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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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INFORMATION MANUAL
Prepared in terms of section 51 of the
Promotion of Access to Information Act 2 of 2000

for assistance in requesting access to information

Name of private body: BRIAN ANDERSON BROKERS CC

Introduction to BRIAN ANDERSON BROKERS CC

FOR ALL YOUR SHORT TERM INSURANCE, MEDICAL AID, EMPLOYEE BENEFITS, INVESTMENTS AND UNIT TRUSTS.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Telephone Number	033 347 0444	Facsimile Number	033 347 0015
E-mail Address	ba@sai.co.za		
Postal Address	P O Box 13478, Cascades, 3202		
Physical Address	Suite 2, Block B, Cascades Crescent, Pietermaritzburg, 3201		

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

The Guide will be 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

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Fax:

+27 11 484-7146

Website: www.sahrc.org.za

E-mail:

PAIA@sahrc.org.za

3. Records available in terms of any other legislation

Financial Advisory and Intermediary Service Act, 2003

Insurance Act No 27 of 1943

Long Term Insurance Act No. 52 of 1998

Medical Schemes Act No. 131 of 1998

Pension Funds Act No. 24 of 1956

Short Term Insurance Act No. 53 of 1998

4. Access to the records held by the private body in question

- 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"

- ii) Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed:

Products and Services--

Long-term insurance products

Savings products

Unit trust products

Investment and risk products to groups and schemes

All records kept in terms of legislation

Retirement annuities, Pension Funds

Consulting services to the group retirement

Industry

applicable to any of the above products or services and the Financial Services Industry in general

Company Records –

Finance
Client care
All records kept in terms of the Company
Laws of South Africa
Information technology

Which records are held i.r.o. the above-mentioned subjects?

Confidential	Personal
Commercial	Financial
Investor	Information technology
Client	Product and services
Contracts	Rules of Funds

iii) The request procedures

Form of request:

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:

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 manual

The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, in the Gazette