

P C Finance Research cc

Registration Number 1985/0000022/23

P C Finance Research cc

Manual

In terms of

The Promotion of Access to Information Act

2/2000

(the “Act”)

December 2015

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1. INTRODCUTION

P C Finance Research CC presents workshops and provides an after-workshop service on the topic of Portfolio Management.

2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Members: Carel Petrus Hattingh (Managing member)

Phyllis Elaine Hattingh

Office Manager: Jadely Spear

Postal Address: P O Box 731625, Fairland, 2030

Street Address: 4 Waybern Mews, 48 Johannes Street, Fairland, 2125

Telephone Number: 011 476 3626

Fax Number: 011 476 3627

Email Address: cphat@pcfinance.co.za

3. THE ACT

- 3.1. The ACT grants a requester access to records of the CLOSE CORPORATION 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.
- 3.3. Requesters are referred to the Guide compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional rights.

Postal address: Private Bag 2700, Houghton, 2041
Telephone number: +27-11-484 8300
Fax number: +27-11-484 0582
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

| No. | Ref | Act |
|-----|-----------------|--|
| 1 | No. 61 of 1973 | Companies Act |
| 2 | No. 130 of 1993 | Compensation for Occupational Injuries and Disease Act |
| 3 | No. 55 of 1998 | Employment Equity Act |
| 4 | No. 58 of 1962 | Income Tax Act |
| 5 | No. 66 of 1995 | Labour Relations Act |
| 6 | No. 89 of 1991 | Value Added Tax Act |
| 7 | No. 75 of 1997 | Basic Conditions of Employment Act |
| 8 | No. 9 of 1999 | Skills Development Act |
| 9 | No. 2 of 2000 | Promotion of Access of Information Act |
| 10 | No. 63 of 2001 | Unemployment Insurance Act |

5. ACCESS TO RECORDS AND AVAILABILITY

| Records | Subject | Availability |
|----------------|-----------------------------|---------------------------------|
| Public Affairs | Public Product Information | Freely available on website |
| | Public Corporate Records | Freely available on website |
| | Media Releases | Freely available on website |
| Financial | Financial statements | Not required to disclose |
| | Financial and tax records | Not required to disclose |
| | Asset register | Not required to disclose |
| | Management accounts | Not required to disclose |
| Marketing | Market information | Limited availability on website |
| | Public customer information | Limited availability on website |
| | Product brochures | |
| | Owner manuals | |
| | Field records | Limited availability on website |
| | Product sales records | Limited availability on website |
| | Marketing strategies | Limited availability on website |
| | Customer database | Limited availability on website |

6. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address.
- The form must: provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester, indicate which form of access is required, specify a postal address or fax number of the requester in the Republic, identify the right that the requester 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, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

7. PRECRIBED FEES

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

- 7.1. A requestor 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 lender/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.