

**PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL FOR
ZENITH FOR THE ACCOMPLISHED (PTY) LTD
2006/032693/07**

SCOPE:

1. Information of the Company
2. Description in Terms of The Act
3. Notices
4. Legislation
5. Records
6. Personal Request Process
7. SAHRC Request Process

1. INFORMATION:

FOR ZENITH FOR THE ACCOMPLISHED (PTY) LTD REQUIRED UNDER SECTION 51(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA)

Postal Address: PO BOX 3505, PAARL, 7620
Physical Address: 191 MAIN ROAD, PAARL, 7646
Telephone Number: 021 872 7065
Email Address: info@zenithinsure.co.za
Head of the Private Body: Lourens Kirsten

2. DESCRIPTION OF GUIDE:

REFERRED TO IN SECTION 10: SECTION 51(1) (b)

This guide has been compiled in terms of Section 10 of PAIA by ZENITH FOR THE ACCOMPLISHED (PTY) LTD. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

This Guide is available for inspection, inter alia, at the office of the offices of ZENITH FOR THE ACCOMPLISHED (PTY) LTD at the physical address above and at the South African Human Rights Commission (SAHRC).

3. NOTICES:

THE LATEST NOTICE IN TERMS OF SECTION 52(2)

At this stage, no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

4. LEGISLATION:

HELD AT PHYSICAL ADDRESS BY ZENITH FOR THE ACCOMPLISHED (PTY) LTD

- Basic Conditions of Employment 75 of 1997
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Labour relations Act 66 of 1995
- Occupational Health & Safety Act 85 of 1993
- Compensation for Occupation Injuries and Health Diseases Act 130 of 1993
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Promotion of Access to Information Act 2 of 2000

- Short Term Insurance Act 53 of 1998
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

5. RECORDS:

SUBJECTS AND CATEGORIES OF RECORDS HELD AT 191 MAIN ROAD, PAARL, 7646 BY ZENITH FOR THE ACCOMPLISHED (PTY) LTD

- | | |
|---|--------------------------------------|
| • Attendance registers | • Production Records |
| • Correspondence | • Sales Records |
| • Founding Documents | • Suppliers Registry |
| • Licenses (categories) | • Annual Financial Statements |
| • Minutes of Management Meetings | • Asset Registers |
| • Minutes of Staff Meetings | • Banking Records |
| • Shareholder Register | • Budgets |
| • Statutory Returns | • Financial Transactions |
| • Conditions of Service | • Insurance Information |
| • Employment Contracts | • Internal Audit Records |
| • Employment Equity Records | • Management Accounts |
| • General Correspondence | • Purchase and Order Information |
| • Industrial and Labour Relations Records | • Stock Records |
| • Information relating to Health and Safety Regulations | • Tax Records (company and employee) |
| • Performance Appraisals | • IT Policies and Procedures |
| • Personnel Guidelines, Policies and Procedures | • Network Diagrams |
| • Remuneration Records and Policies | • User Manuals |
| • Skills Requirements | |
| • Staff Recruitment Policies | |
| • Statutory Records | |
| • Training Records | |
| • Brochures on Company Information | |
| • Client and Customer Registry | |
| • Contracts | |
| • Information relating to Work-In-Progress | |
| • Marketing and Future Strategies | |
| • Marketing Records | |

6. PERSONAL REQUEST PROCESS

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51(e)

The requester must complete Form C which is available at:

http://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

The form together with a request fee must be submitted to the head of the private body at 191 MAIN ROAD, PAARL, 7646 or info@zenithinsure.co.za the form must:

1. provide **sufficient information** to enable the head of the private body to identify, the records requested and the requester;
2. indicate which **form of access** is required;
3. specify a postal **address** or email address of the request in the Republic;
4. **identify the human or civil right** that the requester is seeking to exercise or protect;
5. provide **reasons for the requested record** is required for the exercise or protection of that right, and;
6. in addition to a written reply, if the requester wishes to be informed of the decision on the request in any other manner, to state that the manner and the necessary persons to be informed in the other manner, if the request is made on behalf of another person, the requester must submit proof of capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

7. SAHRC REQUEST PROCESS

THE FOLLOWING APPLIES TO REQUESTS OTHER THAN PERSONAL REQUESTS IN TERMS OF SECTION 51(1)(f)

The requester must also complete Form C which is available at:

http://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

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.

The fee structure is available on the website of the South African Human Rights Commission at:

www.sahrc.org.za.
