



SCOTTFIN

INSURANCE BROKERS

An Authorised Financial Services Provider: FSP 3468

INFORMATION MANUAL FOR SCOTTFIN INSURANCE BROKERS

in terms of

THE PROMOTION OF ACCESS TO INFORMATION ACT

1. PROCEDURE FOR OBTAINING ACCESS TO INFORMATION

Contact details

Any person who wishes to request any information from Scottfin Insurance Brokers in order to protect or exercise a right may contact the Information Officer at the following contact details:

Postal address	Physical address	Contact Details	
PO Box 1325	52 Bram Fischer Street	Tel no:	(039) 978 2220
Scottburgh	Scottburgh	Fax no:	(039) 978 1123
4180	4180	E-mail:	info@scottfin.com
		Website:	www.scottfin.com

Prescribed Access Form

A request for access to a record of Scottfin Insurance Brokers must be made in the prescribed form to Scottfin Insurance Brokers at the address, fax, or e-mail address provided above. See **Annexure A** for the prescribed form.

Requesters must:

- a) provide sufficient particulars to enable the Information Officer to identify the record/s requested and must indicate who the requester is;
- b) indicate which form of access is required;
- c) specify a postal address or fax number of the requester in RSA;
- d) identify the right exercised or to be protected and why the record is required to protect or exercise the right;
- e) where they need to be informed of the decision on the request in any other manner, state that manner and particulars to be so informed; and
- f) if the request is made on behalf of a person, submit proof of their capacity to do so to the Information Officer's satisfaction.

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide was compiled by the South African Human Rights Commission specifically to assist people to access records and exercise their right to information. The Guide is available in all South African official languages free of charge and any person may request a copy of the guide.

Please direct queries to:

The South African Human Rights Commission

PAIA Unit

2nd Floor Braampark Forum 3

33 Hoofd Street, Braampark Office Park

Braamfontein

Telephone: +27 11 877 3694

Fax: +27 11 403 0668

Website: www.sahrc.org.za
Contact: Nokwanda Molefe
E-mail: nmolefe@sahrc.org.za

3. TYPES OF RECORDS HELD BY SCOTTFIN INSURANCE BROKERS

Requests for access to documents held by Scottfin Insurance Brokers will be in accordance with the Act. The following records are available to the requester from Scottfin Insurance Brokers' office:

Human Resources Records

These include, but are not limited to the following:

- a) any personal records provided to Scottfin Insurance Brokers by their personnel;
- b) any records a third party has provided to Scottfin Insurance Brokers about any of their personnel;
- c) Conditions of Employment and other personnel-related contractual and quasi-legal records;
- d) internal evaluation records; and
- e) other internal records and correspondence.

Customer-related records

A customer includes any natural or juristic entity who receives services from Scottfin Insurance Brokers.

Customer-related information includes, but is not limited to the following:

- a) any records a customer has provided to a third party acting for or on behalf of Scottfin Insurance Brokers;
- b) any records a third party has provided to Scottfin Insurance Brokers; and
- c) records generated by or within Scottfin Insurance Brokers pertaining to the customer, including transactional records.

Financial, IT and Operational records

These include, but is not limited to the following:

- a) financial records;
- b) operational records;
- c) databases;
- d) information technology;
- e) marketing records;
- f) internal correspondence;
- g) product records;
- h) statutory records;
- i) internal policies and procedures;
- j) treasury-related records;
- k) securities and equities; and
- l) records held by officials of Scottfin Insurance Brokers.

Other Parties

Scottfin Insurance Brokers may possess records pertaining to other parties. These include, but are not limited to contractors, suppliers, subsidiary/holding companies, joint venture companies and service providers.

Alternatively, such other parties may possess records which can be said to belong to Scottfin Insurance Brokers. The following records fall under this category:

- a) personnel, customer or Scottfin Insurance Brokers records which are held by another party as opposed to being held by Scottfin Insurance Brokers; and
- b) records held by Scottfin Insurance Brokers pertaining to other parties, including but not limited to financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

Records available in terms of other legislation

The requester may also request information which is available in terms of legislation, such as the following:

- a) Basic Conditions of Employment Act;
- b) Companies Act;
- c) Compensation for Occupational Injuries & Diseases Act;
- d) Employment Equity Act;
- e) National Credit Act;
- f) Financial Services Board Act;
- g) Income Tax Act;
- h) Labour Relations Act;
- i) Unemployment Insurance Act;
- j) Long Term Insurance Act;
- k) Occupational Health and Safety Act;
- l) Promotion of Equality and Prevention of Unfair Discrimination Act;
- m) Electronic Communications and Transactions Act;
- n) Short Term Insurance Act;
- o) Skills Development Act;
- p) Skills Development Levies Act;
- q) South African Qualifications Authority Act;
- r) VAT Act;
- s) Financial Intelligence Centre Act;
- t) Financial Advisory and Intermediary Services Act; and
- u) Protection of Constitutional Democracy Against Terrorist and related Activities Act.

4. THE REQUEST PROCEDURE

- The requester must complete the prescribed form to request for access to a record to the above Company address, fax number or email address, for the attention of the Information Officer.
- The Information Officer will notify the requester of the prescribed fee (if any) payable before further processing the request.
- A requester seeking access to a record containing their own personal information will not be charged a request fee.
- The fee that the requester must pay to Scottfin Insurance Brokers is R50 (fifty rand). The requester may lodge an application to the court against the tender or payment of the fee.
- If the request is granted, the requester will be accordingly notified and a further fee must be paid. This would be for the search, reproduction, preparation and time that exceed the prescribed hours to search and prepare the disclosure.

5. AVAILABILITY OF THE MANUAL

The manual is also available for inspection at Scottfin Insurance Brokers' office, free of charge, on the Company website and copies are available at the South African Human Rights Commission.