

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT 20 OF 2000 ("the ACT")**

For

**JACQUES MALAN CONSULTANTS AND ACTUARIES (HOLDINGS) (PTY) LTD**

and its subsidiary companies:

Jacques Malan Consultants and Actuaries (RSA) (Pty) Ltd

Jacques Malan Risk Management (Pty) Ltd

Jacques Malan Healthcare (Pty) Ltd

Jacques Malan Consultant and Actuaries (Namibia) (Pty) Ltd

JMCA Property (Namibia) (Pty) Ltd

Jacques Malan Consultants and Actuaries (Botswana) (Pty) Ltd

Jacques Malan Fund Administrators (Pty) Ltd

and its Joint Ventures:

Avantgarde Financial Solutions (Pty) Ltd

**JACQUES MALAN CONSULTANTS AND ACTUARIES (HOLDINGS) (PTY) LTD**

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**A. CONTACT DETAILS**

1. Manager: General Operations: Ms Adele Hanekom
2. The street address of the Head-office is: The Gihon, 4<sup>th</sup> Floor, Cnr Bill Bezuidenhout & Sportica Streets, Tyger Valley, 7530
3. The postal address is: PO Box 3950, Tyger Valley, 7536, South Africa
4. The contact telephone number is: (021) 943-1857
5. The contact facsimile number is: (021) 943-1803
6. The e-mail address of the Manager: General Operations is: adeleh@jmca.co.za

**B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE**

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. The guide is available for inspection at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at <http://www.sahrc.org.za>.

Human Rights Commission contact details:

Address: Private Bag 2700 Houghton 2041,  
Telephone: (011) 484-8300  
Facsimile: (011) 484-0582

**C. LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY)**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

**D. THE REQUEST PROCEDURE TO ACCESS RECORDS**

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form (Form C is attached to this manual and available on the Human Rights Commission website) in terms of the Act and the Regulations thereto.
- The duly completed form may be submitted by post, fax or email.
- The requester must provide sufficient detail on the request form to enable the Manager: General Operations to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

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- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Manager: General Operations.
- The Manager: General Operations must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The prescribed fees are available on our website or at <http://www.sahrc.org.za>.
- The Manager: General Operations will then make a decision whether to grant the request or not and notify the requester in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

#### E. AVAILABILITY OF THE MANUAL

This manual is available for inspection free of charge at the street address (see A2 above) during office hours. Furthermore, a copy is available from the Human Rights Commission (see contact details in B above). The manual is also published on our website <http://www.jmca.co.za>.

#### F. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Levies Act 9 of 1999
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Institutions (Protection of Funds) Act 28 of 2001
- Financial Intelligence Centre Act 38 of 2001
- Protection of Constitutional Democracy Against Terrorist Related Activity 33 of 2004
- Prevention of Organised Crime Act 121 of 1998
- Long Term Insurance Act 52 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Medical Schemes Act 131 of 1998
- Short Term Insurance Act 53 of 1998
- Financial Services Board Act 97 of 1990
- Collective Investment Schemes Control Act 45 of 2002
- Consumer Protection Act 68 of 2008

#### G. DESCRIPTION OF RECORDS HELD

The following records may be requested by following the procedure outlined in D.

- **Documents of Incorporation, the Constitution of the Company, registers and minute books** - Company documents including the Memorandum of Association and the

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Articles of Association and any amendments thereto, various registers, minute books and internal resolutions

- **Accounting** - Books of account, vouchers, invoices, fixed asset registers, inventories
- **Taxation** - Records pertaining to VAT, Company Tax, STC, PAYE and Capital Gains
- **Intellectual Property** - Records relating to trade marks, patents, designs, licenses and licensing agreements
- **Insurance** - Records relating to insurance arrangements, policies and claims
- **Moveable and immovable property** - Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property
- **Agreements** - Agreements in respect of licences, agents, distributors, suppliers, customers, banking, loans, indemnities and guarantees, acquisitions and disposals of assets and with service providers
- **Human Resources** - Employee records, conditions of employment, payrolls, arrangements with service providers, labour related matters and benefit funds
- **Operational** - Technical, procurement, marketing information, client related records, management records, data bases, correspondence, policies and procedures, banking records and legal proceedings
- **Computer and communication information** - Procurement, maintenance and data communication arrangements.

Signed at Tygervalley on 09/10/2011



MANAGER: GENERAL OPERATIONS



CHIEF EXECUTIVE OFFICER

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**FORM C**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
 (Section 53(1) of the Promotion of Access to Information Act, 2000  
 (Act No. 2 of 2000)

[Regulation 10]

**A. Particulars of private body**

The Head:

**B. Particulars of person requesting access to the record**

- |     |   |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below.                |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached.                |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

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 <i>ONLY</i> if a request for information is made on behalf of another person.
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Full names and surname:

Identity number:

**D. Particulars of record**

- |     |  |
|-----|--|
| (a) | 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. |
| (b) | If the provided space is inadequate, 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:

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**E. Fees**

- |  |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified</i> of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
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Reason for exemption from payment of fees:

**F. Form of access to record**

<p>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 indicate in which form the record is required.</p>
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Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in 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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
<p>'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.</p>			<p>YES      NO</p>

**G Particulars of right to be exercised or protected**

<p>If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</p>
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1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise 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/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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 REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

at 