

MANUAL COMPILED IN TERMS OF SECTION 51

OF

THE PROMOTION OF ACCESS TO INFORMATION ACT

2 OF 2000

MUNRO FORENSIC ACTUARIES

2013/188106/07

INDEX

1. Introduction
2. Our contact details
3. Guideline in terms of Section 10 of the Act
4. Applicable Legislation
5. Schedule of Records
6. Form of Request
7. Grounds of Refusal
8. Description of remedies available in respect of an act or failure to act by the Company
9. Prescribed Fees

1. Basic Introduction

Munro Forensic Actuaries is a private company incorporated in terms of the Companies Act 71 of 2008. Its primary business focus is the provision of forensic actuarial services.

2. Our contact details

Director

Director: Alan Berning

The Information Officer

Rowan Haarhoff

Postal Address: Office 4, Office On The Beach

3 Lagoon Beach Drive, Milnerton

Cape Town

7441

Street Address: Office 4, Office On The Beach

3 Lagoon Beach Drive, Milnerton

Cape Town

7441

Telephone Number: 021 551 4609

Fax Number: 086 686 0676

E-mail: actuary@munrofa.com

3. The Act

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 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

The private body is obliged to hold certain records in terms of the following legislation:

- The Basic Conditions of Employment Act 75 of 1997
- The Companies Act 71 of 2008
- The Companies Act 61 of 1973
- The Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Value Added Tax Act 89 of 1991
- The Protection of Private Information Act 4 of 2013

5. Schedule of Records

Automatically available information

The private body does not have any automatically available information and as such all requests must be made in accordance with the Act. The private company does have a website which may be viewed at: www.munrofa.com

Records	Subject	Availability
Companies Act Records	<ul style="list-style-type: none">• Documents of Incorporation• Memorandum of Incorporation• Minutes of Board Meetings• Records relating to the appointment of Directors and other officers• Share Register and other statutory registers	Available on request in terms of the Act

Financial Records	<ul style="list-style-type: none"> • Agreements • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records, • Bank Statements, Paid Cheques and Electronic Banking Records • Debtors/Creditors statements and Invoices • Invoices • Rental Agreements 	Available on request in terms of the Act
Income Tax Records	<ul style="list-style-type: none"> • Pay as you earn records • Documents issued to employees for Income Tax Purposes • Records of Payments made to SARS on behalf of employees • All other statutory compliances: <ul style="list-style-type: none"> ➤ VAT ➤ Regional Services Levy ➤ Skills Development Levy ➤ UIF 	Available on request in terms of the Act
Personal Records	<ul style="list-style-type: none"> • Address Lists • Employment contracts • Disciplinary Procedures and Records • Leave Records • Personal Information • Salary Records • SETA Records • Training Records • Training Manuals 	Available on request in terms of the Act
Sales Department	<ul style="list-style-type: none"> • All customer details • Credit information 	Available on request in terms of the Act

	<ul style="list-style-type: none"> Information and records provided by a third party 	
Marketing Department	<ul style="list-style-type: none"> Advertising and Promotional material 	Available on request in terms of the Act
Corporate Social Responsibility (CSR)	<ul style="list-style-type: none"> CSR schedule of projects/record of organisations that receive funding; Reports, books, publications and general information related to CSR spend; Records and contracts of agreement with funded organisations. 	Available on request in terms of the Act

6. Form of request

To facilitate the processing of your request, kindly;

6.1 Use the prescribed form, available on the website of the Department of Justice <https://www.justice.gov.za/inforeg/docs/forms/InfoRegSA-PAIA-Form02-Reg7.pdf> or use the FORM 2 attached

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, power of attorney);
- (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. Grounds of Refusal

All requests properly submitted as provided for in PAIA are considered but may be refused, *inter alia*, on the following grounds:

- Privacy
- Privilege
- Confidentiality of client records
- Trade secrets
- Copyright
- Protected Information Technology
- Unreasonable nature of the request
- Vexatious or frivolous request

8. Description of remedies available in respect of an act or failure to act by the Company

If a request for information in terms of PAIA has been refused by the Company, the requester may, within 60 days, and in the prescribed form and against payment of the prescribed fee, lodge an internal appeal against the decision of the Information Officer in accordance with the provisions of S75 of PAIA.

9. Prescribed fees

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

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

9.2 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);

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

9.4 Records may be withheld until fees have been paid.

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

DATED AT CAPE TOWN ON THIS THE 1st DAY OF JUNE 2021

A handwritten signature in black ink, appearing to read 'R. Haasheff', is written above a horizontal line.

THE BUSINESS MANAGER

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable):</i>			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS
(Mark the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer