

MANUAL COMPILED IN TERMS OF SECTION 51

OF

THE PROMOTION OF ACCESS TO INFORMATION ACT

2 OF 2000

INANI ACTUARIES

2023/805672/07

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1. Basic Introduction

Inani Actuaries is a private company incorporated in terms of the Companies Act 71 of 2008. Its primary business focus is the provision of forensic actuarial services.

2. Our contact details

Director

Director: Quinton Mitchell

The Information Officer

Quinton Mitchell

Postal Address: P O BOX 5050
TYGER VALLEY
WESTERN CAPE
7536

Street Address: Central Park, 14 Platinum Crescent, Milnerton, Western
Cape, 7441

Telephone Number: +27 63 901 5263

E-mail: reports@inaniactuaries.co.za



3. The Act

3.1 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 must be acting in the public interest.

3.2 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

3.3 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



4. Applicable Legislation

The private body is obliged to hold certain records in terms of the following legislation:

- The Basic Conditions of Employment Act 75 of 1997
- The Companies Act 71 of 2008
- The Companies Act 61 of 1973
- The Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Value Added Tax Act 89 of 1991
- The Protection of Private Information Act 4 of 2013

5. Schedule of Records

Automatically available information

The private body does not have any automatically available information and as such all requests must be made in accordance with the Act. The private company does have a website which may be viewed at:

www.inaniactuaries.co.za

Records	Subject	Availability
Companies Act Records	<ul style="list-style-type: none">• Documents of Incorporation• Memorandum of Incorporation• Minutes of Board Meetings• Records relating to the appointment of Directors and other officers• Share Register and other statutory registers	Available on request in terms of the Act

Financial Records	<ul style="list-style-type: none"> • Agreements • Annual Financial Statements • Tax Returns • Accounting Records • Banking Records, • Bank Statements, Paid Cheques and Electronic Banking Records • Debtors/Creditors statements and Invoices • Invoices • Rental Agreements 	Available on request in terms of the Act
Income Tax Records	<ul style="list-style-type: none"> • Pay as you earn records • Documents issued to employees for Income Tax Purposes • Records of Payments made to SARS on behalf of employees • All other statutory compliances: <ul style="list-style-type: none"> ➤ VAT ➤ Regional Services Levy ➤ Skills Development Levy ➤ UIF 	Available on request in terms of the Act
Personal Records	<ul style="list-style-type: none"> • Address Lists • Employment contracts • Disciplinary Procedures and Records • Leave Records • Personal Information 	Available on request in terms of the Act

	<ul style="list-style-type: none"> • Salary Records • SETA Records • Training Records • Training Manuals 	
Sales Department	<ul style="list-style-type: none"> • All customer details • Credit information • Information and records provided by a third party 	Available on request in terms of the Act
Marketing Department	<ul style="list-style-type: none"> • Advertising and Promotional material 	Available on request in terms of the Act
Corporate Social Responsibility (CSR)	<ul style="list-style-type: none"> • CSR schedule of projects/record of organisations that receive funding; • Reports, books, publications and general information related to CSR spend; • Records and contracts of agreement with funded organisations. 	Available on request in terms of the Act

6. Form of request

To facilitate the processing of your request, kindly;

6.1 Use the prescribed form, available on the website of the Department of Justice <https://www.justice.gov.za/inforeg/docs/forms/InfoRegSA-PAIA-Form02-Reg7.pdf>

6.2 Address your request to the Head of the Company (Director).

6.3 Provide sufficient details to enable the Company to Identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, power of attorney);
- (c) The form of access required;
- (d)
 - (i) The postal address or fax number of the requester in the Republic
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) 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.

7. Grounds of Refusal

All requests properly submitted as provided for in PAIA are considered but may be refused, *inter alia*, on the following grounds:

- Privacy
- Privilege
- Confidentiality of client records
- Trade secrets
- Copyright
- Protected Information Technology
- Unreasonable nature of the request
- Vexatious or frivolous request

8. Description of remedies available in respect of an act or failure to act by the Company

If a request for information in terms of PAIA has been refused by the Company, the requester may, within 60 days, and in the prescribed form and against payment of the prescribed fee, lodge an internal appeal against the decision of the Information Officer in accordance with the provisions of S75 of PAIA.

9. Prescribed fees

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

9.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

9.2 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);

9.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

9.4 Records may be withheld until fees have been paid.

9.5 The fee structure is available on the website of the South African

Human Rights Commission at www.sahrc.org.za

DATED AT CAPE TOWN ON THIS THE 9th DAY OF JUNE 2023



DIRECTOR