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)
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: info@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
- Administrational 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 its 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
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: ________________________________ Telephone number: ________________
Fax 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 attach 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 ____________ 20___

WITNESS:
1. __________________________
2. __________________________

________________________

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE
### ANNEXURE 2

**Applicable PAIA Fees**

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

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
4. Labour Relations Act 66 of 1995
6. Protected Disclosures Act 26 of 2000
7. Skills Development Act 97 of 1998
10. Unemployment Insurance Contributions Act 4 of 2002

Revenue
1. Income Tax Act 58 of 1962
2. SARS Director Circulars and Notes

General
2. Companies Act 71 of 2008
3. Competitions Act 89 of 1998
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
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