



E & C CONSULTANTS CC T/A

FSP: 13433



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## **E & C CONSULTANTS**

### **MANUAL**

**in terms of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

**MAY 2015**

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## 1. INTRODUCTION

**E & C CONSULTANTS** conducts business as an Insurance Broker. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our E & C CONSULTANTS licence number is E & C CONSULTANTS # 13433

## 2. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

E & C CONSULTANTS	
Office Manager	JAROLDINE PRINSLOO
Postal Address	BOX 1214 LOUIS TRICHARDT
Street Address	26 HLANGANANI STREET LOUIS TRICHARDT
Telephone Number	015 516 4220
Fax Number	0866756133
E-mail	STANDARD@LANTIC.NET

## 3. THE ACT

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

## 4. APPLICABLE LEGISLATION

<u>Ref</u>	<u>Act</u>
No 98 of 1978	Copyright Act
No 55 of 1998	Employment Equity Act
No 95 of 1967	Income Tax Act
No 66 of 1995	Labour Relations Act
No 89 of 1991	Value Added Tax Act
No 37 of 2002	Financial Advisory and Intermediary Services Act
No 75 of 1997	Basic Conditions of Employment Act
No 53 of 1998	Short Term Insurance Act
No 25 of 2002	Electronic Communications and Transactions Act

No 2 of 2000	Promotion of Access of Information Act
No 30 of 1996	Unemployment Insurance Act
No 38 of 2001	Financial Intelligence Centre Act
No 58 of 1998	LongTerm Insurance Act

## **5. ACCESS TO RECORDS AND AVAILABILITY**

The head of **E & C CONSULTANTS** – EMIL SIMON

(a) must, during office hours and upon request, make available for public inspection a copy of the manual;

(b) may not charge a fee for a public inspection referred to in paragraph (a); and

(c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph(a), charge the fee prescribed in Item 1 of Part III of Annexure A and the actual postage if a copy must be posted.”.

### **Records**

#### **PUBLIC AFFAIRS**

- Public Product Information
- Public Corporate Records
- Media Releases

#### **COMPANIES ACT RECORDS**

1. Documents of incorporation
2. Memorandum and Articles of Association
3. Records relating to the appointment of members and other officers
4. Member Register and other statutory registers

#### **FINANCIAL RECORDS**

1. Annual Financial Statements
2. Tax Returns
3. Accounting Records
4. Banking Records
5. Bank Statements
6. Paid Cheques
7. Electronic banking records
8. Asset Register
9. Rental Agreements
10. Invoices

#### **INCOME TAX RECORDS**

1. PAYE Records
2. Documents issued to employees for income tax purposes
3. Records of payments made to SARS on behalf of employees
4. All other statutory compliances:
  - UIF

## **PERSONNEL DOCUMENTS AND RECORDS**

1. Employment contracts
2. Employment Equity Plan (if applicable)
3. Pension Fund records
4. Disciplinary records
5. Salary records
6. SETA records
7. Disciplinary code
8. Leave records
9. Training records
10. Training Manuals

## **MARKETING**

1. Market Information
2. Public Customer Information:
  - a. Product Brochures
  - b. Owner Manuals
3. Field Records
4. Performance Records
5. Product Sales Records
6. Marketing Strategies
7. Customer Database

## **SUBJECTS ON WHICH RECORDS ARE KEPT–**

Clients / Policyholders / Service Providers and Product Suppliers of E & C  
CONSULTANTS

### **Products and Services:**

Long-term insurance products, Retirement annuities, Pension Funds  
Savings products, Trust services, Investment and risk products to groups and schemes.

All these records are kept in terms of legislation applicable to any of the above products or services and the Financial Services Industry in general

## **6. FORM OF REQUEST**

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,
- If 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. PRESCRIBED 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 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](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

Signed on this day 28<sup>TH</sup> OF MAY 2015




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Name: JAROLDINE PRINSLOO  
Head of Name of **E & C CONSULTANTS**