

PAIA Manual

Effective date: 1 May 2017

Prepared in accordance with Section 51 of the
Promotion of Access to Information Act No. 2 of 2000

Part I: Particulars of the Private Body

(Information required under section 51(1)(a) of the Act):

1.1 Name of the Body	RealFin Collective Investment Schemes (RF) Proprietary Limited
1.2 Head of the Body	Cornelis Batten
1.3 Information Officer	Claire Carpenter
1.4 Postal Address	Suite 25 Private Bag X16 Constantia 7848
1.5 Street Address	1st Floor Silverberg Terrace Steenberg Office Park Silverwood Close Tokai Cape Town
Telephone number	021 701 3777
Fax number	n/a
Web Address	www.realfin.co.za
Contact details of Information Officer	021 701 3777

Part II - Description and Access to the Guide

(Information required under section 51(1)(b) of the Act):

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, inter alia at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, Cnr York and St Andrews Street, Parktown and on its website at www.sahrc.org.za.



Part III - Voluntary Disclosure and Automatic Availability of Certain Records

(Copy of notice, if any, required under section 51(1)(c) of the Act):

At this stage no notice(s) has/ have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

Part IV - Records available in accordance with any other legislation

1. (Information required under section 51(1)(d) of the Act):
2. Basic Conditions of Employment No. 75 of 1997
3. Companies Act No. 71 of 2008
4. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
5. Employment Equity Act No. 55 of 1998
6. Financial Advisory and Intermediary Services Act No. 37 of 2002
7. Financial Intelligence Centre Act 38 of 2001
8. Financial Services Board Act No. 97 of 1990
9. Income Tax Act No. 58 of 1962
10. Labour Relations Act No. 66 of 1995
11. Occupational Health & Safety Act No. 85 of 1993
12. Skills Development Levies Act No. 9 of 1999
13. Skills Development Act No. 97 of 1998
14. Unemployment Contributions Act No. 4 of 2002
15. Unemployment Insurance Act No. 63 of 2001
16. Value Added Tax Act No. 89 of 1991

Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

Methods of Access to Manual

1. Government Gazette to be published
2. Human Rights Commission – a copy will be made available to the Commission
3. RealFin Collective Investment Schemes (RF) Proprietary Limited web page: www.realfin.co.za
4. The RealFin Collective Investment Schemes (RF) Proprietary Limited web page is accessible to anyone who has access to the Internet.
5. Subjects and categories of records held
6. Companies Act records
7. Documents of incorporation
8. Memorandum and Articles of Association
9. Minutes of Board of Director's meetings
10. Records relating to the appointment of Directors/auditor/ secretary/ public officer and other officers
11. Share register and other statutory registers
12. Financial records
13. Annual Financial Statements
14. Tax returns
15. Accounting records
16. Banking records
17. Invoices
18. Other commercial and legal
19. Contracts and Agreements
20. Property Leases and Agreements
21. Human Resources
22. Employees Personnel Information
23. Educational Background



24. Training and Development
25. Salaries and Wages
26. Contracts and Agreements
27. Employment Equity
28. Health & Safety
29. Policies
30. Accidents and Incidents Reports

Details on how to make a request for access: Section 51(e)

1. The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
2. The form must be submitted to the head of the private body at his/ her address, fax number or email address.
3. The form must;
4. Provide sufficient particulars to enable the head of the private body to identify the record(s) requested and to identify the requester;
5. Indicate which form of access is required;
6. Specify a postal address or fax number of the requester in the Republic;
7. 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;
8. 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 such manner and the necessary particulars to be informed in the other manner;
9. 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.

Request For Access To Record Of Private Body

(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

Particulars of private body

The Head: _____

Particulars of person requesting access to the record

The particulars of the person who requests access to the record must be given below.

The address and/or fax number in the Republic to which the information is to be sent must be given.

Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____



Capacity in which request is made, when made on behalf of another person:

Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

Particulars of record

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 folio and attach it to this form. The requester must sign all the additional folios.

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

Fees

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.

You will be *notified* of the amount required to be paid as the request fee.

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.

If you qualify for exemption *of* the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____