

## PROMOTION OF ACCESS TO INFORMATION ACT

### (ACT 2 OF 2000)

## SECTION 51 MANUAL FOR GUARANTEE PLACINGS PTY LTD

### Introduction to Guarantee Placings Pty Ltd

This private body is an authorised financial services provider that provides financial advice and renders intermediary services to clients on financial products under a license issued in terms of the Financial Advisory and Intermediary Services Act, Act 37 of 2002.

### PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

#### 1. Contact details

**Name of business:** Guarantee Placings (Pty) Ltd  
**Designated person:** Andre Coetzee  
**Street address:** 250 Tuohyvale Road Muldersdrift Roodepoort  
**Postal address:** PO Box 4913 Randburg 2125  
**Telephone number:** 011 789 6870  
**E-mail address:** andre@gteeplace.co.za

#### 2. The section 10 Guide on how to use the Act

The guide is available on the website of the SAHRC.  
The Guide is also available from the South African Human Rights Commission. Please direct any queries to:

**The South African Human Rights Commission**  
**PAIA Unit**  
**The Research and Documentation Department**  
**Private Bag 2700**  
**Houghton**  
**2041**

Telephone: +27 11 877 3600  
Fax: see SAHRC website for regional offices details  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

### 3. Records available in terms of any other legislation

**Basic Conditions of Employment Act No. 75 of 1997**

Collective Investments Schemes Control Act No. 45 of 2002

**Companies Act No. 71 of 2008**

**Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993**

**Consumer Protection Act No. 68 of 2008**

**Employment Equity Act No. 55 of 1998**

**Financial Advisory and Intermediary Services Act No. 37 of 2002**

**Financial Intelligence Centre Act No. 38 of 2001**

Financial Institutions (Protection of Funds) Act No. 28 of 2001

**Financial Services Board Act No. 97 of 1990**

**Financial Services Ombud Schemes Act No. 37 of 2004**

Friendly Societies Act No. 25 of 1956

Income Tax Act No. 58 of 1962

Insurance Laws Amendment Act No. 27 of 2008

Labour Relations Act No. 66 of 1995

**Long-term Insurance Act No. 52 of 1998**

Medical Schemes Act No. 131 of 1998

Occupational Health and Safety Act No. 85 of 1993

Pension Funds Act No. 24 of 1956

Prevention of Organised Crime Act No. 121 of 1998

Protection of Constitutional Democracy against Terrorist and Related Activities Act No. 33 of 2004

Security Services Act No. 36 of 2004

Short Term Insurance Act No. 53 of 1998

**Skills Development Act No. 97 of 1998**

**Skills Development Levies Act No. 9 of 1999**

**Unemployment Contributions Act No. 4 of 2002**

**Unemployment Insurance Act No. 63 of 2001**

Value Added Tax Act No. 89 of 1991

### 4. Access to the records held by the private body

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2):

Not applicable. Some brochures, pamphlets and documents related to the business of the private body are available without cost.

ii. Records that may be requested:

Administration:

- License of product categories
- Minutes of management meetings
- Minutes of staff meetings
- Correspondence

Human Resources:

- Employment contracts
- Mandates
- Policies and procedures
- Training
- Remuneration and benefits policies and records

Operations:

- Production records
- Compliance manual – FAIS
- Compliance reports
- Complaints procedures
- Contractual agreements with suppliers
- Procedures manual - FICA
- Records of advice
- Register of key individuals
- Register of representatives
- Register of non-compliance
- Record of continued compliance by representatives
- Register of premature cancellation of products
- Clients register

Finances:

- Accounting and audit records
- Financial statements
- Assets inventory

iii The request procedures:

**Form of request: (ANNEXURE A)**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected 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 another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

**Fees: (ANNEXURE B)**

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

**5. Other information as may be prescribed**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**6. Availability of the PAIA manual**

The manual is available for inspection at the offices of the relevant private body free of charge.

Copies are also available with the SAHRC and on the private body's website (if any).