

FSP 9677

MANUAL

in terms of Section 51 of

The Promotion of Access to Information Act

2 of 2000

(the "ACT")

DATE OF COMPILATION: 22/08/2005
DATE OF REVISION: 23/09/2023

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Reviewed : 1/10/2022

Signed : 

LJ PAGE
Director

1. INTRODUCTION

Dimension Insurance Intermediaries (Pty) Limited conducts business as a Short-Term Insurance Broker. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 9677

Dimension Insurance Intermediaries (Pty) Limited is licensed to provide Advice and Intermediary services in the following products:

- Short Term Insurance Personal Lines
- Short Term Insurance Commercial Lines

2. COMPANY CONTACT DETAILS

Directors: Russell Clive Page
 Lionyl-Jon Page

Postal Address: P.O. Box 73801, Lynwood Ridge. 0040

Street Address: 1 Hannington Wood, Lynwood Glen, Pretoria. 0040

Telephone Number: 012 348 3555

Email: insure@diime.co.za

3. THE ACT

3.1 The ACT grants a requester access to records of a 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 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

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: www.sahrc.org.za

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
13	No 9 of 2017		Financial Sector Regulation Act
14	No 18 of 2017		Insurance Act
15	No 53 of 1998		Short Term Insurance Act
16	No 4 of 2013		Protection of Personal Information Act
18	Act 38 of 2001		Financial Intelligence Centre Act
19	Act 37 of 2004		Financial Services Ombud Schemes Act

5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
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Company Records

- Records relating to operational aspects of the business Registrations and statutory authorisations and documents
- Financial records
- Operational records
- Regulatory Correspondence
- Statutory records
- Internal correspondence
- Statutory policies and procedures
- Internal policies and procedures
- Records of contractual agreements between Dimension Insurance Intermediaries (Pty) Ltd and third parties
- Asset register
- Minutes of meetings

To be requested according to PAIA request procedure if not available on the Authorities public website.

To be requested according to PAIA request procedure as set out in this manual

Client Records

- Employee records Client data
- Transaction records
- Communication and correspondence records
- Employment Records
- Communications
- Training and Competence registers

To be requested according to PAIA request procedure as set out in this manual

To be requested according to PAIA request procedure as set out in this manual

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za. (also attached as Annexure B)

6.2 Address your request to the Head of the Company (CEO).

6.3 Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
- (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES (attached as Annexure A)

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.

Annexure A

A. Fees In Respect Of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1, 10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

Annexure B

FORM C

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