

Registration Number: 2010/095956/23

PRIDE INSURANCE ADMINISTRATOR CC

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. Introduction to your company and the type of business:

PRIDE INSURANCE ADMINISTRATOR CC

2. Contact Details **(Section 51 (1) (a))**

3. The ACT and Section 10 Guide **(Section 51(1) (b))** please note that this clause is mandatory to be included in all S 51 manuals as is.

4. Applicable Legislation **(Section 51 (1) (c))**

5. Schedule of Records **(Section 51 (1) (d))**

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1. INTRODUCTION

PRIDE INSURANCE ADMINISTRATOR CC conducts business insurance administration.

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

Persons designated/duly authorised persons:

Members: Mr. AJ Holtzhausen

Mr. SJ Burger

Information Officer: Mr. AJ Holtzhausen

Postal Address: PO Box 15458 Panorama 7506

Street Address: 5 Gert Kotze Street Brackenfell 7560

Telephone Number: 021 – 981 8406

021- 930 5666

Fax Number: 021 – 930 8422

082 561 3577

Email: joan@prismcon.co.za

felecia@prideadmin.co.za

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3. THE ACT (Section 51(1) (b))

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 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 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
E-mail: paia@sahrc.org.za

4. APPLICABLE LEGISLATION (Section 51 (1) (c)).

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 55 of 1998	Employment Equity Act
2	No 95 of 1967	Income Tax Act
3	No 66 of 1995	Labour Relations Act
4	No 75 of 1997	Basic Conditions of Employment Act
5	No 69 of 1984	Close Corporations Act
6	No 25 of 2002	Electronic Communications and Transactions Act
7	No 2 of 2000	Promotion of Access of Information Act
8	No 30 of 1996	Unemployment Insurance Act
9	No 37 of 2002	Financial Advisors and Intermediary Services Act
10		
11		
12		

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5. Schedule of Records (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none">• Public Corporate Records• Media Releases	Freely available on web site www.prideadmin .co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Close Corporation - Request in terms of PAIA.
Marketing	<ul style="list-style-type: none">• Market Information	Limited Information available on web site. (see above)

6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

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, proof of capacity);
- (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.

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

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.

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