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M A N U A L

IN ACCORDANCE WITH

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

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INFORMATION MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000

for assistance in requesting access to information

Name of private body: Finwel Financial Management Services (Pty) Ltd

Introduction to Finwel Financial Management Services (Pty) Ltd

Finwel Financial Management Services (Pty) Ltd provide financial services in terms of Section 8 of the Financial Advisory & Intermediary Services Act 2002 (Act number 37 of 2002).

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

PO Box 65113
Erasmusrand
0165

Waterkloofrand Corporate Park
Building C2 – Ground floor
358 Buffelsdrift Street
Erasmusrand

Tel.: 012 347 9776
Fax: 012 347 8741
E-mail: finwels@iafrica.com

2. The section 10 Guide on how to use the Act

The Guide will be 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
Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of applicable legislation

Companies Act No. 61 of 1973
Collective Investment Schemes Control Act
Financial Advisory and Intermediary Service Act, 2003

Financial Intelligence Centre Act
 Financial Services Board Act No. 97 of 1990
 Long Term Insurance Act No. 52 of 1998
 Medical Schemes Act No. 131 of 1998
 Skills Development Levies Act No. 9 of 1999
 Unemployment Contributions Act No. 4 of 2002

4. Access to records held by Finwel Financial Management Services (Pty) Ltd

i) The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2):

Not applicable.

ii) Records that may be requested

Products and Services—

Long-term Insurance: Category B, C
 Pension Fund Benefits: Retail Pension Fund Benefits
 Securities and Instruments: Money market instruments and Deposits as defined in the Banks Act
 Participatory interest in one or more collective investment scheme
 Health Service Benefits provided by a medical scheme as defined in section 1 of the Medical Schemes Act, 1998

Company Records

All records are being kept in terms of the Legislation applicable to any of the above products or services and the Financial Services Industry in general.

Subjects on which records are kept—

Shareholders	Advisers
Directors	Clients
Employees	Policy holders
Consultants	Investors

Records being kept i.r.o. above-mentioned subjects

Confidential	Group/company structure
Personal	Group/company financial
Financial	Products and services
Policy documents	Contracts

iii) **The request procedures**

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form to enable the head of the private body 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.

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 .

If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

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: The head of the private body 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.

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.

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

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.

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC and in the Gazette.
