

27four Group

Promotion of Access to Information Act manual

27four
Group

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1 INTRODUCTION

1.1 27four Group comprises the following entities:

- 27four Holdings (Pty) Ltd (2011/001661/07)
- 27four Life Limited (2004/014436/06)
- 27four Investment Managers (Pty) Ltd (2007/006556/07)
- 27four Wealth (Pty) Ltd (2013/121530/07)
- 27four Collective Investments (RF) (Pty) Ltd (2015/291620/07)

2 COMPANY CONTACT DETAILS (Section 51(1)(a))

- 2.1 Information Officer: Kobus Botha
- 2.2 Postal Address: PO BOX 52156, Saxonwold,
Gauteng,
2132
- 2.3 Street Address: Firestation Rosebank, Fifth Floor,
16 Baker Street, Rosebank,
Johannesburg,
2196
- 2.4 Telephone Number: +27 (0)11 442 2464
- 2.5 Email: kobus@27four.com
- 2.6 Website: www.27four.com

3 ACCESS TO RECORDS (Section 51(1)(b))

- 3.1 The Promotion of Access to Information Act ("PAIA"), grants a requester access to certain records of a private body if the said records are required to exercise or protect any rights of the requester. Should a public body lodge such a request, it must be acting in the public interest.
- 3.2 Any request for information in terms of PAIA, must be made in accordance with the prescribed form and manner, at the rates provided. The prescribed form and manner and the tariff are dealt with in section 6 and 7.
- 3.3 The South African Human Rights Commission (SAHRC) has compiled and published a useful guide in terms of section 10 of PAIA, containing valuable information for the purposes of exercising any right in terms of PAIA.
- 3.4 The guide is made available in all official languages on the website of the SAHRC at the following URL:
<https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>
- 3.5 The contact details of the SAHRC are as follows:
Postal Address: : Private Bag 2700, Houghton, 2041
Telephone Number : 011 877 3600
Fax Number : 011 403 0625
Website : www.sahrc.org.za

4 RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51(1)(c))

- 4.1 Basic Conditions of Employment Act, 75 of 1997
- 4.2 Collective Investments Schemes Control Act 45 of 2002
- 4.3 Companies Act, 71 of 2008
- 4.4 Consumer Protection Act No. 68 of 2008
- 4.5 Electronic Communications Act No. 36 of 2005
- 4.6 Compensation for Occupational Injuries and Health Diseases Act, 130 of 1993
- 4.7 Copyright Act, 98 of 1978
- 4.8 Employment Equity Act, 55 of 1998
- 4.9 Financial Advisory and Intermediary Services Act, 37 of 2002
- 4.10 Financial Institutions (Protection of Funds) Act No. 28 of 2001
- 4.11 Financial Intelligence Centre Act, 38 of 2001
- 4.12 Financial Markets Act No. 19 of 2012
- 4.13 Financial Sector Regulation Act 9 of 2017
- 4.14 Income Tax Act, 95 of 1967
- 4.15 Labour Relations Act, 66 of 1995
- 4.16 Occupational Health & Safety Act, 85 of 1993
- 4.17 Pension Funds Act No. 24 of 1956
- 4.18 Prevention of Organised Crime Act No. 121 of 1998
- 4.19 Protection of Personal Information Act No. 4 of 2013
- 4.20 Skills Development Act, 9 of 1999
- 4.21 Skills Development Levies Act No. 9 of 1999
- 4.22 Unemployment Contributions Act No.4 of 2002
- 4.23 Unemployment Insurance Act, 63 of 2001
- 4.24 Value Added Tax Act, 89 of 1991

5 SCHEDULE OF RECORDS (Section 51 (1)(d))

5.1 Records that are available without having to submit a request in terms of PAIA:

- 5.1.1 Marketing material
- 5.1.2 Pamphlets

5.2 Records that must be requested in terms of PAIA:

5.2.1 Company records

- 5.2.1.1 Memorandum of Incorporation
- 5.2.1.2 Minutes of Board of Directors meetings
- 5.2.1.3 Records relating to the appointment of directors/ auditor/secretary/public officer and other officers
- 5.2.1.4 Share Register and other statutory registers

5.2.2 Financial records

- 5.2.2.1 Annual Financial Statements
- 5.2.2.2 Tax Returns
- 5.2.2.3 Accounting Records
- 5.2.2.4 Banking Records
- 5.2.2.5 Asset Register
- 5.2.2.6 Rental Agreements
- 5.2.2.7 Invoices

5.2.3 Income Tax records

- 5.2.3.1 PAYE Records
- 5.2.3.2 Documents issued to employees for income tax purposes
- 5.2.3.3 Records of payments made to SARS on behalf of employees
- 5.2.3.4 Regional Services Levies
- 5.2.3.5 Skills Development Levies
- 5.2.3.6 UIF
- 5.2.3.7 Income Tax
- 5.2.3.8 Provisional Tax

5.2.4 Human Resource records

- 5.2.4.1 Employment contracts
- 5.2.4.2 Employment Equity Plan
- 5.2.4.3 Medical Aid records
- 5.2.4.4 Pension Fund records
- 5.2.4.5 Disciplinary records
- 5.2.4.6 Salary records
- 5.2.4.7 Disciplinary code
- 5.2.4.8 Leave records
- 5.2.4.9 Training records
- 5.2.4.10 Training Manuals

6 FORM OF A REQUEST FOR INFORMATION (Section 51(1)(e))

- 6.1 A requester must use the prescribed form "Form C" (Annexure 1) to request access to the information as per 5.2. above.
- 6.2 Form C can also be downloaded from the following URL: http://www.justice.gov.za/forms/form_paia.htm
- 6.3 The request must be addressed to the responsible person as indicated in section 2.
- 6.4 The requester must provide sufficient detail on Form C to enable the contact person of the company to establish who is requesting the said information as well as what information is being requested and in what format.
- 6.5 The requester must provide sufficient detail in respect of his/her contact details and if the requester wishes to be informed of the decision of the company in any manner (in addition to written) the manner and particulars thereof.
- 6.6 Lastly, 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.
- 6.7 After the company has decided on the request, the requester must be notified in the required form.
- 6.8 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hour to search and prepare the record for disclosure.

7 PRESCRIBED FEES (Section 51(1)(f))

- 7.1 A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee.
- 7.2 Every other requester, who is not a personal requester, must pay the required request fee, as prescribed from time to time.
- 7.3 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). 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 fees can be downloaded from the following URL:
- 7.6 <https://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

8 AVAILABILITY OF THE MANUAL (Section 51(3))

- 8.1 This manual is available for inspection at the offices of the company free of charge upon prior arrangement with the said contact person of the company as per section 2.
- 8.2 A copy is also made available on the website of the company.

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:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

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

Reason for exemption from payment of fees:

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F. Form of access to record

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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(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.	
(c) 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 the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*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.	YES	NO
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G. Particulars of right to be exercised or protected

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. 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:

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H. Notice of decision regarding request for access

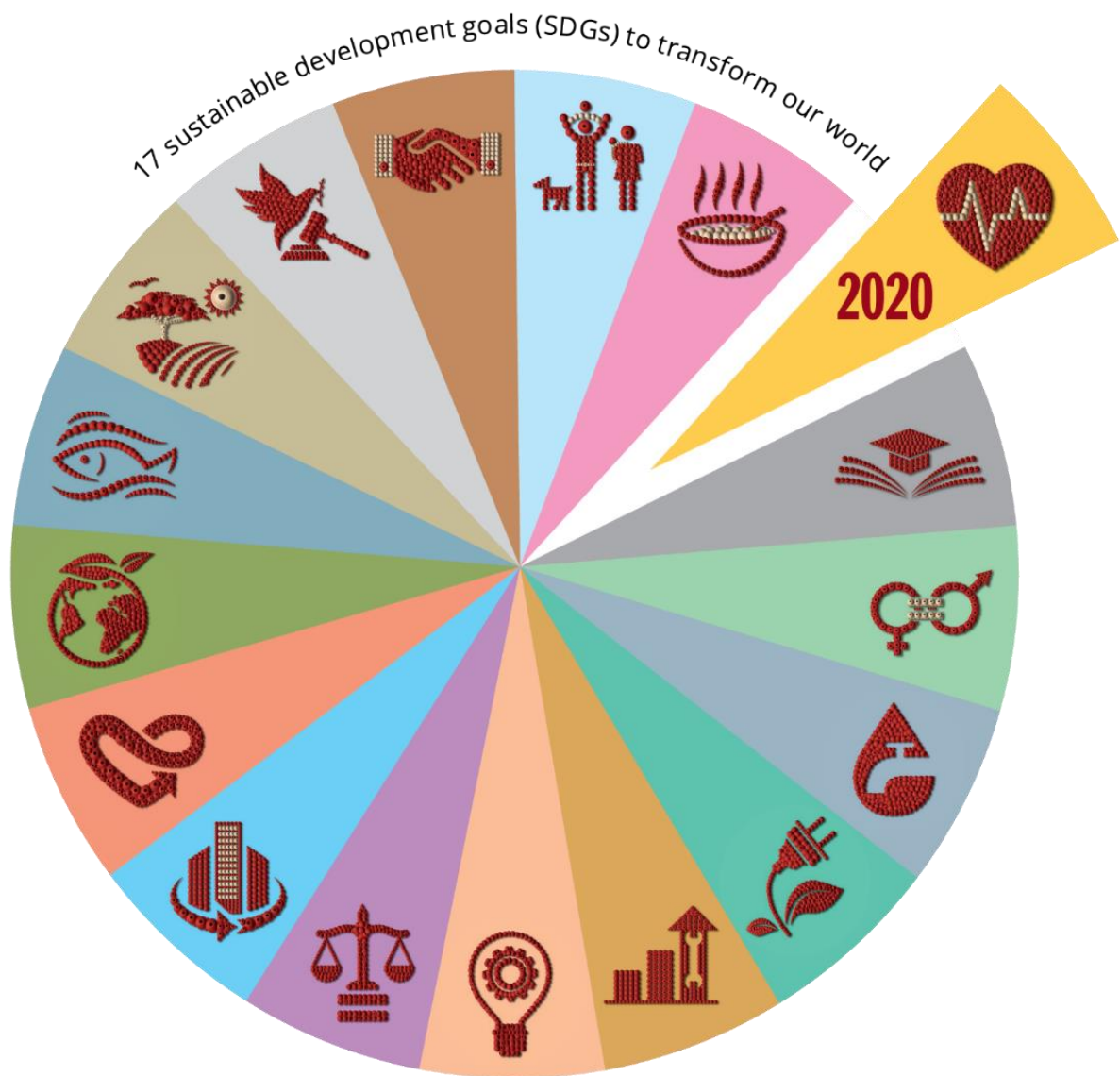
You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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

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Signed at this day..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE



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