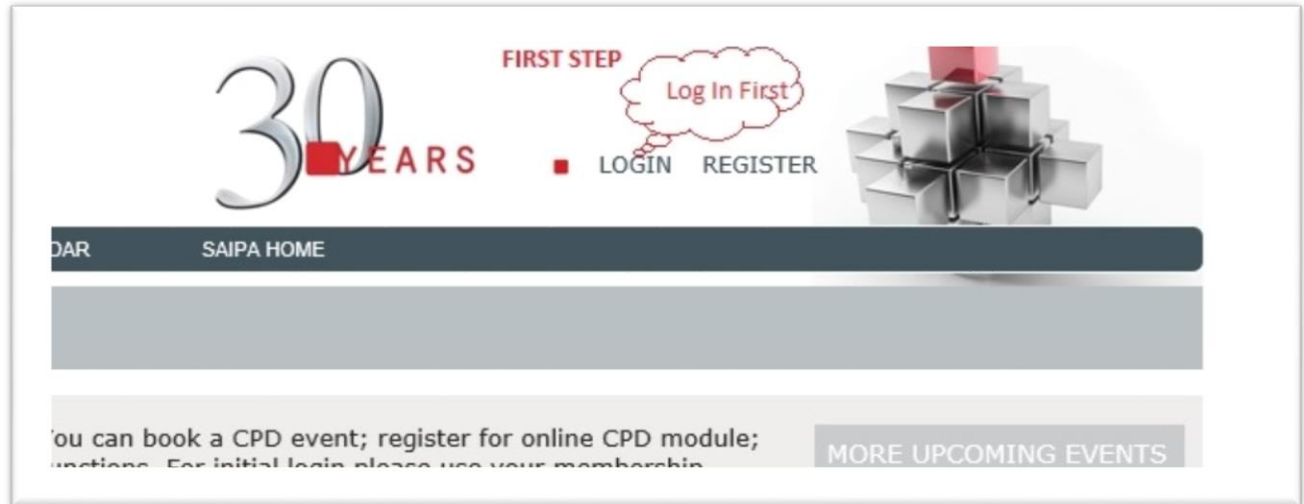


HOW TO BOOK CPD EVENTS For ANNUAL CPD SUBSCRIBERS

Go to <http://events.saipa.co.za>

Step 1.

- Go to <http://events.saipa.co.za>
- Click on Login,



Step 2.

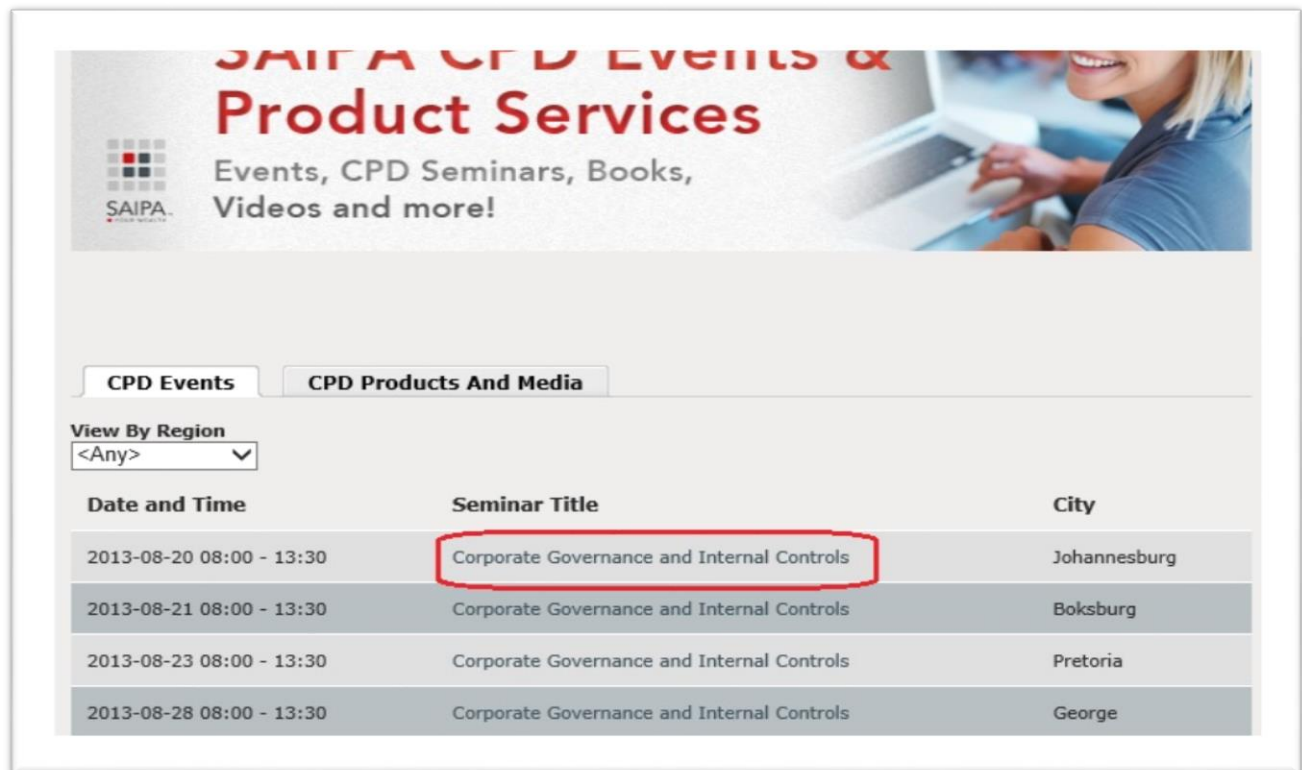
For initial login please use your membership number for both the username and password, you can change your password once logged in

The screenshot shows the login form on the SAIPA website. At the top, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. Below these are two input fields: 'Username: *' with the placeholder text 'Enter Membership Number' and 'Password: *' with the placeholder text 'Enter Password'. Below the password field is a 'Log in' button. To the right of the form, there is a red text instruction: 'For initial login please use your membership number for both the username and password, you can change your password once logged in'.

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Step 3.

After logging please click on the seminar title corresponding with the area of your choice.

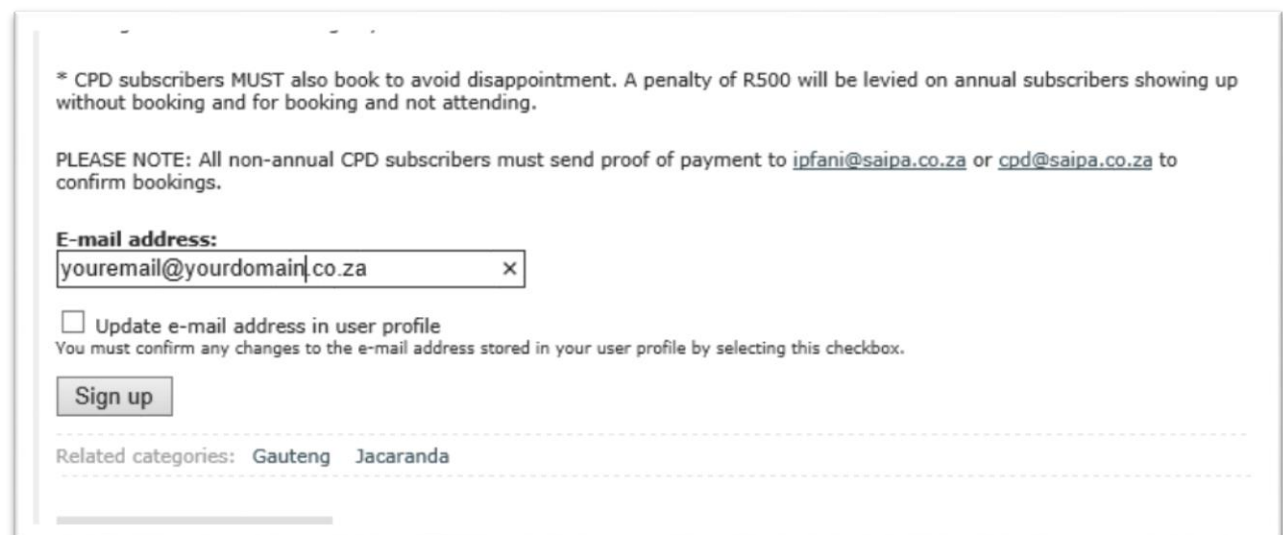


The screenshot shows the SAIPA CPD Events & Product Services page. At the top, there is a banner with the SAIPA logo and the text "SAIPA CPD EVENTS & Product Services Events, CPD Seminars, Books, Videos and more!". Below the banner, there are two tabs: "CPD Events" (selected) and "CPD Products And Media". Underneath the tabs, there is a "View By Region" dropdown menu set to "<Any>". A table lists four seminars, all titled "Corporate Governance and Internal Controls". The first row is highlighted with a red box around the title. The table columns are "Date and Time", "Seminar Title", and "City".

Date and Time	Seminar Title	City
2013-08-20 08:00 - 13:30	Corporate Governance and Internal Controls	Johannesburg
2013-08-21 08:00 - 13:30	Corporate Governance and Internal Controls	Boksburg
2013-08-23 08:00 - 13:30	Corporate Governance and Internal Controls	Pretoria
2013-08-28 08:00 - 13:30	Corporate Governance and Internal Controls	George

Step 4.

After clicking the Seminar title, a summary of the CPD event will be shown. It will show the main features of the CPD Event including date and time and speakers. Right at the end of the summary you will see a sign up button and your email address

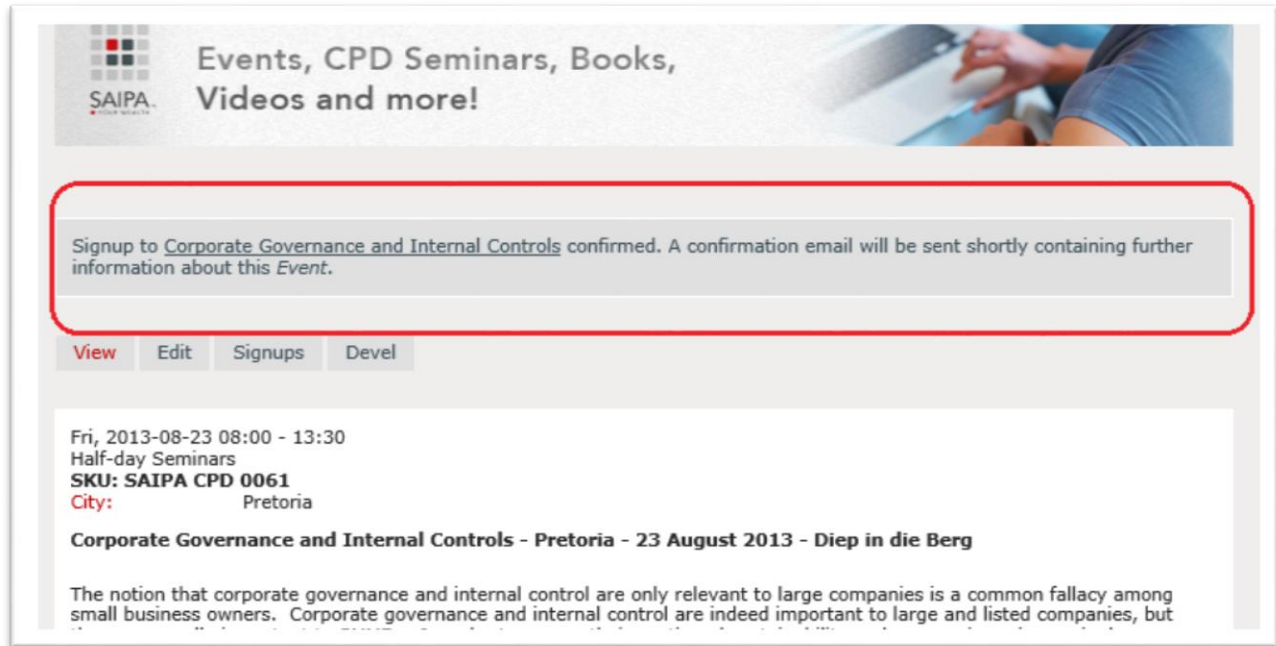


The screenshot shows the summary page for a CPD event. It includes a disclaimer: "* CPD subscribers MUST also book to avoid disappointment. A penalty of R500 will be levied on annual subscribers showing up without booking and for booking and not attending." Below this is a note: "PLEASE NOTE: All non-annual CPD subscribers must send proof of payment to ipfani@saipa.co.za or cpd@saipa.co.za to confirm bookings." There is a form for "E-mail address:" with the text "youremail@yourdomain.co.za" and a close button (X). Below the form is a checkbox labeled "Update e-mail address in user profile" with the text "You must confirm any changes to the e-mail address stored in your user profile by selecting this checkbox." A "Sign up" button is located below the checkbox. At the bottom, there are "Related categories: Gauteng Jacaranda".

**HOW TO BOOK CPD EVENTS
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Step 5.

- Click on Signup button and a signup confirmation message pops up confirming signup.
- You should receive confirmation e-mail within 10mins of signup



The screenshot shows the SAIPA website interface. At the top left is the SAIPA logo. To its right is the text "Events, CPD Seminars, Books, Videos and more!". Below this is a navigation bar with buttons for "View", "Edit", "Signups", and "Devel". A red-bordered box highlights a confirmation message: "Signup to Corporate Governance and Internal Controls confirmed. A confirmation email will be sent shortly containing further information about this *Event*." Below the navigation bar, the event details are displayed: "Fri, 2013-08-23 08:00 - 13:30", "Half-day Seminars", "SKU: SAIPA CPD 0061", and "City: Pretoria". The event title is "Corporate Governance and Internal Controls - Pretoria - 23 August 2013 - Diep in die Berg". A short paragraph of text follows, starting with "The notion that corporate governance and internal control are only relevant to large companies is a common fallacy among small business owners. Corporate governance and internal control are indeed important to large and listed companies, but".