

**NGENIOUS BUSINESS SOLUTIONS (PTY) LTD**

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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**1. INTRODUCTION**

Ngenious Business Solutions (Pty) Ltd conducts business as Short Term Insurance Brokers. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 46891.

**2. COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

Directors:	Phillip Wiggett (Managing Director) Grant Small (Director)
Administration Assistant	Ronette Coetzee
Short Term Broker	Andrew Wiggett
Short Term Broker	Edwin McCarter
Postal Address:	P.O. Box 2239, Jukskei Park, 2153
Street Address:	57 Hartshorne Street, Rynfield, Benoni, 1501
Telephone Number:	011 760 2124
E-mail address:	<a href="mailto:phillip@ngenious.co.za">phillip@ngenious.co.za</a> <a href="mailto:grant@ngenious.co.za">grant@ngenious.co.za</a>
Website:	<a href="http://www.ngenious.co.za">www.ngenious.co.za</a>

**3. THE ACT**

- 3.1** The ACT grants a requester access to records of the 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.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. 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:

**4. APPLICABLE LEGISLATION**

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

## **5. ACCESS TO RECORDS AND AVAILABILITY**

The head of Ngenious Business Solutions (Pty) Ltd -

- (a) must, during office hours and upon request, make available for public inspection a copy of the manual;
- (b) may not charge a fee for a public inspection referred to in paragraph (a); and
- (c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph(a), charge the fee prescribed in Item 1 of Part III of Annexure A and the actual postage if a copy must be posted.”.

### **Records**

#### **PUBLIC AFFAIRS**

- Public Product Information
- Public Corporate Records
- Media Releases

#### **COMPANIES ACT RECORDS**

1. Documents of incorporation
2. Memorandum and Articles of Association
3. Minutes of Board of Directors meetings
4. Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
5. Share Register and other statutory registers

#### **FINANCIAL RECORDS**

1. Annual Financial Statements
2. Tax Returns
3. Accounting Records
4. Banking Records
5. Bank Statements
6. Electronic banking records
7. Asset Register
8. Rental Agreements
9. Invoices

#### **INCOME TAX RECORDS**

1. PAYE Records
2. Documents issued to employees for income tax purposes
3. Records of payments made to SARS on behalf of employees
4. All other statutory compliances:

- o VAT
- o Regional Services Levies
- o Skills Development Levies
- o UIF
- o Workmen's Compensation

**PERSONNEL DOCUMENTS AND RECORDS**

1. Employment contracts
2. Employment Equity Plan (if applicable)
3. Disciplinary records
4. Salary records
5. SETA records
6. Disciplinary code
7. Leave records
8. Training records
9. Training Manuals

**MARKETING**

1. Market Information
2. Public Customer Information:
  - a. Product Brochures
  - b. Owner Manuals
3. Product Sales Records
4. Customer Database

**SUBJECTS ON WHICH RECORDS ARE KEPT-**

Clients / Policyholders / Service Providers and Product Suppliers of Ngenious Business Solutions (Pty) Ltd.

**Products and Services:**

Short Term Insurance insurance products and information.

All these records are kept in terms of legislation applicable to any of the above products or services and the Financial Services Industry in general

**6. FORM OF REQUEST**

The requester must complete Form C and submit this form together with a request fee, to the head of the private body.

The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address

The form must: provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester:

- Indicate which form of access is required,

- Specify a postal address or fax number of the requester in the
- Republic,
- 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,
- 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 that manner
- And the necessary particulars to be informed in the other manner,
- 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.

#### **7. PRESCRIBED FEES**

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](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

Phillip Wiggett  
Ngenious Business Solutions (Pty) Ltd