

DE KLERK AND DE VILLIERS INSURANCE BROKERS CC

(Registration number: 1997/066392/23)

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

DK & DV
INSURANCE BROKERS CC

De Klerk & De Villiers Insurance Brokers CC
Authorised Financial Services Provider (License 13460).



Prepared by: The Tax House 31/08/2015

INDEX

1. Introduction
2. Contact details
3. Guide in terms of section 10 of the Act
4. Applicable Legislation
5. Schedule of Records
6. Form of Request
7. Any other information

A handwritten signature in black ink, consisting of a stylized, cursive script.

1. Introduction

DE KLERK AND DE VILLIERS INSURANCE BROKERS CC conducts business as an Authorised Financial Services Provider.

2. Company contact details

Members: Pierre William De Klerk – Mobile phone 082 809 3425
Charmaine De Klerk – Mobile phone 082 809 3426

Information officer: Charmaine De Klerk

Postal address: P.O. Box 160, Grahamstown, 6140

Physical address: 3 Miles Street, Grahamstown, 6139

Telephone number: 046 636 2380/1/2

Fax number: 046 622 3118

Email address: pierre@deklerk-devilliers.co.za or charmaine@deklerk-devilliers.co.za

Website: <http://deklerk-devilliers.co.za>

3. Guide in terms of section 10 of the Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issues by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887 3600.

3.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights, the Guide is available from the SAHRC.

The contact details of the Commission are:

Postal address: Private Bag 2700, Houghton, 2041
Telephone number: +27-11-877 3600
Fax number: +27-11-403 0625
Website: www.sahrc.org.za



4. Applicable Legislation

Administration of Estates Act 66 of 1965
Arbitration Act 42 of 1965
Basic Conditions of Employment Act 75 of 1997
BBBEE Act 53 of 2003
Close Corporations Act 69 of 1984
Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
Competition Act 89 of 1998
Consumer Protection Act 68 of 2008
Copyright Act 98 of 1978
Currency and Exchanges Act 9 of 1933
Debt Collectors Act 114 of 1998
Electronic Communications and Transactions Act 25 of 2002
Employment Equity Act 55 of 1998
Financial Advisory and Intermediary Services Act 37 of 2002
Financial Services Board Act 97 of 1990
Financial Intelligence Centre Act 38 of 2001
Financial Relations Act 65 of 1976
Income Tax Act 58 of 1962
Insolvency Act 24 of 1936
Inspection of Financial Institutions Act 80 of 1998
Labour Relations Act 66 of 1995
Long-term Insurance Act 52 of 1998
National Credit Act 34 of 2005
Occupational Health and Safety Act 85 of 1993
Pension Funds Act 24 of 1956
Post Office Act 44 of 1958
Preferential Procurement Policy Framework Act 5 of 2000
Prevention of Combating of Corrupt Activities Act 12 of 2004
Prevention of Organised Crime Act 121 of 1998
Promotion of Access to Information Act 2 of 2000
Protected Disclosures Act 26 of 2000
Protection of Constitutional Democracy Against Terrorist and Related Activities Act 33 of 2004
Protection of Information Act 84 of 1982
Promotion of Administrative Justice Act 3 of 2000
Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
Protection of Businesses Act 99 of 1978
Regulation of Interception of Communications and Provision of Communication-Related Information Act 70
Securities Transfer Tax Act 25 of 2007
South African Reserve Bank Act 90 of 1989
South African Revenue Services Act 34 of 1997
Short Term Insurance Act 53 of 1998
Unemployment Insurance Act 63 of 2001
Skills Development Levies Act 9 of 1999
Transfer Duty Act 40 of 1949
Unemployment Contributions Act 4 of 2002
Value Added Tax Act 89 of 1991



5. Schedule of Records

Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

Website
Business Cards

Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

Accounting records
Credit Agreements
Information Technology
Personal records
Statutory Company records
Other Records
Auditors
Health and Safety
Insurance
Legal
Sales and Marketing

6. Form of Request

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za

6.2 Address your request to the Head of the Company (CEO)

6.3 Provide sufficient details to enable the Company to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.



7. Prescribed Fees

The following applies to requests (other than personal requests):

7.1. A requester is required to pay the prescribed fees (R50.00) before a request will be processed;


7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid;

7.5 The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

Signed at Grahamstown on the day of 2015.



C De Klerk
Member and Public Officer


Prepared by: The Tax House 31/08/2015