



MANUAL

In terms of Section 51 of

THE PROMOTION OF ACCESS TO INFORMATION ACT

(ACT 2 OF 2000)

("hereinafter referred to as "the Act")

of

MARITZ & FLEMING FINANCIAL SERVICES INCORPORATED

REGISTRATION NUMBER: 2012/163342/21

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INTRODUCTION

Maritz & Fleming Financial Services Incorporated conducts its business as Accountants and is registered with The South African Institute for Professional Accountants with practice no: PRAC695.

CONTACT DETAILS

The responsibility for administration of, and compliance with the Act, has been delegated by the Directors of Maritz & Fleming Financial Services Incorporated to the Information Officer. Requests pursuant to the provisions of the Act should be directed as follows:

Directors: Archibald Jack Fleming
Kim Elizabeth Marais
Reinhardt Klem

Contact person: Adèle Louw

Postal address: P O Box 10105
The Village
NELSPRUIT
1218

Physical address: 21 Murray Street
Corporate Corner
NELSPRUIT
1200

Phone number: +27 (13) 752 4740

Fax number +27 (13) 752 5259

E-mail Address: adelel@marflem.co.za

DUTIES OF THE INFORMATION OFFICER IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2018 (hereinafter referred to as "POPIA")

The information officer's responsibilities include:

1. the encouragement of compliance, by the entity, with the conditions for the lawful processing of personal information;
2. dealing with requests made to the body pursuant to POPIA;
3. working with the Regulator in relation to investigations conducted pursuant to Chapter 6 in relation to the entity;
4. otherwise ensuring compliance by the body with the provisions of POPIA;
5. as may be required

THE PROMOTION OF ACCESS TO INFORMATION ACT AND SECTION 10 GUIDE

The Act grants a requestor 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 South African Human Rights Commission are:

Postal address: Private Bag 2700, Houghton, 2041

Phone number: +27 (11) 484 8300

Fax number: +27 (11) 484 0582

E-mail Address: PAIA@sahrc.org.za

Website: <http://www.sahrc.org.za>

APPLICABLE LEGISLATION

- Administration of Estates Act, No.66 of 1965 (as amended)
- Basic Conditions of Employment Act, No. 75 of 1997
- Broad Based Black Economic Empowerment Act, No. 53 of 2003
- Close Corporations Act, No. 69 of 1984
- Companies Act, No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Constitution of South Africa Act, No. 108 of 1996
- Consumer Affairs (Unfair Business Practices) Act, No. 71 of 1988
- Customs and Excise Act, No. 91 of 1964
- Deeds Registries Act, No. 47 of 1937
- Electronic Communications and Transactions Act, No. 2 of 2000
- Employment Equity Act, No. 55 of 1998
- Employment Tax Incentive Act, No. 26 of 2013
- Firearms Control Act, No. 60 of 2000
- Financial Advisory and Intermediary Services Act, No. 37 of 2002
- Financial Intelligence Centre Act, no. 38 of 2001
- Income Tax Act, No. 58 of 1962
- Insolvency Act, No. 24 of 1936
- Intestate Succession Act, No. 81 of 1987 (as amended)
- Labour Relations Act, No. 66 of 1995
- Law of Succession and Resolution of related matters Act, No. 11 of 2011
- National Credit Act, No. 34 of 2005

- Nonprofit Organisations Act, No. 71 of 1997
- Occupational Health and Safety Act, No. 85 of 1993
- Prevention of Organised Crime Act, No. 121 of 1998
- Promotion of Access to Information Act, No. 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act, No. 4 of 2000
- Property Valuation Act, No. 17 of 2014
- Protected Disclosures Act, No. 26 of 2000
- Protection of Personal Information Act, No. 4 of 2013
- Regulation of Interception of Communications and Provisions of Communication Related Information Act, No. 70 of 2002
- Sales and Services Matters Act, No. 25 of 1964
- Second-hand Goods Act, No. 6 of 2009
- Securities Transfer Act, No. 25 of 2007
- Securities Transfer Tax Administration Act, No. 26 of 2007
- Skills Development Act, No. 97 of 1999
- Skills Development Levy Act, No. 9 of 1999
- South African Reserve Bank Act, No. 90 of 1989
- South African Revenue Services Act, No. 34 of 1997
- Tax Administration Act, No. 28 of 2011
- Transfer Duty Act, No. 40 of 1949
- Unemployment Contributions Act, No. 4 of 2002
- Unemployment Insurance Act, No. 63 of 2001
- Value-added Tax Act, No. 89 of 1991

RECORD CLASSIFICATION

Maritz & Fleming Financial Services Incorporated has implemented a system in accordance with which all of the entity's information has been classified into categories and access to such information has been established in respect of the classification of the information:

No	Classification	Access
1	Public Access Document	May be Disclosed
2	Request after commencement of criminal or civil proceedings [s7]	May not be Disclosed
3	Subject to copyright	May be Disclosed
4	Personal information that belongs to the requestor of that information [s61]	Limited Disclosure
5	Unreasonable disclosure of personal information of natural person [s63(1)]	May not be Disclosed
6	Likely to harm the commercial or financial interests of third party [s64(a)(b)]	May not be Disclosed
7	Likely to harm the Close Corporation or third party in contract or other negotiations [s64(c)]	May not be Disclosed
8	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]	May not be Disclosed
9	Likely to compromise the safety of individuals or protection of property [s66]	May not be Disclosed
10	Legally privileged document [s67]	May not be Disclosed
11	Environmental testing/investigation which reveals public safety/environmental risks [s64(2); s68(2)]	May not be Refused
12	Commercial information of Private Body [s68]	May not be Disclosed
13	Likely to prejudice research and development information of the Close Corporation or a third party [s69]	May not be Disclosed
14	Disclosure in public interest [s70]	May not be Refused

SCHEDULE OF RECORDS

Maritz & Fleming Financial Services Incorporated has the following records which are not automatically available as determined in the previous paragraph:

- Employee Records
- Employment Contracts
- Personnel Guidelines, Policies and Procedures
- Financial Information
- Public Corporate Records
- Client Information
- General Contract Documentation
- Marketing Material Guidelines, Policies and Procedures
- Statutory Records
- General Operational Information
- Internal and external correspondence

FORM OF REQUEST

To facilitate the processing of your request, kindly:

Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za.

Address your request to the Information Officer.

Provide sufficient details to enable the us to identify:

- 1) The record(s) requested;
- 2) The requester (and if an agent is lodging the request, proof of capacity);
- 3) The form of access required;
- 4) (i) The postal or email address 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;

PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 1) A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- 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);
- 3) A requestor may lodge an application with a court against the tender / payment of the request fee and / or deposit.
- 4) Records may be withheld until the fees have been paid.
- 5) The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.



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