

**PROMOTION OF ACCESS TO INFORMATION
ACT NO. 2 OF 2000**

GIB HOLDINGS (PTY) LTD

STATUTORY MANUAL IN TERMS OF SECTION 51

GIB HOLDINGS (PTY) LTD

CONTENTS

1. Contact Details
2. Section 10 Guide on how to use the Promotion of Access to Information Act no. 2 of 2000.
3. Records available in terms of any other legislation.
4. Access to the records held by GIB Holdings (Pty) Ltd
 - 4 (i) Categories of records which are available without having to request access in terms of the Promotion of Access to Information Act No. 2 of 2000.
 - 4(ii) Records that may be required.
 - 4(iii) The request for information procedures.
5. Other information as may be prescribed.
6. Availability of this Manual.

Annexure I Request for Access to Information Form

Annexure II Fees in respect of Access to Information from GIB

1. **CONTACT DETAILS**

Company Name: GIB Holdings (Pty) Ltd (GIB)
Contact Details: The Managing Director
Postal Address: P O Box 3211
Houghton, 2091
Street Address: 1st Floor, Houghton Place
51 West Street, Houghton
Telephone Number: (011) 483-1212
Fax Number: (011) 728-4426
E-Mail Address: dudley@gib.co.za
Website: www.gib.co.za
Registration Number: 1982/008349/07

2. **SECTION 10 GUIDE ON HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000**

The guide is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700
Houghton
2091

Telephone: + 27 11 484-8300
Fax: + 27 11 484-0582
Website: www.sahrc.org.za
E-Mail: PAIA@sahrc.org.za

3. **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Records are available in accordance with the following legislation:

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Employment Equity Act No. 55 of 1998
4. Income Tax Act No. 95 of 1967
5. Insurance Act No. 27 of 1943
6. Labour Relations Act No. 66 of 1995
7. Long Term Insurance Act No. 52 of 1998
8. Medical Schemes Act No. 131 of 1998
9. Occupational Health & Safety Act No. 85 of 1993
10. Pension Funds Act No. 24 of 1956
11. Regional Services Councils Act No. 109 of 1985
12. SA Reserve Bank Act No. 90 of 1989
13. Short Term Insurance Act No. 53 of 1998

14. Skills Development Levies Act No. 9 of 1999
15. Skills Development Act No. 97 of 1998
16. Tax on Retirement Funds Act No. 38 of 1996
17. Unemployment Contributions Act No. 4 of 2002
18. Unemployment Insurance Act No. 63 of 2001
19. Value Added Tax Act No. 89 of 1991
20. Financial Advisory and Intermediary Services Act, 2002
21. Financial Intelligence Centre Act, 2001

4. **ACCESS TO THE RECORDS HELD BY GIB INSURANCE BROKERS (PTY) LTD**

4(i) Records which are available without having to request access in terms of the Promotion of Access to Information Act No. 2 of 2000.:

- GIB's Group Profile Brochure
- GIB Staff List
- GIB Group Shareholding
- GIB Directors
- GIB Group Structure
- GIB Website
- GIB's FAIS Representatives
- Compliance Officer

4(ii) Records that may be requested:

Records which may be made available if requested according to the procedures in the Promotion of Access to Information Act No. 2 of 2000 are classified as follows:

Administration

- Computer Software Licences
- Minutes of Management Meetings
- Insurer Agency Agreements
- Lloyds Tribunalisation
- Lease and Rental Agreements

Human Resources

- GIB's Employee Manual
- Employment Contracts
- Remuneration Records
- Staff Benefits
- Staff Appraisals
- Minutes of Disciplinary Hearings
- GIB's FAIS Representatives

Operations

- Client Insurance Summaries
- Minutes of Client Meetings
- Local and Off Shore Trip Reports
- Global Service Structure
- Operational Procedure Guides and Manual
- Insurer Loss Ratio
- Compliance Officer

Finances

- Financial Statements
- Annual Financial Statements
- Assets Inventory
- IGF Guarantee
- Credit Control and Premium Age Analysis
- Insurer Premium Statement

Management

- Articles of Association
- Company Statutory Records
- Minutes of Board Meetings
- Group Structure

The Managing Director will only consider an application for access to any of the records stated above if the request is made in terms of 4(iii) of this Manual.

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 Promotion of Access to Information Act No. 2 of 2000.

4(iii) Request from Information Procedure

A requester will be given access to any record of GIB if that record is required for the exercise or protection of any right. The requester must comply with the procedural requirements in the Act relating to a request for access to that record. The access to that record is not refused in terms of the grounds for refusal as set out in Chapter 4 of Part 3 of the Act.

Contact Details

Any person who wishes to access a record from (GIB) may contact the Managing Director whose contact details are as set out above.

Prescribed Access Form

In terms of Section 53, a request for access to a record of GIB must be made in the prescribed form to GIB at the address, fax number or electronic mail address as set out in Section 1 of this Manual.

A request in terms of the Act requires the completion of the prescribed request for access form. The form requires the requester to provide certain information. The requester must provide sufficient detail on the request form to enable GIB to identify the record and the requester. The form is set out in Government Gazette no. 23119 dated 15 February 2002 (Form C).

5. **OTHER INFORMATION AS MAY BE PRESCRIBED**

As described in the Regulation in terms of Section 51(I)(F) of the Promotion of Access to Information Act No. 2 of 2000 as prescribed by the Minister of Justice and Constitutional Development.

6. **AVAILABILITY OF THIS MANUAL**

This Manual is available for inspection at the address as set out in Section 1 of this Manual free of charge and copies are available with the SAHRC.

REQUEST FOR ACCESS TO INFORMATION OF GIB

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act. 2 of 2000) (Regulation 4)

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) The particulars of the person who requests access to the records must be recorded below.
(b) Furnish an address and/or fax number in the Republic to which information must be sent.
(c) Proof of the capacity in which the request is made, if applicable, must be attached</p> |
|---|

Full name and surname:

Identity number:

Postal address:

Telephone Number: _____

Fax Number: _____

E-mail address: _____

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

C. Particulars of person on whose behalf request is made:

<p>This section must be completed only if a request for information is made on behalf of another person.</p>
--

Full name 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 therefore.

Reason for exemption from payment of fees:

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:

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

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?

Signed at _____ this day of _____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

Fees in Respect of Request for Access to Information from GIB

1. The fee for a copy of the manual as contemplated in regulation 9(2) © 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 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 an 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.