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No. 28501

# **M A N U A L**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**

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**MANUAL FOR HOMEPLUS INSURANCE BROKERS (PTY) LTD**  
in terms of the  
**PROMOTION OF ACCESS TO INFORMATION ACT**  
No.2 of 2000  
(hereinafter referred to as "the Act")

**Introduction**

The Promotion of Access to Information Act No.2 of 2000 gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where the request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act, expressly provides that the information may not be released. The act sets out the requisite procedures associated with any such request.

Section 9 of the Act recognises that the exercise of such access to Information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality and the exercising of efficient governance.

**PART 1 - COMPANY AND CONTRACT DETAILS**

<b>Name of Company</b>	<b>Shareholding</b>	<b>Head of the Company</b>	
Homeplus Insurance Brokers (Pty) Ltd	White Family Trust - 50%	H M White	
	Gladys Wilford Insurance Brokers (Pty) Ltd t/as		
	NFS Insurance Brokers - 50%		
<b>Postal Address</b>	<b>Street Address</b>	<b>Telephone</b>	<b>Telefax Number</b>
Box 47357, Greyville, 4023	21 Steel Road, Morningside 4001	031 3037579	031 3037611
<b>Email Address</b>	<b>Information Officer</b>		
accounts@homeplus.co.za	H M White		

**PART 2 - GUIDE TO THE MANUAL AND ITS ACCESS**

At the time of the compilation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. The guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Any enquiries relating to this should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton 2041. Telephone (011) 484 8300 or Fax (011) 4841360 or Email [accounts@homeplus.co.za](mailto:accounts@homeplus.co.za). Further information may be accessed from the web site [www.sahrc.org.za](http://www.sahrc.org.za).

**PART 3 - RECORDS**

Records Available (only on request to access in terms of the Act).

1. Personnel Records: as provided by employees, as provided by individuals other than employees  
Conditions of employment and employee related contractual records
2. Records relating to Customers
3. Records relating to Homeplus Insurance Brokers (Pty) Ltd  
Financial, Products, Internal Correspondence, Statistical, Statutory records

The relevant records of a public nature provided in terms of the following Acts are held by the Company's Auditors

- Basic Conditions of Employment Act No.75 of 1997 and Companies Act No.61 of 1973
- Compensation for Occupation Injuries and Diseases Act No.130 of 1993
- Employment Equity Act No.55 of 1998 and Labour Relations Act No.66 of 1995 as amended
- Occupation Health and Safety Act No.85 of 1993 and Promotion of Access to Information Act No.2 of 2000
- Skills Development Act No.97 of 1998 and Skills Development Levies Act No.9 of 1999
- Unemployment Insurance Act No.36 of 2001 and Value Added Tax Act No.89 of 1991

**PART 4 - INFORMATION REQUEST PROCEDURE**

To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the CEO of Homeplus Insurance Brokers or the Information Officer of Homeplus Insurance Brokers. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right and he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of the right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request. The CEO/Information Officer will make a decision whether to grant the request. The prescribed fee for processing the request will be required prior to undertaking the search, reproduction and preparation of any document.

Records which could be deemed confidential on the part of a third party will need the permission of the third party concerned by Homeplus Insurance Brokers will permit access to view.

**PART 4 - MANUAL AVAILABILITY**

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual may also be obtained from the Information Officer of Homeplus Insurance Brokers.

In request of Hard copies, postage will be for the account of the requester.