



# Financial Health Questionnaire – Terms and Conditions

## 1. Definition of the Free Assessment

The Financial Health Questionnaire (“Assessment”) is a limited, high-level review of accounting, financial, tax, payroll, or related information provided by the client, conducted at no cost. The purpose of the Assessment is to provide general, preliminary observations and to identify potential areas for further engagement.

## 2. No Professional Advice or Assurance

The Assessment:

- Does not constitute accounting, tax, audit, assurance, financial, or other professional advice
- Is not an audit, review, compilation, or independent examination under any applicable accounting or assurance standards
- Does not provide any form of assurance or opinion
- Any professional advice or services will only be provided once a formal engagement letter is signed.

## 3. Scope and Methodology Limitations

The Assessment is limited to:

- Information supplied by the client without independent verification
- A high-level desktop review only
- No testing of internal controls, source documents, or system integrity
- The Assessment may not identify all errors, misstatements, compliance gaps, or risks.

## 4. Client Responsibility for Information

The client remains solely responsible for:

- The accuracy, completeness, and timeliness of all information provided
- Accounting records, statutory filings, tax submissions, and compliance obligations

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- The provider accepts no responsibility for conclusions drawn from incomplete or inaccurate information.

## **5. No Obligation to Proceed**

The Assessment does not create a client-accountant relationship beyond the limited scope described herein:

- Neither party is obligated to proceed with further services
- Any future services will be subject to a separate written engagement letter and agreed fees

## **6. Limitation of Liability**

To the maximum extent permitted by law:

- The provider shall not be liable for any loss, damage, penalty, interest, or cost arising from reliance on the Assessment
- This includes direct, indirect, consequential, or economic loss
- Nothing in these terms limits liability where such limitation is prohibited under the Consumer Protection Act, 68 of 2008.

## **7. Intellectual Property**

All tools, templates, methodologies, working papers, and materials used or shared during the Assessment remain the intellectual property of the provider and may not be copied, distributed, or relied upon for any purpose without written consent.

## **8. Confidentiality**

Information provided during the Assessment will be treated as confidential and used solely for purposes of conducting the Assessment, subject to professional, regulatory, or legal disclosure obligations.

## **9. Data Protection and POPIA**

Personal and financial information will be processed in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA) and the provider's Privacy Policy. By participating in the Assessment, the client consents to such processing.

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## 10. Regulatory and Professional Standards

Where applicable, the provider operates in accordance with relevant professional and ethical standards, including those issued by SAICA, SAIPA, CIMA, or other applicable professional bodies. The Assessment does not constitute regulated assurance or compliance work.

## 11. Right to Decline or Withdraw

The provider reserves the right to:

- Decline to conduct an Assessment
- Withdraw from an Assessment at any time
- No reasons are required to be provided.

## 12. Governing Law

These Terms and Conditions are governed by the laws of the Republic of South Africa, and South African courts shall have exclusive jurisdiction.

## 13. Acceptance

By requesting, booking, or participating in the free accounting assessment, the client confirms that they have read, understood, and agreed to these Terms and Conditions.

## 14. General Terms and Privacy

For further disclosure information regarding our services, all services are governed by our [General Terms and Conditions](#) and our [Privacy Policy](#).

## 15. Authorisation to Contact

By submitting information and participating in the free accounting assessment, the client expressly authorises OCFO to:

- Contact the client using the contact details provided (including email, telephone, or electronic communication);
- Use the information supplied to follow up on the Assessment, clarify information, provide feedback, propose services, or discuss potential accounting, tax, CFO, or advisory engagements relevant to the Assessment; and

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- Retain and process such information for these purposes in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA) and OCFO's Privacy Policy.
- This authorisation may be withdrawn at any time by written notice, subject to any lawful processing already undertaken.

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