.

INSTRUCTIONS:/INSTRUKSIES:

1. This paper consists of 26 pages and you have to answer *all* the questions.
Hierdie vraestel bestaan uit 26 bladsye en u moet *al* die vrae beantwoord.
2. The paper is divided into 2 sections.
SECTION A consists of 3 questions (with subdivisions) and has to be completed in the space provided on the *examination paper* itself.
SECTION B consists of 10 multiple choice questions counting 2 marks each. The answers to the multiple choice questions have to be filled in on the *mark reading sheet* provided to you.
Die vraestel bestaan uit 2 afdelings:
***AFDELING A*, wat uit 3 vrae (met onderafdelings) bestaan, moet op hierdie *vraestel* self voltooi word in die ruimte voorsien.**
***AFDELING B* bestaan uit 10 meerkeusevrae wat 2 punte elk tel. Die antwoorde op die meerkeusevrae moet ingevul word op die *merkleesblad* wat aan u voorsien is.**
3. At the end of the examination you have to hand in both this examination paper as well as the mark reading sheet containing your answers to the multiple choice questions.
Aan die einde van die eksamen moet u beide hierdie eksamenvraestel, sowel as die merkleesblad wat u antwoorde op die meerkeusevrae bevat, inhandig.
4. GOOD LUCK! We hope that you will do well.
STERKTE! Mag dit met u goed gaan.

- 1.1.2 List the different types and categories of companies that are recognised in terms of the Companies Act 71 of 2008; (5)
- 1.1.2 **Noem die verskillende soorte en kategorieë maatskappye wat ingevolge die Maatskappywet 71 van 2008 erken word;** (5)

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- 1.1.3 Explain the restrictions placed on the choice of the company name in terms of the Companies Act 71 of 2008; (5)
- 1.1.3 **Verduidelik die beperkings wat kragtens die Maatskappywet 71 van 2008 geplaas word op die keuse van 'n maatskappynaam.** (5)

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- 1.2 Gangnam's Tile Ltd has decided to translate its Memorandum of Incorporation. The document is currently being translated into 9 of the official South African languages. Consequently, there are some variations in respect of the content. Certain concepts are difficult to explain in some of the languages often leaving them open to varying interpretation. Since the translation has taken such a long time, there are currently 3 different versions of the Memorandum of Incorporation. Explain the procedure that should be followed in order to give effect to the translation. In addition indicate how the problem regarding the different versions will be addressed. (5)
- 1.2 **Gangnam's Tile Bpk het besluit om die maatskappy se Akte van Oprigting te vertaal. Die dokument word nou vertaal in 9 van Suid-Afrika se amptelike landstale. Gevolglik is daar sekere inhoudelike verskille. Van die terminologie in die verskillende tale is vatbaar vir verskillende interpretasies aangesien sekere begrippe moeilik is om te verduidelik. Aangesien die vertaling so lank geneem het is daar ook tans 3 verskillende weergawes van die Akte van Oprigting. Verduidelik die prosedure wat gevolg moet word ten einde uitvoering te gee aan die vertaling. Dui ook aan hoe die probleem rakende die verskillende weergawes van die Akte van Oprigting hanteer sal word.** (5)

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2.2 Briefly define the following terms or concepts:

2.2 Omskryf die volgende terme of begrippe kortliks:

2.2.1 Pre-incorporation contract

(2)

2.2.1 Voorinkorporasiekontrak

(2)

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2.2.2 Share

(2)

2.2.2 Aandeel

(2)

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- | | | |
|-------|---------------|-----|
| 2.2.3 | Distributions | (2) |
| 2.2.3 | Uitkerings | (2) |

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- | | | |
|-------|---|-----|
| 2.2.4 | Right of pre-emption or pre-emptive rights on issue of shares | (1) |
| 2.2.4 | Voorkoopsreg by uitreiking van aandele | (1) |

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- | | | |
|-------|-------------|-----|
| 2.2.5 | Shareholder | (1) |
| 2.2.5 | Aandeehouer | (1) |

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|-----|--|-----|
| 2.3 | Set out the requirements that must be adhered to in terms of the Companies Act 71 of 2008 for a company to validly provide financial assistance for the acquisition of its shares. | (5) |
| 2.3 | Noem die vereistes waaraan 'n maatskappy moet voldoen kragtens die Maatskappywet 71 van 2008 ten einde geldiglik finansiële bystand vir die verkryging van sy eie aandele te verleen. | (5) |

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TOTAL/TOTAAL: 25



QUESTION 3
VRAAG 3

- 3.1 Three friends, Sello, Khomiso and Bonang run a catering business, Mnandi CC, together. They have decided that it would be beneficial to involve more people in the running of the business. Indicate whether or not the following persons can become a member of a close corporation. Also in each case note what (if any) further requirements need to be adhered to in order for them to become a member.
- 3.1 **Drie vriende, Sello, Khomiso en Bonang bestuur saam 'n beslote korporasie, Mnandi BK. Hulle het besluit dat dit voordelig sal wees om meer mense in die bestuur van die onderneming te betrek. Dui aan of die volgende persone lid van 'n beslote korporasie kan word. Dui ook telkens aan of daar aan welke (indien enige) kwalifikasies gestel word vir lidmaatskap.**
- 3.1.1 A minor. (2)
- 3.1.1 'n Minderjarige. (2)

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[TURN OVER]
[BLAAI OM]

3.1.2 A close corporation.

(2)

3.1.2 'n Beslote korporasie.

(2)

3.1.3 An unrehabilitated insolvent

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(2)

3.1.3 'n Ongerehabiliteerde insolvent.

(2)

3.1.4 A person under legal disability.

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(2)

3.1.4 'n Regsonbevoegde persoon.

(2)

3.1.5 A trustee of a trust.

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(2)

3.1.5 'n Trustee van 'n trust.

(2)

- 3.2 Johan, Aubrey and Barbara are the members of ProperT CC. The main business of the corporation is buying and selling of immovable property. The close corporation wishes to buy a certain property for development and resale. Barbara, being fully aware of the fact that the close corporation wishes to purchase the property, buys it in her personal capacity for R2 million. She then sells it to the close corporation for R3 million.
- 3.2 Johan, Aubrey en Barbara is die lede van ProperT BK. Die hoofbesigheid van die onderneming is die koop en verkoop van onroerende eiendom. Die beslote korporasie wil graag 'n sekere eiendom aankoop ten einde dit vir herverkoop te ontwikkel. Barbara wat bewus is van die feit dat die beslote korporasie die eiendom wil koop, koop die eiendom in haar persoonlike hoedanigheid vir R2 miljoen. Hierna verkoop sy die eiendom aan die beslote korporasie vir R3 miljoen.**
- 3.2.1 What duty could Barbara have breached under the circumstances and what does this duty entail? (Indicate to whom the duty is owed and the scope of this duty) (6)
- 3.2.1 Welke verpligting het Barbara moontlik onder die omstandighede verbreek en wat behels die verpligting? (Dui aan aan wie die verpligting verskuldig is en wat die toepassingsgebied daarvan is) (6)**

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- 3.2.2 What effect would the breach of this duty have on the validity of the agreement of sale of the property? (2)
- 3.2.2 **Wat is die uitwerking van die verbreking van hierdie verpligting op die geldigheid van die ooreenkoms vir die koop van die eiendom?** (2)

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- 3.2.3 What possible legal action/s can possibly be instituted against Barbara and who should institute the action/s? (2)
- 3.2.3 **Watter regsaksie/s kan moontlik teen Barbara ingestel word en wie behoort die aksie/s in te stel?** (2)

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3 3 TRUE OR FALSE/WAAR OF ONWAAR

Indicate whether the following statements are true or false. Please substantiate each of your answers
Dui aan of die volgende stellings waar of onwaar is. Verskaf asb. telkens 'n rede vir elke antwoord.

- 3 3 1 If one of the members of a close corporation's estate is sequestrated, the close corporation terminates automatically (2)
- 3.3.1 'n Beslote korporasie word outomaties beëindig indien een van die korporaise se lede se boedel geskwestreer word. (2)

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- 3 3 2 The number of shareholders in a private company is restricted to 50. (2)
- 3.3.2 Die aantal aandeelhouders in 'n privaatmaatskappy word tot 50 beperk. (2)

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- 3.3.3 The Companies Act 71 of 2008 makes it impossible for new members to join a close corporation (2)
- 3.3.3 Die Maatskappywet 71 van 2008 maak dit onmoontlik vir nuwe lede om aan te sluit by 'n beslote korporasie. (2)

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- 3.3 4 The directors of Smile NPC are liable for the enterprise's contractual debts in the normal course of business. (2)
- 3.3.4 Die direkteure van Smile MSW is in die gewone loop van sake aanspreeklik vir die onderneming se kontraktuele skulde. (2)**

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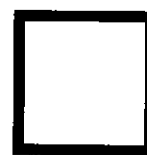
- 3.3 5 If a member of a close corporation fails to make his initial contribution to the close corporation, the only resulting disadvantage for him is that he will not be allowed to vote (2)
- 3.3.5 Indien 'n lid van 'n beslote korporasie nie sy aanvanklike bydrae aan die beslote korporasie lewer nie, is die enigste nadelige gevolg vir hom dat hy nie toegelaat sal word om te stem nie. (2)**

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TOTAL/TOTAAL: 30



TOTAL SECTION A/TOTAAL AFDELING A: 80

[TURN OVER]
[BLAAI OM]

SECTION B AFDELING B

MULTIPLE-CHOICE QUESTIONS**INSTRUCTIONS**

- 1 Answer all the questions by filling in the answers on the mark reading sheet provided
- 2 Use a soft pencil.
- 3 Please ensure that you fill in your student number on the mark reading sheet. All student numbers contain eight digits. In some instances this includes a "0" at the beginning. You must also use the last pink block.
- 4 Each correct answer earns two (2) marks. No marks will be deducted for incorrect answers.

MEERVOUDIGEKEUSEVRAE**INSTRUKSIES**

1. **Beantwoord al die vrae deur die antwoorde in te vul op die merkleesblad wat aan u voorsien is.**
2. **Gebruik 'n sagte potlood.**
3. **Maak seker dat u volle studentennommers op die merkleesblad ingevul word. Alle studentennommers bevat agt getalle. In sommige gevalle sluit dit 'n "0" aan die begin in. U moet ook die laaste pienk blokkie gebruik.**
4. **Elke korrekte antwoord verdien twee (2) punte. Geen punte sal vir verkeerde antwoorde afgetrek word nie.**

QUESTION 1

Indicate the CORRECT statement.

- (1) An association agreement is not a prerequisite for the formation and running of a close corporation
- (2) The manner in which an insolvent member's estate may be disposed of can be regulated in an association agreement.
- (3) The manner in which members will settle disputes may not be regulated in the association agreement
- (4) The procedure to be followed at meetings may not be regulated in the association agreement. (2)

VRAAG 1

Dui die KORREKTE stelling aan:

- (1) 'n Samewerkingsooreenkoms is nie 'n voorvereiste vir die totstandkoming en bestuur van 'n beslote korporasie nie.
- (2) Die wyse waarop 'n insolvente lid se boedel verdeel word, kan gereguleer word in 'n samewerkingsooreenkoms.
- (3) Die prosedure vir dispuutbeslegting tussen lede mag nie deur 'n samewerkingsooreenkoms gereguleer word nie.
- (4) Die prosedure wat gevolg moet word vir vergaderings mag nie gereguleer word in 'n samewerkingsooreenkoms nie. (2)

QUESTION 2

Choose the CORRECT statement

If a member of a close corporation fails to act with the required degree of care and skill..

- (1) He or she will be liable for all the corporation's debts.
 - (2) He or she will be liable even if the corporation did not incur a loss.
 - (3) He or she will be liable for the loss caused by his or her actions
 - (4) He or she will incur liability for negligent acts even if all the other members had approved in writing
- (2)

VRAAG 2

Kies die KORREKTE stelling:

Indien 'n lid van 'n beslote korporasie versuim om met die vereiste graad van sorg en vaardigheid op te tree...

- (1) Sal hy of sy aanspreeklik wees vir al die korporasie se skulde.
 - (2) Sal hy of sy aanspreeklik wees al het die korporasie geen skade gely nie.
 - (3) Sal hy of sy aanspreeklik wees vir die verlies voortspruitend uit sy of haar aksies.
 - (4) Sal hy of sy aanspreeklikheid opdoen vir nalatige optrede selfs al was die skriftelike toestemming van al die lede verkry.
- (2)

QUESTION 3

Jo is a member of Best Bikes CC. The business of the close corporation is to manufacture motorcycles. The association agreement provides that Jo may not enter into contracts on behalf of the close corporation where the value of the contract exceeds R10 000. Jo, a keen sportsman, concludes a contract on behalf of the close corporation with Dina for the purchase of soccer balls to the value of R12 000.

Indicate the CORRECT statement:

- (1) The contract will bind Best Bikes CC, because Jo is a member of the close corporation and Dina was unaware of the restriction on his authority.
- (2) The contract will not bind Best Bikes CC, because the contract falls outside the close corporation's main business.
- (3) The contract will bind Best Bikes CC due to the operation of the Turquand rule.
- (4) The contract will not bind Best Bikes CC, because Jo's authority to bind the close corporation is limited by the association agreement. (2)

VRAAG 3

Jo is 'n lid van Best Bikes BK. Die beslote korporasie se hoofbesigheid is die vervaardiging van motorfietse. Die samewerkingsooreenkoms bepaal dat Jo nie kontrakte namens die beslote korporasie mag aangaan waarvan die waarde van die transaksie R10 000 oorskry nie. Jo, 'n entoesiastiese sportman, sluit 'n kontrak namens die beslote korporasie met Dina vir die aankoop van sokkerballe ter waarde van R12 000.

Dui die KORREKTE stelling aan:

- (1) Die kontrak sal Best Bikes BK bind aangesien Jo 'n lid van die beslote korporasie is en Dina onbewus was van die beperking op sy bevoegdheid.
- (2) Die kontrak sal Best Bikes BK nie bind nie omdat die kontrak buite die beslote korporasie se hoofbesigheid is.
- (3) Die kontrak sal Best Bikes BK bind weens die toepassing van die Turquand-reël.
- (4) Die kontrak sal Best Bikes BK nie bind nie omdat Jo se magtiging om die beslote korporasie te bind deur die samewerkingsooreenkoms beperk word. (2)

QUESTION 4

Choose the CORRECT statement:

- (1) A private company and a non-profit company must at all times have at least 3 directors
- (2) Upon incorporation of a new company each founding member is considered to be a director.
- (3) A company that initially has too few directors may still be registered
- (4) A public company may appoint less than 3 directors (2)

VRAAG 4

Kies die KORREKTE stelling:

- (1) 'n Privaatmaatskappy en 'n maatskappy sonder 'n winsoogmerk moet altyd minstens 3 direkteure hê.
- (2) Wanneer 'n nuwe maatskappy opgerig word, word elke stigterslid beskou as 'n direkteur.
- (3) Indien 'n maatskappy aanvanklik te min direkteure het mag die maatskappy steeds opgerig word.
- (4) 'n Publieke maatskappy mag minder as 3 direkteure aanstel. (2)

QUESTION 5

Indicate the CORRECT statement:

- (1) There is a division between the providers of capital and the management of a close corporation
- (2) Under certain circumstances a close corporation may repay capital amounts to its members
- (3) The aim of a close corporation must be to generate a profit.
- (4) A close corporation can have shares and share capital (2)

VRAAG 5

Dui die KORREKTE stelling aan: ~ -

- (1) In 'n beslote korporasie bestaan daar 'n verdeling tussen die kapitaalvoorsieners en die bestuur.
- (2) 'n Beslote korporasie mag onder sekere omstandighede kapitaalbedrae aan sy lede terugbetaal.
- (3) 'n Beslote korporasie moet op winsbejag gerig wees.
- (4) 'n Beslote korporasie kan aandele en 'n aandelekapitaal hê. (2)

QUESTION 6

Indicate the INCORRECT statement

According to *Lipschitz v UDC Bank* 1979 (1) SA 789 (A), the following principles apply regarding the provision of financial assistance by a company for the purchase of its own shares:

- (1) A transaction must be assessed in two phases to determine whether it has to comply with the requirements of the Companies Act 71 of 2008 in this regard
- (2) The "impoverishment test" is the exclusive test to determine whether financial assistance was provided
- (3) Providing security or otherwise exposing the company to risk qualifies as financial assistance
- (4) Financial assistance must relate to the acquisition of shares in the company. (2)

VRAAG 6

Dui aan watter stelling ONWAAR is:

Volgens *Lipschitz v UDC Bank* 1979 (1) SA 789 (A), geld die volgende beginsels ten opsigte van die verlening van finansiële bystand deur 'n maatskappy vir die aankoop van sy eie aandele:

- (1) 'n Transaksie moet in twee fases geëvalueer word om vas te stel of dit aan die vereistes van die Maatskappywet 71 van 2008 in hierdie verband moet voldoen.
- (2) Die "verarmingstoets" is die uitsluitlike toets om te bepaal of finansiële bystand verleen is.
- (3) Die voorsiening van sekuriteit of enige ander manier waarop die maatskappy aan risiko blootgestel word, kwalifiseer as finansiële bystand.
- (4) Finansiële bystand moet verband hou met die verkryging van aandele in die maatskappy(2)

QUESTION 7

Choose the CORRECT option

The application to court to protect the rights of securities holders in terms of section 161 of the Companies Act 71 of 2008 .

- (1) provides for personal liability for abuse of the separate legal personality of a company
- (2) is a remedy that protects dissenting shareholders by providing them with an appraisal right where the company has made a decision to vary their class rights.
- (3) provides relief from oppressive or prejudicial conduct.
- (4) is a remedy additional to the rights in terms of the common law, to protect rights of the holders of securities (2)

VRAAG 7

Kies die KORREKTE opsie:

Die aansoek by die hof om die regte van sekuriteitehouers te beskerm ingevolge artikel 161 van die Maatskappywet 71 van 2008 ...

- (1) maak voorsiening vir persoonlike aanspreeklikheid vir die misbruik van maatskappy se afsonderlike regspersoonlikheid.
- (2) is 'n regsmiddel wat teenstemmende aandeelhouers beskerm deur waardasieregte indien die maatskappy 'n besluit geneem het om hul klasregte te wysig.
- (3) bied beskerming teen onderdrukkende en benadelende optrede.
- (4) is 'n remedie wat die houers van sekuriteite geniet wat bykomend tot hul gemeenregtelike regte is. (2)

QUESTION 8

Which of the following persons/entities are disqualified to be a director, but may be appointed as a director of a company with the permission of the court?

- (1) a trust
- (2) an unrehabilitated insolvent
- (3) a juristic person
- (4) a minor

(2)

VRAAG 8

Welke van die volgende persone/ entiteite is gediskwalifiseerd om 'n direkteur te wees, maar mag aangestel word as 'n direkteur van 'n maatskappy met die toestemming van die hof?

- (1) 'n trust
- (2) 'n ongerehabiliteerde insolvent
- (3) 'n regspersoon
- (4) 'n minderjarige

(2)

QUESTION 9

Medas (Pty) Ltd intends holding a general meeting. The notice period for the meeting as prescribed by the Companies Act 71 of 2008 is:

- (1) 7 business days.
- (2) 10 business days.
- (3) 14 business days
- (4) 15 business days.

(2)

VRAAG 9

Medas (Edms) Bpk is van voorneme om 'n algemene vergadering te hou. Die kennisgewingstydperk soos voorgeskryf in die Maatskappywet 71 van 2008 vir hierdie vergadering is:

- (1) 7 sakedae.
- (2) 10 sakedae.
- (3) 14 sakedae.
- (4) 15 sakedae.

(2)

QUESTION 10

Choose the INCORRECT statement

- (1) The Companies Act 71 of 2008 provides a complete codification of directors' duties.
- (2) The liability of directors for a breach of their duty of care, skill and diligence contained in the Companies Act 71 of 2008 is in accordance with the common law principles relating to delict.
- (3) Directors stand in a fiduciary relationship to the company of which they are directors, even if they are non-executive directors
- (4) The test to determine whether or not a director acted with the required degree of care, skill and diligence is objective with subjective elements (2)

VRAAG 10

Kies die stelling wat ONWAAR is:

- (1) Die Maatskappywet 71 van 2008 verskaf 'n algehele kodifikasie van die verpligtinge van direkteure.
- (2) Die aanspreeklikheid van direkteure vir die verbreking van hul plig om met sorg, vaardigheid en noulettendheid op te tree soos vervat in die Maatskappywet 71 van 2008 is ingevolge die gemeenregtelike beginsels met betrekking tot delik.
- (3) Direkteure is in 'n vertrouensverhouding met die maatskappy selfs indien hulle nie uitvoerende direkteure is nie.
- (4) Die toets ten einde te bepaal of 'n direkteur met die nodige sorg, vaardigheid en noulettendheid opgetree het, is objektief met subjektiewe elemente. (2)

TOTAL FOR SECTION B/TOTAAL VIR AFDELING B: 20

TOTAL/TOTAAL: 100

END OF PAPER / EINDE VAN VRAESTEL

PART 1 (GENERAL/ALGEMEEN) DEEL 1

STUDY UNIT e.g. PSY100-X
 STUDIE EENHEID bv. PSY100 X

1							
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PAPER NUMBER
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1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

INITIALS AND SURNAME
 VOORLETTERS EN VAN

DATE OF EXAMINATION
 DATUM VAN EKSAMEN

EXAMINATION CENTRE (E.G. PRETORIA)
 EKSAMENSENTRUM (BV. PRETORIA)

UNIQUE PAPER NO
 UNIEKE VRAESTEL NR

8					
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2	2	2	2	2	2
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4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

For use by examination invigilator
 Vir gebruik deur eksamenopsiener

IMPORTANT

- USE ONLY AN HB PENCIL TO COMPLETE THIS SHEET
- MARK LIKE THIS ➡
- CHECK THAT YOUR INITIALS AND SURNAME HAS BEEN FILLED IN CORRECTLY
- ENTER YOUR STUDENT NUMBER FROM LEFT TO RIGHT
- CHECK THAT YOUR STUDENT NUMBER HAS BEEN FILLED IN CORRECTLY
- CHECK THAT THE UNIQUE NUMBER HAS BEEN FILLED IN CORRECTLY
- CHECK THAT ONLY ONE ANSWER PER QUESTION HAS BEEN MARKED
- DO NOT FOLD

BELANGRIK

- GEBRUIK SLEGS 'N HB POTLOOD OM HIERDIE BLAD TE VOLTOOI
- MERK AS VOLG ➡
- KONTROLEER DAT U VOORLETTERS EN VAN REG INGEVUL IS
- VUL U STUDENTENOMMER VAN LINKS NA REGS IN
- KONTROLEER DAT U DIE KORREKTE STUDENTENOMMER VERSTREK HET
- KONTROLEER DAT DIE UNIEKE NOMMER REG INGEVUL IS
- MAAK SEKER DAT NET EEN ALTERNATIEF PER VRAAG GEMERK IS.
- MOENIE VOU NIE

PART 2 (ANSWERS/ANTWOORDE) DEEL 2

1	0	1	2	3	4	5
2	0	1	2	3	4	5
3	0	1	2	3	4	5
4	0	1	2	3	4	5
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14	0	1	2	3	4	5
15	0	1	2	3	4	5
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Specimen only

MARK READING SHEET INSTRUCTIONS

Your mark reading sheet is marked by computer and should therefore be filled in thoroughly and correctly

USE ONLY AN HB PENCIL TO COMPLETE YOUR MARK READING SHEET

PLEASE DO NOT FOLD OR DAMAGE YOUR MARK READING SHEET

Consult the illustration of a mark reading sheet on the reverse of this page and follow the instructions step by step when working on your sheet

Instruction numbers ❶ to ❿ refer to spaces on your mark reading sheet which you should fill in as follows

- ❶ Write your paper code in these eight squares, for instance

P	S	Y	1	0	0	-	X
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- ❷ The paper number pertains only to first-level courses consisting of two papers.

WRITE

0	1
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 for the first paper and

0	2
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 for the second. If only one paper, then leave blank

- ❸ Fill in your initials and surname
- ❹ Fill in the date of the examination.
- ❺ Fill in the name of the examination centre
- ❻ WRITE the digits of your student number HORIZONTALLY (from left to right) Begin by filling in the first digit of your student number in the first square on the left, then fill in the other digits, each one in a separate square
- ❼ In each vertical column mark the digit that corresponds to the digit in your student number as follows [-].
- ❽ WRITE your unique paper number HORIZONTALLY
NB Your unique paper number appears at the top of your examination paper and consists only of digits (e.g. 403326).
- ❾ In each vertical column mark the digit that corresponds to the digit number in your unique paper number as follows. [-]
- ❿ Question numbers 1 to 140 indicate corresponding question numbers in your examination paper. The five spaces with digits 1 to 5 next to each question number indicate an alternative answer to each question. The spaces of which the number correspond to the answer you have chosen for each question and should be marked as follows [-]
- ◆ For official use by the invigilator. Do not fill in any information here