



MANUAL PREPARED IN TERMS OF SECTION 51

of

The Promotion of Access to Information Act 2 of 2000 (hereinafter referred to as the "Act") for assistance in requesting information

from:

Axiomatic Consultants CC

Registration: 2003/027265/23

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Introduction

The Promotion of Access to Information Act ("the Act") was enacted to give effect to the constitutional right of access to information, held by any public or private body, which is required for the exercise or protection of any rights. The Act sets out procedures to be followed when requesting information, after which the requested information must be released, unless the Act specifically provides that it is privileged.

The manual is designed to assist potential requesters with the procedure to be followed when requesting information from Axiomatic Consultants, as contemplated in the Act. It may be amended from time to time, and such amendments will be published.

Axiomatic Consultants is a Financial Services Board authorised Financial Services Provider.

In terms of the FAIS Act the company carries the license number 8799. The Company specialises in furnishing a diverse range of services relating to employee benefits, strategic remuneration consulting, total rewards strategy, strategy consulting, HRIS solutions and pan-African payroll.

Contact details for the head of the company

Name of private body: Axiomatic Consultants CC

Directors and Information Officer:

- Hazel Hopkins (Director)
- Brett Hopkins (Director and Information Officer)
- Grayson Hopkins (Director)

Physical Address: 4th Floor
82 Grayston Drive
Sandton
South Africa

Postal Address: P.O. Box 457
Strathavon
2031

Telephone Number: +27 11 784 9048

Fax Number: 086 5138 632

Email Address: Brett@axiomatic.co.za

Website Address: www.axiomatic.co.za



Description of guide in terms of section 10 of the act

In terms of section 10 of the Act, a guide will be compiled by the South African Human Rights Commission ("the SAHRC") containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The contact details of the SAHRC are as follows:

Address: PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton 2041

Telephone Number: +27 11 484 8300
Fax Number: +27 11 484 0582
Email Address: PAIA@sahrc.org.za
Website Address: www.sahrc.org.za

Information available in terms of other legislation (Section 51(1) (d)).

Axiomatic Consultants keeps records in accordance with other legislation including, but not limited to, the following:

- Financial Intelligence Centre Act (38 of 2001)
- Financial Advisory and Intermediary Services Act (37 of 2002)

A FULL LIST IS AVAILABLE IN ANNEXURE C attached to the Manual.

Information forming part of the record (Section 51(1) (e)).

Administration and management

- Statutory records
- Administrative records
- Risk, security and insurance records
- Commercial contracts

Finance

- Accounting records
- Creditor's and debtor's records
- Taxes and levies records
- Operational expenditure records
- Financial statements
- Asset inventories



Clients

- Client database
- Client service records
- Client accounts
- Client files

Personnel

- Personal Records
- Conditions of employment
- Evaluation records
- Correspondence
- Training Material

Information technology

- Infrastructure and systems

Accessing a record held by Axiomatic Consultants

- The request must be made to the head of Axiomatic Consultants at the above contact details.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and regulations as shown in Annexure 1.
- The requester must provide sufficient detail on the request form to enable the head of Axiomatic Consultants to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she 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 a request is made on behalf of a person, the requester must then submit proof of the capacity in which the request is being made.
- The head of Axiomatic Consultants must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before processing the request. The prescribed fee is in the Regulations of the Act.
- The head of Axiomatic Consultants will then make a decision in accordance with the provisions of the Act as well as the Service Level Agreements in place between Axiomatic Consultants and it's clients, which may not be contravened whether to grant the request or not and notify the requester of the decision.
- If the request is granted, a further fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- Legal remedies are available to a requester who believes that there has been a failure to comply with the Act. The requester may lodge an appeal or an application to court.
- Section 54 of the Act provides for a private body to require a request fee to be paid by a requester before processing a request. Information in regard to the fees payable is set out in Annexure 2.



- Failure to fully complete the prescribed form will result in delaying the process while the company requests further information.

Availability of the manual.

Axiomatic Consultants manual is available for inspection free of charge at the registered address of the Company. A copy of the manual is also available from SAHRC.

Information available without having to request access (Section 51(1) (c)).

Axiomatic Consultants web site: www.axiomatic.co.za is available to anyone with access to the Internet.

Contact details:

The Compliance Officer

Jan H Scholtz

Tel 0860 273 783

jan@compliserve.co.za



ANNEXURE 1

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]

A. Particulars of private body

The Head/Designated Person: _____

B. Particulars of person requesting access to the record

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

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

c. 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:

C. 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: _____

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 attaché it to this form. The requester must sign all the additional folios.



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.

F. 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?

Signed at _____ this the ____ day of _____ 2015

WITNESS:

1. _____

2. _____

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



ANNEXURE 2

Applicable PAIA Fees

Number	Description	Cost
1	The request fee payable by a requester, other than a personal requester	R50.00
2	The access fees payable by a requester are as follows: For every photocopy of an A4-size page or part thereof	R1.10
3	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
4	For a copy in a computer-readable form on compact disc or DVD	R70.00

To search for and prepare the requested record, R30.00 for each hour or part of an hour, excluding the first hour, reasonably required for search and preparation.

Six hours as the hours to be exceeded before a deposit is payable; and One third of the access fee is payable as a deposit by the requester.



ANNEXURE 3

LIST OF APPLICABLE LEGISLATION, REGULATIONS, CODES, STANDARDS, RULES, DIRECTIVES, CHARTERS, CIRCULARS AND NOTES:

Investment Management, advice and administration

1. Financial Advisory and Intermediary Services Act 37 of 2002
2. Financial Institutions (Protection of Funds) Act 28 of 2001
3. Financial Intelligence Centre Act 38 of 2001
4. Financial Services Board Act 97 of 1990
5. Financial Services Ombud Schemes Act 37 of 2004
6. FSB Directives and Circulars (Not legislation)

Employer-Employee

1. Basic Conditions of Employment Act 57 of 1997
2. Compensation for Occupational Injuries and Diseases Act 130 of 1993
3. Employment Equity Act 55 of 1998
4. Labour Relations Act 66 of 1995
5. Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
6. Protected Disclosures Act 26 of 2000
7. Skills Development Act 97 of 1998
8. Skills Development Levy Act 9 of 1999
9. Unemployment Insurance Act 63 of 2001
10. Unemployment Insurance Contributions Act 4 of 2002

Revenue

1. Income Tax Act 58 of 1962
2. SARS Director Circulars and Notes
3. Value Added Tax Act 89 of 1991

General

1. Broad-based Black Economic Empowerment Act 53 of 2003 and Financial Services Charter
2. Companies Act 71 of 2008
3. Competitions Act 89 of 1998
4. Constitution of RSA Act 108 of 1996



5. Consumer Affairs (Unfair Business Practices) Act 71 of 1988
6. Copyright Act 98 of 1978
7. Electronic Communications and Transactions Act 25 of 2002
8. Insolvency Act 24 of 1936
9. King Code of Conduct for Corporate Governance (not legislation)
10. Prevention and Combating of Corrupt Activities Act 12 of 2004
11. Prevention of Organised Crime Act 121 of 1998
12. Promotion of Access to Information Act 2 of 2000
13. Promotion of Administrative Justice Act 3 of 2000
14. Protection of Personal Information Bill

