

**NFB FINANCE BROKERS GAUTENG (PROPRIETARY)  
LIMITED**

*COMPANY REG. NO. 1998/024730/07*

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT NO 2 OF 2000**

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**1. CONTACT DETAILS:**

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2017

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**2. GUIDE IN TERMS OF SECTION 10 OF THE ACT:**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel: (011) 484 8300, fax: (011) 484 7149.

**3. INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) (d) OF  
THE ACT:**

Records are kept in accordance with such legislation as is applicable, which includes but is not limited to, the following legislation:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Value-Added Tax Act 89 of 1991

Unemployment Insurance Act 63 of 2001

Basic conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 97 of 1998

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Occupational Health and Safety Act 85 of 1993

Insolvency Act 24 of 1936

Promotion of Access to Information Act 2 of 2000

(2)

**4. INFORMATION REQUIRED IN TERMS OF SECTION 51 (1) (e) OF THE ACT:**

The documents / information listed herein below pertain to the day-to-day management of the business:

- Standard Employment Contracts
- Human Resources Manual
- Insurance Policies
- Financial and Accounting Records
- Company documents including memorandum of Association and the Articles of Association and any amendment thereto, various registers, minute books and internal resolutions
- Staff Records

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

**5. OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

**6. GROUNDS FOR REFUSAL OF A REQUEST**

A request may be declined in accordance with one of the prescribed grounds for refusal of the request in terms of the Act, and these are set out in Sections 63, 64, 65, 66, 67, 68 and 69 of the Act.

**7. AVAILABILITY OF THE MANUAL**

- This manual is available for inspection at the offices of the company free of charge
- Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the company
- The manual can also be accessed on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette. However it should be noted that the manual accessible on the website of SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under “regulations”).

**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 4))

**A. Particulars of private body**

The Head:

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**B. Particulars of person requesting access to the record**

(a) The particulars of the person who requests access to the records must be recorded below.

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| (b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i> |
| (c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i>    |

Full name and surname:

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Identity number:

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Postal address:

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Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

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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.***

1. Description of record or relevant part of the record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available:

\_\_\_\_\_

3. Any further particulars of record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 therefor.*

Reason for exemption from payment of fees:

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F. **Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required

Disability:	Form in which record is required:

**Mark the appropriate box with an "X"**

NOTES:

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

**1. If the record is in written or printed form:**

**G. Particulars of right to be exercised or protected:**

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.***

1. Indicate which right is to be exercised or protected:

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2. Explain why the requested record is required for the exercising or protection of the aforementioned right:

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**H. 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 thereof 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?

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of

\_\_\_\_\_  
SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF  
REQUEST IS MADE

### 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:

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(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.	