

**UPDATED MANUAL IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT
(ACT NO. 2 OF 2000)**

FOR:

EQUIPAGE INSURANCE BROKERS CC

also referred to herein as “the Corporation”

Registration Number: **1996/011940/23**

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1. INTRODUCTION TO THE PRIVATE BODY (description of main business)

EQUIPAGE INSURANCE BROKERS CC specialises in rendering advice and intermediary services to clients in terms of Short Term Personal and Commercial lines.

2. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

a. Contact Details

Name of Corporation: **EQUIPAGE INSURANCE BROKERS CC**

Principle of Business: **ZELDA DE WIT**

Information Officer: **ZELDA DE WIT**

Physical Address: **40 3 ASH ROAD
KYLAMI, 1684**

Postal Address: **40 3 ASH ROAD
KYLAMI
1684**

Telephone: **087 150 1853**

Fax: **086 607 6803**

E-mail address: **zelda@equipage.co.za**

Website: **www.equipage.co.za**

b. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission. Kindly direct any queries as follows:

**The South African Human Rights Commission:
PAIA UNIT
The Research & Documentation Department**

Postal Address: South African Human Rights Commission
Promotion of Access to Information Act Unit
Private Bag 2700, Houghton 2041

Telephone: +27 11 877 3600 or +27 11 484 8300

Website: www.sahrc.org.za

E-mail addresses: PAIA@sahrc.org.za / info@sahrc.org.za

c. Records available in terms of legislation

- Income Tax Act No 58 of 1962
- Close Corporations Act 69 of 1984
- Value Added Tax Act No 89 of 1991
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act No 75 of 1997
- Short Term Insurance Act No 53 of 1998
- Employment Equity Act No 55 of 1998
- Skills Development Act No 97 of 1998
- Skills Development Levies Act No 9 of 1999
- Unemployment Insurance Act No 63 of 2001
- Unemployment Contributions Act No 4 of 2002
- Promotion of Access to Information Act No 2 of 2000
- Financial Advisory & Intermediary Services Act No 37 of 2002
- Electronic Communications Act 36 of 2005
- Companies Act No 71 of 2008

d. Access to the records held by the private body in question

- i. No records are available without request for access**
- ii. Records that may be requested**

The Corporation holds the information / documents listed herein below:

A. Companies Act Records

- Form CK1
- Minutes of Management Meetings
- Records pertaining to the appointment of members

B. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records (Journals & Ledgers)
- Banking Records (Cheques, EFT records, Deposit slips)
- Bank Statements
- Asset Register

- Invoices

C. Income Tax Records

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Salaries & Wages Records
- Records of payments made to SARS on behalf of employees;
- Workmen's Compensation
- All other statutory compliances:
 - VAT
 - Skills Development Levies
 - UIF
 - Income Tax
 - Provisional Tax

D. Other Personnel Documents & Records

- Employment contracts
- Disciplinary Records
- Salary Records
- SETA Records
- Leave Records
- Training Records
- Job descriptions

E. Licenses & Internal Policies

- Certified copy of FAIS license Certificate
- Compliance Reports submitted to the FSB
- FICA Internal Rules Policy
- Conflicts of Interest Management Policy
- Complaints Resolution Policy
- Compulsory Insurance Schedules

iii. The procedures for requesting access to information

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or e-mail address of the body concerned [s 53(1)].
- The requested must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a); (b) & (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee to the private body:

- The head of the private body 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 [s 54(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court

against the tender or payment of the request fee [s 54(3)(b)]

- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search production, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)]

e. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard to date.

f. Availability of the Manual

- This manual is available for inspection at the offices of the Corporation free of charge
- Copies of the manual are available with the SAHRC

g. Form C and Fees

- Form C and the fees pamphlet can to obtained from the website of the Department of Justice & Constitutional Development
http://www.justice.gov.za/forms/form_paia.htm
<http://www.justice.gov.za/paia/paia.htm>

Signed at _____ on _____

Signature of Principle / Information officer

Name