

## **MODULE 9: LEGISLATION AFFECTING BUSINESSES**

### **CODE: 961 093 Duration: 45 hours**

#### **A. Process various claims**

- Determination of laws applicable to various situations
- Effective use of reference sources
- Accuracy of information given to claimants
- Gathering of all relevant information and source documents
- Correct production of claim documents
- Observance of procedures and deadlines prescribed by legislation
- Accuracy of accounting entries
- Use of appropriate journals
- Demonstration of attitudes appropriate to the situation

#### **B. Produce documents for government**

- Gathering of information required to organizations. produce documents
- Compliance with instructions on how to complete forms
- Accuracy of calculations and results
- Observance of procedures and deadlines prescribed by legislation
- Accuracy of accounting entries
- Use of appropriate journals

#### **C. Follow up files**

- Production and addition of information required to process the claim
- Filing of information in appropriate files
- Accuracy of information given to individuals concerned