

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

MANUAL ON FUNCTIONS AND INDEX OF RECORDS HELD BY AUTUS FUND MANAGERS (PTY) LTD

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1. INTRODUCTION

The nature of work is financial services, including wealth, risk and fiduciary.

2. LOCATION

Offices of AUTUS FUND MANAGERS (PTY) LTD are at:
D2, Polo Village Offices, Val de Vie Estate, Paarl

3. INFORMATION OFFICER

The Information officer for AUTUS FUND MANAGERS (PTY) LTD is:
Mrs H Mostert
D2, Polo Village Offices, Val de Vie Estate, Paarl.

4. GUIDE ON HOW TO USE THE ACT

AUTUS FUND MANAGERS (PTY) LTD does not currently have a hard copy of this guide, as produced by the South African Human Rights Commission. However, an electronic version of the Guide can be accessed at <http://www.sahrc.org.za>.

For a hard copy of the guide and for any further information on how the requester can get access to the Guide other than through the link provided above please contact:

The Research & Documentation Department
South African Human Rights Commission.

Postal address: Private Bag 2700 HOUGHTON 2041.

Telephone: 011 484 8300
Facsimile: 011 484 1360
Website: www.sahrc.org.za

5. OTHER LEGISLATION

AUTUS FUND MANAGERS (PTY) LTD also holds information in terms of the following legislation:

- a) Basic Conditions of Employment No. 75 of 1997
- b) Companies Act No. 61 of 1973
- c) Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

- d) Employment Equity Act No. 55 of 1998
- e) Income Tax Act No. 95 of 1967
- f) Labour Relations Act No. 66 of 1995
- g) Occupational Health & Safety Act No. 85 of 1993
- h) Skills Development Levies Act No. 9 of 1999
- i) Skills Development Act No. 97 of 1998
- j) Unemployment Contributions Act No. 4 of 2002
- k) Unemployment Insurance Act No. 63 of 2001
- l) Value Added Tax Act No. 89 of 1991.

6. RECORDS HELD BY THE ORGANISATION

6.1 Records Management System

Where practicable, records are kept in electronic format. Where records cannot be transferred or cannot be converted to electronic form such documents are filed and stored in shelves managed by each unit.

6.2 Categories of records held:

6.2.1 Administration (includes Office of the Chief Operating Officer).

- Financial Reports
- Financial and management reports
- Banking records
- Audited Financial statements
- Income tax statements
- Files relating to the appointment of staff
- Insurance
- Funding agreements
- Correspondence with funders
- Financial and management reports
- Work reviews, appraisals, leave forms etc.
- Correspondence with the law society
- Records of advocacy campaigns
- Information gathered at various conferences
- Information on access to information in various countries
- Requisitions and Invoices.

6.2.2 Research:

- PMG minutes
- Report by UN Special Rapporteur (Freedom of Expression)
- Books on Human Rights
- Government Gazettes
- Copies of Hansards

- PAIA Survey Questionnaires
- Resource material on the Office of the Public Protector
- International Publications on access to information
- Directory of Public and Private institutions
- Documents of local & international case law on the right to information
- Documents on Access to Information in other countries
- Documents on the history of PAIA
- PAIA Manuals of other public and private bodies
- Research papers and reports.

7. **CATEGORIES OF RECORDS AVAILABLE WITHOUT RECOURSE TO THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)**

AUTUS FUND MANAGERS (PTY) LTD also holds some documents which are already available to the public and records which can be accessible without using PAIA.

7.1 **Administration (includes Office of the Chief Operating Officer)**

- Audited Financial statements
- Records of advocacy campaigns
- Information gathered at various conferences
- Information on access to information in various countries.

7.2 **Research**

- PMG minutes
- Report by UN Special Rapporteur (Freedom of Expression)
- Books on Human Rights
- Government Gazettes
- Copies of Hansards
- Directory of Public and Private institutions
- Documents of local & international case law on the right to information
- Documents on Access to Information in other countries
- Documents on the history of PAIA
- PAIA Manuals of other public and private bodies
- Research papers and reports.

8. ACCESSING RECORDS HELD BY AUTUS FUND MANAGERS (PTY) LTD THROUGH PAIA.

All requesters should send their requests, on prescribed request forms (attached), to the Information Officer. The process detailed below has been endorsed by the South African Human Rights Commission. (See <http://www.sahrc.org.za/guideline.doc>)

8.1 The Process

- a) The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned.
- b) The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- c) The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- d) If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.2 Fees

- a) A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- b) The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- c) The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- d) After the Information Officer has made a decision on the request, the requester must be notified in the required form.

- e) If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

8.3 Prescribed fees


The fees (as per Government Notice No. R. 187) are :

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 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) stifty 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, 50,00
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

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) stifty 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

* The Information Officer may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph (a) [of Section 9 of Government Notice No. R. 187, charge the fee prescribed in Item 1 of Part III of Annexure A. (of Government Notice No. R. 187).

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(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.

9. APPEALS

In terms of PAIA [Section 56(3)(c)] a requester may lodge an application with a court, within 30 days of being informed of any decision of an Information Officer of AUTUS FUND MANAGERS (PTY) LTD on any request, for relief against the refusal of the request, and the procedure (including the period) for lodging the application.

10. SERVICES OF THE ORGANISATION

For more information on the services of AUTUS FUND MANAGERS (PTY) LTD please send your inquiries to:

Mrs H Mostert
 Tel Number: 061 413 6029
 Fax Number: 086 6100121
 E-mail: compliance@autus.co.za
 Postal address: PO Box 7025, Welgemoed 7538.

11. AVAILABILITY OF THE MANUAL

AUTUS FUND MANAGERS (PTY) LTD's PAIA manual shall be made available to the public for inspection at our offices at D2, Polo Village Offices, Val de Vie Estate, Paarl. A copy of our manual will also be available from the South African Human Rights Commission.



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12. FORMS

FORM 2 - [REQUEST FOR ACCESS TO RECORD](#)

FORM 3 - [OUTCOME OF REQUEST AND OF FEES PAYABLE](#)