

THE PROMOTION OF ACCESS TO INFORMATION ACT



MANUAL in terms of Section 51 of The Promotion of Access to Information Act 2 of 2000

(Hereinafter referred to as the "ACT")

CIB (Pty) Ltd

Registration Number:

2001/022554/07

(Hereinafter referred to as "CIB")

INTRODUCTION

CIB (Pty) Ltd conducts business as a Short- Term Insurance Administrator and Underwriting Manager. We are an authorized Financial Service Provider in terms of the Financial Advisory & Intermediary Service Act 37 of 2002. Our FSP licence number is FSP 8425.

CONTACT DETAILS

CEO: Mr DA Donnelly

Directors: Mr DA Donnelly (Executive)
Mr B Mallinson (Independent Non - Executive)
Mr WLJ von La Chevallerie (Managing Director)

Postal Address: Private Bag x1600
Bedfordview
Gauteng
South Africa
2008

Physical Address: 15E Riley Road
Riley Road Office Park
Bedfordview
Gauteng
2008

Telephone Number: +27 11 455 5101
Fax Number: +27 11 455 5202
Email: admin@cib.co.za

- The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700
Houghton
2041

Telephone Number: +27 11 877 3600
Fax Number: +27 11 403 0625
Website: www.sahrc.org.za

APPLICABLE LEGISLATION

No	Act	Ref
1.	Basic Conditions of Employment Act	No. 75 of 1997
2.	Companies Act	No. 71 of 2008
3.	Compensation for Occupational Injuries and Health Diseases Act	No. 130 of 1993
4.	Copyright Act	No. 98 of 1978
5.	Employment Equity Act	No. 55 of 1998
6.	Financial Services Board Act	No. 97 of 1990
7.	Financial Advisory and Intermediary Services Act	No. 37 of 2002
8.	Income Tax Act	No. 95 of 1967
9.	Intellectual Property Laws Amendments Act	No. 38 of 1997
10.	Insolvency Act	No. 24 of 1936
11.	Labour Relations Act	No. 66 of 1995
12.	Medical Schemes Act	No. 131 of 1998
13.	Occupational Health & Safety Act	No. 85 of 1993
14.	Short-Term Insurance Act	No. 53 of 1998
15.	Pension Funds Act	No. 24 of 1956

STRUCTURE AND SCHEDULE OF RECORDS

SCOPE

The information contained in this chapter is intended to identify the main classes of records held within CIB and our organizational structure. Further assistance in identifying records held by CIB is available on request from the Information Officer.

STRUCTURE

- **Profile**
Private Company in terms of the Companies Act, Act 71 of 2008
- **Main Business Activities**
Short-Term Insurance Administration

ORGANOGRAM

Category	Number of permanent employees
Directors – Chairman (Non-Executive)	1
Directors - Executive	4
Senior Management	18
Skilled Technical and academically qualified	30
Semi-Skilled	134
Unskilled	9
Total	198

SCHEDULE OF RECORDS

- Human Resources Records
- Financial records – (hard copy and soft copy)
- Job files including proposals, quotations and schedules
- Company statutory records
- Shareholder records
- CIB pension fund records
- Medical aid records
- Marketing brochures

Further information regarding the subjects and categories of records listed here are available from:

The Information Officer
Riley Road Office Park
15E Riley Road
Bedfordview
2008

Tel: +27 11 455 5101
Fax: +27 11 455 5202
e-mail: admin@cib.co.za

FORM OF REQUEST

To facilitate the processing of your request, kindly:

- Use the prescribed form (Form C) attached hereto as Appendix 1 and available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za
- Address your request to the Head of the Company (CEO)
- Provide sufficient details to enable CIB to identify:
 - The record(s) requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - The form of access required;
 - The postal address or fax number of the requester in the Republic;
 - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit
- Records may be withheld until the fees have been paid.
- The fee structure is attached hereto as Appendix 2 and available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request *for information* is made on behalf of *another* person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
- (c) The requester must sign all the additional folios.

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required to search for and prepare a record*.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request in the specified form may depend on the form in which the record is available.	<input type="checkbox"/>
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	<input type="checkbox"/>
(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	<input type="checkbox"/>

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record	<input type="checkbox"/>	inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the sound track audio cassette	<input type="checkbox"/>	transcription of sound track* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.		YES <input type="checkbox"/>	NO <input type="checkbox"/>

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This day of 20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

Appendix 2

Schedule of Fees

The Promotion of Access to Information Act 2 of 2000 provides for two types of fees:

- **Request fee**, a standard administration fee paid by all requestors except personal requestors. This is not refundable.
- **Access fee**, paid by all requestors intended to reimburse the institution for costs involved in searching for a record and preparing it for delivery to the requestor. This fee is calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

Please note:

- The only charge that may be levied for obtaining records is a fee for reproduction of the record in question.
- An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54(8).
- In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.
- When the Information Officer receives the request, he/she shall notify the requester to pay the prescribed request fee (if any), before further processing of the request.
- The Information Officer may withhold a record until the requester has paid the fees.
- If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

The Applicable Fees are as follows:

Reproduction Fees:	Fee R
For every photocopy of an A4size paper or part thereof	1,10
For every printed copy of an A4size page or part thereof held on a computer or in electronic or machine readable form	0,75
For a copy in a computer readable form on a stifty disc compact disc	7,50
For a copy in a computer readable form on a stifty disc compact disc	70,00
A transcription of visual images, for an A4size page or part thereof	40,00
For a copy of visual images	60,00
Request Fees:	Fee R
A request fee of R50.00 (excluding VAT) is payable upfront where a requestor submits a request for access to information on anybody else other than a requestor him / herself.	50,00
Access Fees	Fee R
For every photocopy of an A4size paper or part thereof	1,10
For every printed copy of an A4size page or part thereof held on a computer or in electronic or machine readable form	0,75
For a copy in a computer readable form on stifty disc	7,50
For a copy in a computer readable form on a stifty disc compact disc	70,00
A transcription of visual images, for an A4size page or part thereof	40,00
For a copy of visual images	60,00
To search for a record that must be disclosed, R30,00 for every hour or part of an hour reasonably required for such search	30,00
Where a copy of a record needs to be posted the actual postal fee is payable	Postal
Deposits	Fee R
Where CIB receives a request for access to information about a person other than the requestor himself / herself and the information officer is of the opinion that the preparation of the required record will take more than six (6) hours, a deposit of one third (1/3) of the amount of the applicable access fee is payable.	1/3 of the applicable Access fees