

SOUTHCHESTER INVESTMENT MANAGERS (PTY) LTD
REGISTRATION NUMBER 2005/035006/07

SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

A. Introduction

This manual is applicable to Southchester Investment Managers (Pty) Ltd.

B. Business description

Southchester Investment Managers (Pty) Ltd is engaged in the business of investment management.

C. Contact details

Physical Address	Pinotage House Vineyard Office Estate 99 Jip de Jager Avenue Bellville 7530
Postal Address	P.O. Box 6613 Welgemoed 7538
Telephone Number	021 913 2467
Fax Number	086 611 4867
Head of Business	Gregg Bayly (Director)
Information Officer	Gregg Bayly 021 913 2467 greggb@southchester.co.za

D. The official guide

A guide on how to use the Act has been compiled by the SAHRC in terms of Section 10 of the Act. Enquiries regarding the guide must be addressed to the SAHRC at the following contact details:

Postal	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag 2700 2041
Telephone Number	011 484 8300
Fax Number	011 484 0582
Website	www.sahrc.co.za
Email	paia@sahrc.org.za

E. Records that may be requested

1. Company statutory records.
2. Accounting records.
3. Employee statutory records.
4. Company contracts and agreements.
5. Employee contracts.
6. Statutory reports (e.g. Employment Equity reports).
7. Income tax returns and other tax returns.
8. Human resources related records other than employee contracts.
9. Records pertaining to licenses, authorizations, applications and approvals.
10. Records relating to information technology, hardware, software, operating systems, data collection and storage.
11. Operational policies and procedures.
12. Disaster recovery and business continuity plans.
13. Insurance policies.
14. Sales and marketing material in terms of presentations.

F. Procedure requesting access to the above information

1. The requester must utilize Form C, as attached to this manual.
2. The form must be addressed to the Information Officer of Southchester Investment Managers (Pty) Ltd.
3. The form can be submitted via any of the contact details provided for Southchester Investment Managers (Pty) Ltd in this manual.
4. The requester must provide information that will enable the Information Officer to identify both the requester and the requested record.
5. The requester must indicate in which form access is required and specific appropriate contact details in the Republic.
6. The requester must identify the right that they are seeking to protect or to be exercised and an explanation as to why the requested record is required for the exercise of or protection of that right.
7. If the request is being made on behalf of another person, the requester must submit proof of their capacity to act on behalf of that person.

G. Fees

A requester who requires access to a record that contains their personal information is not required to pay a request fee. All other requesters are required to pay the request fee.

1. The Information Officer must by notice require the requester to pay the request fee, prior to processing the request.
2. The request fee amounts to R 50.00.
3. The Information Officer must notify the requester of their decision, in the required form.
4. An additional access fee must be paid for the reproduction and preparation and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure, once the request has been granted.

H. Information available in terms of other legislation

Records are kept in accordance with such other legislation that is applicable to Southchester Investment Managers (Pty) Ltd, which includes, but is not limited to:

1. Income Tax Act, 58 of 1962.
2. Companies Act 71 of 2008.
3. Labour Relations Act 66 of 1995.
4. Basic Conditions of Employment Act 75 of 1997.
5. Employment Equity Act 55 of 1998.
6. Financial Intelligence Centre Act 38 of 2001.
7. Financial Advisory and Intermediary Services Act 37 of 2002.

I. Availability of the manual

1. This manual is available for inspection at the offices of Southchester Investment Managers (Pty) Ltd, during office hours and free of charge.
2. A copy of this manual can be requested from the South African Human Rights Commission and the Government Gazette.
3. This manual is also posted on the Southchester Group website: (www.southchester.co.za)

J. Forma and fee structure

The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) as well as the SAHRC website (www.sahrc.co.za).

K. Head of body

_____ Head of Business

Mr Gregg Bayly

FORM C
REQUEST FOR ACCESS TO A RECORD OF
SOUTHCHESTER INVESTMENT MANAGERS (PTY) LTD

SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

A. Particulars of private body

Private Body	Southchester Investment Managers (Pty) Ltd Pinotage House Vineyard Office Estate 99 Jip de Jager Avenue Bellville 7530 021 913 2467
Information Officer	Gregg Bayly

B. Particulars of person requesting access to the record

1. The particulars of the person who requests access to the record must be provided below.
2. The address and/or fax number in the Republic to which the information must be sent, must be provided below.
3. Proof of the capacity in which the request is made, if applicable, must be attached.

1. Full Names and Surname

2. Identity Number

3. Postal Address

4. Telephone Number

5. Fax Number

6. Email Address

7. Capacity in which request is made, when made on behalf of another person

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

1. Full Names and Surname

2. Identity Number

D. Particulars of record

1. Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
2. If the space provided for is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record

2. Reference number, if available

3. Any further particulars of record

E. Fees

1. A request for access to the record will only be processed after the Request Fee has been paid, unless you are exempt from paying such fee.
2. You will be notified of the amount required to be paid as the Request Fee.
3. The fee payable for access to the record depends on the form in which access is required.
4. If you qualify for exemption of the payment of any fee, please state the reason for the exemption.

1. Reason for exemption from payment of fees

--

F. Form of access to record**Mark the appropriate box with an X**

Notes:

- i. Your indication as to the required form of access is dependent on the form in which the record is available.
- ii. Access to the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- iii. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

Copy of record*	Inspection of record*
-----------------	-----------------------

2. If record consists of visual images: (This includes photographs, slides, video recordings, computer generated images, sketches, etc.):

View the images	Copy of the images	Transcription of images
-----------------	--------------------	-------------------------

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

Listen to the sound track (Audio cassette)	Transcription of soundtrack* (Written or printed document)
---	---

4. If record is held on computer or in electronic or machine-readable form:

Printed copy of record*	Printed copy if information derived from the record*	Copy in computer readable form (Compact disc)
-------------------------	--	--

*If you requested a copy of transcription of a record (above), do you wish the copy of transcription to be posted to you (postage is payable)?	YES	NO
--	-----	----

G. Particulars of right to be exercised or protected

If the space provided is inadequate to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected

2. Explain why the requested record is required for the exercising or protection of the aforementioned right

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved. 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.

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

Signed at _____ this ____ day of _____ 2016

Signature of Requester/Person on whose
Behalf request is made