

CLAASSENS MAKELAARS CC

MANUAL

IN TERMS OF  
SECTION 51 OF

THE PROMOTION OF ACCESS TO INFORMATION ACT

2 OF 2000

(THE "ACT")

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## 1. INTRODUCTION

Claassens Makelaars CC (Closed Corporation) is a family business which conducts business as a Short Term and Long Term Insurance Broker. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 26350.

## 2. COMPANY CONTACT DETAILS

Members / Manager:	Mr. HL Claassens
Postal Address:	P.O. Box 31014, Môreskof, 9462
Street Address:	17 Graham Street Dagbreek, Welkom, 9459
Telephone No:	057 352 9991
Fax Number:	0861 551 2552
Email:	info@claassensmakelaars.co.za

## 3. THE ACT

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.

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.

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:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

#### 4. APPLICABLE LEGISLATION

The following legislation applies to Claassens Makelaars BK:

<b>No</b>	<b>Reference</b>	<b>Act</b>
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 53 of 1998	Short Term Insurance Act
14	No 52 of 1998	Long Term Insurance Act

#### 5. SCHEDULE OF RECORDS

<b>Records</b>	<b>Subject</b>	<b>Availability</b>
Public Affairs	Public Product Information Public Records	On request or at <a href="http://www.claassensmakelaars.co.za">www.claassensmakelaars.co.za</a>
Products	Product Information Policy Wordings	On request or at <a href="http://www.claassensmakelaars.co.za">www.claassensmakelaars.co.za</a>
Financial	Financial Statements Tax Records Asset Register	Request in terms of PAIA.
Marketing	Market Information Public Customer Information Product Brochures Customer Database Agency Agreements	Limited or Request in terms of PAIA.

## 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 <https://www.sahrc.org.za>.
- 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. FEES

- 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).