

**NAMIBIA SENIOR SECONDARY CERTIFICATE**

**OFFICE ADMINISTRATION AND  
KEYBOARDING ORDINARY LEVEL**

**4348/2**

PAPER 2 Text Layout (Computer)

3 hours

**2018**

**TEACHER'S NOTES**

- This should be done the day before the examination.
- Open the Letterhead for Question 2 and load the question onto the server.
  - If the CD does not want to open, then key in the letterhead for Question 2 in the same way as the attached example and save it as QUESTION 2 on the C-drive.
- Open Question 5 and load the question onto the server.
  - If the CD does not want to open, then key in Question 5 with errors and save it as QUESTION 5 on the C-drive.
- Open Question 6 and save it as QUESTION 6.
- All errors are underlined. **Please do not underline the errors on the keyed-in version. Switch off the following function:**
  - Tools → Options → Spelling and Grammar → Check spelling as you type. (Microsoft Word 2003).
  - **Click on OFFICE BUTTON, Click on WORD OPTIONS, Click on PROOFING, Check spelling as you type. (Microsoft Word 2007).**
- **Please note that your programme might correct some of these errors automatically.** After the document has been keyed in, go back to those errors that have been corrected and change them to errors.

This document consists of 4 printed pages.



Republic of Namibia

**MINISTRY OF EDUCATION, ARTS AND CULTURE**

# **GENDOR HOLDINGS**

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**Corporate Office Centre  
5th Floor Independence Avenue  
WINDHOEK  
NAMIBIA**

MALAN LIMITED

NOTICE OF MEETING

NOTICE IS HEREBY given that the yearly general meeting of Malan Limited will be held at the registered office of the company, 14th Floor, Malan House, 102 Rivonia Road, Sandton at 12:30 on Thursday, July 26, 2018, for the following reasons:

1. To receive and discuss the finance statements and the reports of the directors and auditors.
2. To elect directors in place of Messrs D.L. Keys and G.S. Thomas and Dr. J.P. Kearlney who retired in terms of the company's articles of association. These gentleman, being eligible, offer themselves for re-election.
3. To grant to the directors the power, untill the next annual general meeting, to allot and issued the unissued and reserved shares of the companies at their entire discretion.
5. To transact anyother business which may be transacted at a ordinary general meeting?

A member entitled to attend and vote at the meeting am entitled to appoint a proxy, or proxies, to attended and speak and on a poll to vote thereat in his stead. A proxy need not also be a member of the company. All proxy forms must be deposited at this registered office of the company not later than 24 hours before the time set for the commencement of the meeting or every adjournment thereof.

By order of the Board

MALAN GROUP MANAGEMENT COMPANY (PROPRIETARY) LIMITED  
SECRETARY

CODE	DESCRIPTION	QTY	SUPPLIER	COST PRICE	DISCOUNT	SALE PRICE	CATEGORY	PROFIT
EP300	Gym Ball	105		4.99				2
EP301	Yoga Set	35		8.99				2
	Skipping Rope	130		3.55				3
	Fitness Mat	25		5.25				1
	Trampoline	10		17.75				8
	Exercise Wheel	55		3.75				2
	Toning Kit	45		16.93				3
	Cycle Trainer	5		115.79				10
	Aerobic Step	76		13.25				
	Stretch Band	115		3.45				
	Dumbbell Set	68		18.86				
	Ankle Weights	84		5.28				
	Wrist Weights	92		3.99				
	Mini Bike	49		19.45				

TOTAL  
 AVERAGE  
 PROFIT RATE 30%