

MANUAL OF

**InsuranceSupermarket Insurance Brokers (Pty) Limited
("THE COMPANY")**

in terms of

Section 51(1) of the Promotion of Access to Information Act 2 of 2000 ("the Act")

THE PURPOSE

The purpose of this document is to serve as the Manual of The Company as required in terms of the Act, and to provide reference as to the records held and the procedures that need to be followed to request access to such records

INTRODUCTION

InsuranceSupermarket's core function is that of a Personal Lines Short Term Insurance Brokerage.

PART 1: CONTACT PERSON AND ADDRESS DETAILS

(as required by Section 51(1)(a))

The Managing Director of InsuranceSupermarket Insurance Brokers (Pty) Limited, has duly authorised the contact person below to ensure that the Act is complied with:

Contact Person:	Mr. Shaun Neuhoff
Postal address:	Postnet Suite 112 Private Bag X11 Craighall 2024
Physical address:	Block B, Investment Place 10 th Road Hyde park
Telephone number:	0110379000
Fax number:	0867606462
e-mail address:	info@insurance-supermarket.co.za

PART 2: GUIDE ON HOW TO USE THE ACT

(as required by Section 51(1)(b))

A guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Act. The guide is available in all of the official languages on the website of the South African Rights Commission or alternatively a hard copy can be directly obtained from the South African Rights Commission.

The South African Human Rights Commission's (SAHRC) contact details are as follows:

Postal address:	Private Bag 2700 Houghton 2041
Physical address:	The South African Human Rights Commission: PAIA Unit The Research and Documentation Department 29 Princess of Wales terrace Cnr. York and St Andrews Street Parktown Johannesburg
Telephone number:	011-877 3600
e-mail address:	PAIA@sahrc.org.za
Web site:	www.sahrc.org.za

PART 3: RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

(as required by Section 51(1)(d))

Records are available, where applicable, in accordance with the following current South African legislation (only to the extent that the relevant Act makes disclosure of records compulsory):

- Companies Act No. 71 of 2008
- Consumer Protection Act No. 68 of 2008
- Income Tax Act No. 95 of 1967
- Promotion of Access to Information Act No. 2 of 2000
- Stamp Duties Act no 77 of 1968
- Value Added Tax Act No. 89 of 1991

PART 4: ACCESS TO THE RECORDS HELD BY THE COMPANY

(as required by Section 51(1)(c) and 51(1)(e))

LATEST NOTICE IN TERMS OF SECTION 52(2):

At this stage no notice(s) in terms of Section 52(2) of the Act has been published.

SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE COMPANY (SECTION 51 (1)(e)):

Companies Act Records

- Statutory Records
 - Documents of incorporation
 - Memorandum of Articles of Association
 - Minutes of Board of Directors Meetings
 - Records relating to the appointment of directors / auditors/ secretary/ public officer and other officers
 - Share Register and other statutory registers

Finance and Administration Records

The Finance and Administration section provides a support service to the operational sections in terms of finance, human resources and legal/statutory. Records held include:

- Annual Financial Statements
- Audit Supporting records
- Strategic Planning and Budget records
- Cash Flow Records
- Management Accounts
- SARS records (calculations and returns)
- Source Documents
 - Income Tax
 - VAT
 - Invoices (sales and purchases)
 - General Ledger
 - Bank Statements
 - Paid Cheques
 - General Ledger Reconciliations

ACCESS REQUEST PROCEDURE AND PRESCRIBED FEES

A request for access to records must be made in the prescribed **Form C** (a copy of which is attached) which should be sent to the Head of The Company at the address, fax number or electronic mail address detailed in Part 1 of this document.

An initial, non-refundable request fee of R57.00 (inclusive of VAT) is payable on submission. This fee is not applicable to personal requests, i.e. individual seeking access to records pertaining to those individuals themselves.

In the event that a request for access is successful 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. Such fee will be calculated based on the fee as prescribed under the Act and is payable prior to access being given to the requested record.

The request for information will be evaluated and the applicant will be notified within 30 days after receipt of the request in the prescribed format of the decision on the request or alternatively a notification of extension period (if required).

PART 5: AVAILABILITY OF THE MANUAL

(as required by Section 51(3))

This manual is available for inspection at the offices of The Company (see Part 1) free of charge; and copies are available with the SAHRC, in the Gazette.

A handwritten signature in black ink, appearing to read 'A. Denroth', is positioned above the authorization text.

Duly Authorised By The Head Of Organisation