



**AT ACCOUNTING AND  
TAXATION SOLUTIONS**

SAIPA Registered Professional Accountant (SA)  
SAIPA Certified Independent Reviewer  
Pastel Distributor and On-Site Trainer  
SARS Registered Tax Practitioner  
Pastel Payroll Administrators

30 June 2021

Dear Client

**Protection of Personal Information Act, Act no.4 of 2013 (POPIA)**

POPIA is set to come into effect today on 1<sup>st</sup> of July 2021. Anyone processing personal information within South Africa will need to comply with this act.

AT Accounting and Taxation Solutions CC is fully committed to ensuring that we meet all the requirements of POPIA, which outlines the procedures to be followed for organisations that hold and process the personal data of individuals and companies. We are also fully committed in this process of helping our clients become POPIA compliant.

AT Accounting and Taxation Solutions CC is a registered accounting practice. We are a registered member of the South African Institute of Professional Accountants (SAIPA) and are also certified to perform independent reviews as required by the Companies Act, 2008. We are also a registered Tax Practitioner with the South African Revenue Services (SARS). We offer a comprehensive range of financial accounting and tax-related services to small and medium sized enterprises. AT Accounting and Taxation Solutions CC needs to comply with all the relevant legislation including the data protection requirements applicable. We therefore maintain the highest standard of data security. The Client/ AT Accounting and Taxation Solutions CC 's relationship is governed by the main agreement between the parties and in accordance with all applicable legislation.

In the unlikely event of a security breach relating to data of an AT Accounting client or if we become aware of unauthorized access to data, AT Accounting will immediately notify the relevant Client. In addition, the appropriate steps to rectify such breach will immediately be done in accordance with the relevant legislation.

AT Accounting and Taxation Solutions CC will continue to do whatever is necessary to ensure the lawful processing, storage and use of all personal data that is submitted to us for processing.

Kind Regards  
Adriana Taljaard  
CEO

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Member: Adriana Taljaard (Bcompt UNISA)

### NOTICE RELATING TO POPIA (Juristic Persons)

You will be aware of the implementation of the Protection of Personal Information Act (POPIA) on 1 July 2021. POPIA may have a bearing on how you interact with us. The note below serves as a summary and reminder of the main obligations that may apply to you in terms of POPIA. Kindly indicate your agreement to these terms. On agreement, these obligations will form part of your contract with Adriana Taljaard trading as AT Accounting and Taxation Solutions CC.

We confirm that we

- will comply with the provisions of POPIA to the extent that we process Personal Information;
- will not transfer such Personal Information out of the Republic of South Africa without prior written authorization by the client, unless in compliance with POPIA;
- will notify the client without delay and no later than 1 (one) day from the date of obtaining actual knowledge of any data security breach in respect of Personal Information or from when there are reasonable grounds to believe that Personal Information shared has been accessed or acquired by any unauthorised person and we will assist and cooperate in remediating any disclosures that may have been made;
- will implement and maintain reasonable and appropriate technical and organisational security measures to protect the security of Personal Information, including security measures applicable to the storage and transmission of Personal Information and to prevent a data security breach;
- will keep client records for a period of 7 years from the date on which we no longer service the client. This includes the original of any document which we send electronically on a client's behalf;
- will make client records available to the client when requested;
- all informational emails will be regarding SARS, Company Compliance Information and accounting notifications regarding our services;
- will comply with all policies and procedures relating to the protection of personal information and

Kindly **sign below** to indicate your agreement to the above.

I, the undersigned, hereby warrant and declare that the information furnished above is true and complete. I also declare that I will inform AT Accounting, should my circumstances change in a way that effects the above attestation.

Name and surname:	
Capacity:	
Juristic representative name:	
Franchise / business unit:	
Signature:	
Date:	