



Promotion of Access to Information Act (PAIA)

VERSION : 2021/01
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INTRODUCTION

This manual is published according to the Promotion to Access to Information Act, No 2 of 2000 (“the Act”) that gives effect to the constitutional right of access to any information in records held by public (government) or private (non-government) bodies that is required for the exercise of protection of any rights. Where a request is made in terms of the Act, Johannesburg Securities and Portfolio Management (Pty) Ltd trading as SA Asset Management (hereafter - SA Asset Management) is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.**

This document informs requesters of procedural and other requirements which a request must meet as prescribed by the Act. It is important to note that the Act recognises certain limitations to the right of access to information, including but not limited to, limitations aimed at reasonable protection of privacy, commercial confidentiality, and effective, efficient and good governance, and in a manner, which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

1. PARTICULARS OF THE PRIVATE BODY

(Information required under section 51(1)(a) of the Act):

Name of the Body: SA Asset Management

Head of the Body (Information Officer): Andre Botha and Ben Oosthuizen

Postal Address: PO Box 14261, Sinoville, Pretoria, Gauteng, 0129

Street Address: 148 Sefako Makgatho, Sinoville, Pretoria, Gauteng, 0182

Telephone Number: +27 (0)12 567 7657

Web Address: www.saassetmanagement.co.za

Email Contact Details of Information Officer: saassets@saassetmanagement.co.za



2. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission is required in terms of the Act to compile a guide in every official language, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

Any enquiries regarding this guide should be directed to:

Postal Address: The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag X2700
HOUGHTON
2041

Telephone Number: +27 (0) 11 484 8300
Fax Number: +27 (0) 11 484 0582
Email Address: paia@sahrc.org.za
Website: <http://www.sahrc.org.za>

3. DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

The accessibility of the documents below may be subject to the grounds of refusal set out in this manual:

- Client Related Records.
- Personnel Records.
- Private Body Records (Financial and Company).

4. RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

A person requesting may also request information that is available in terms of other legislation.

Selected Acts that is applicable to SA Asset Management:

- Administration of Estates Act, No. 66 of 1965
- Arbitration Act No. 42 of 1965
- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Copyright Act No. 98 of 1978



- Currency and Exchanges Act No. 9 of 1933
- Employment Equity Act No. 55 of 1998
- Finance Act No. 35 of 2000
- Financial Services Board Act No. 97 of 1990
- Financial Relations Act No. 65 of 1976
- Harmful Business Practices Act No. 23 of 1999
- Income Tax Act No. 95 of 1967
- Insolvency Act No. 24 of 1936
- Insurance Act No 27 of 1943
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Long Term Insurance Act No. 52 of 1998
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Protection of Businesses Act No. 99 of 1978
- Regional Services Councils Act No. 109 of 1985
- SA Reserve Bank Act No. 90 of 1989
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968
- Stock Exchange Control Act No. 1 of 1985
- Tax on Retirement Funds Act No. 38 of 1996
- Trade Marks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Usury Act No 73 of 1968
- Value Added Tax Act No. 89 of 1991

5. ACCESS TO INFORMATION

SA Asset Management may refuse to release information as detailed below:

Commercial and Legal

Client and Other Contracts and Agreements; Confidential Company history; Minutes of meetings; Shareholders names or other detail; Leases and Agreements; Trademark; Any Insurance agreements/arrangements; Resolutions of Directors.; Correspondence between parties.

Financial

Yearly and /or quarterly Financial statement; Financial Analysis and Reports; Budgets; Taxes and Levies.



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Fax: +27 (0) 12 543 9533
FSB Registered Fund Managers - 589

Johannesburg Security and Portfolio Management Company Pty (Ltd)
t.a. SA Asset Management - Reg. nr: 1995/006481/07

Human Resources

Employees Personal Information; Employees skills and experience history; Educational Background; Training and Development; Health; 6.3.6 Salaries and Wages; Contracts and Agreements; Employment Equity.

Marketing

Advertising material; Contracts with Suppliers; Product Range and Pricing thereof.

Health and Safety

Health and Safety Policies; Health and Safety Reports.

6. PROCEDURE TO LODGE A REQUEST:

- A requester requiring access to information from SA Asset Management must complete the prescribed Form C. (Attached below)
- Submit the completed form to the Information Officer at the postal, physical address or email address detailed above.
- The request will be processed by SA Asset Management within 30 days.
- The person requesting will be informed in writing whether or not access has been granted.
- The person requesting must pay the prescribed fee before any further processing takes place (if required).



APPENDIX – 1
PRESCRIBED FORM TO BE COMPLETED BY PERSON REQUESTING THE RECORD
Form B
REQUEST TO ACCESS RECORDS OFWHITCH PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000
(Regulation 4)

A. PARTICULARS OF THE PRIVATE BODY

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- | |
|---|
| <p>a. The particulars of the person who requests access to the records must be recorded below.</p> <p>b. Furnish an address and/or fax number in the Republic to which information must be sent.</p> <p>c. Proof of capacity in which the request is made, if applicable, must be attached.</p> |
|---|

Full name and surname:

Identity Number:

Postal address:

Telephone number:

Fax number:

Email address:



C. PARTICULARS OF RECORD REQUESTED

1. Description of the record or relevant part of the record:

2. Reference number:

3. Other particulars of the record:

D. FEES:

The request for access to a record, other than a record containing personal information about yourself, will be processed after a **request fee** has been paid.

You will be notified of the amount of the request fee.

The **fee payable for access** to a record depends on the form in which the access is required and the reasonable time required to search for and prepare a record.

If you qualify for exemption of the payment of any fee, please state the reason therefore.



Reason for exemption of payment of the fee:

E. FORM OF ACCESS TO THE RECORD:

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicated in which form the record is required:

<u>Discribe Disability:</u>

<u>Form in which the record is required:</u>

Notes:

The form in which the record is available depends on the form that the record is recorded. Access in the form requested, will not be possible in such a case, you will be informed if access will be granted in another form. The access to the record fee, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with an "X":

If the record is in written or printed form:

Copy of records

Inspection of records

If the record consists of visual images:

(Includes photographs, slides, video recordings, computer generated images, sketches, etc.)

View the images

Copy the images

Transcription of the images

If the record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette)

Transcription of soundtrack



If the Record is held on Computer or in an Electronic or Machine- readable form:

Printed copy of records Printed copy of information Copy in computer readable
Of the records form (USB Stick)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.

YES NO

F. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate paper/page and attach it to this form.
The person requesting must sign ALL the pages.

1. Indicate which right is to be exercised or protected:

2. Why is the requested record/s required for the exercising or protection of the aforementioned right:

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.



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How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF PERSON REQUESTING