

SPECIALISED COURSE

Module 2

Business organisation

for legal assistants

Chapter 1: Forms of business enterprise

1 Introduction

- 1.1 General
- 1.2 Registration and formalities

2 Sole proprietors

3 Partnerships and joint ventures

- 3.1 Introduction
- 3.2 Types of partnerships
- 3.3 *Essentialia* of a partnership contract
- 3.4 *Naturalia* of a partnership contract
- 3.5 Rights and duties of partners
- 3.6 Dissolution
- 3.7 Joint Venture Enterprise

4 Business/Trading trusts

- 4.1 Introduction
- 4.2 Requirements
- 4.3 Management and control of assets
- 4.4 Duties of the trustees

5 Close Corporations (CC)

- 5.1 Introduction
- 5.2 Characteristics
- 5.3 Membership and Association
- 5.4 Management and representation

6 Private Companies

Chapter 2: Companies and corporate procedures

- 1 Introduction**
- 2 Juristic personality**
- 3 Relationship between a company and outsiders**
- 4 Types of companies**
- 5 Incorporation**
- 6 The promotor and pre-incorporation contracts**
- 7 Securities**
- 8 The general meeting of shareholders**
- 9 Board of directors**
 - 9.1 Meetings
 - 9.2 Definition and types
 - 9.3 Appointments and removals
 - 9.4 Duties and the Business Judgment Rule