



Promotion of Access to Information Act

FSP NAME: The Colony t/a The Colony Insurance Advisors

FSP NUMBER: 45457

DIRECTORS: Janse van Rensburg I

KEY INDIVIDUALS: Janse van Rensburg I, Van den Berg JDJ, Pretorius EE

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1. Introduction

The Colony conducts business as a Financial Service Provider selling short-term and long-term insurance, investments, medical aids and delivering an intermediary service to our clients on these products. We are an authorised financial services provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP Number is 45457.

2. Company Contact Details

Directors: Ingrid Janse van Rensburg (CEO)

Postal Address: Po Box 944, Ifafi, 0260

Street Address: Wellness Corporate Park, Block G, 196 Beethoven Street, Ifafi, 0216

Telephone Nr: (012) 253 1296

Email: ingrid@colonial.co.za

The CEO is the Head of a private body therefore in terms of PAIA, is the Information Officer of the entity and therefore her contact details are listed.

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 body 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

<u>No</u>	<u>Ref</u>	<u>Act</u>
<u>1</u>	<u>No 61 of 1973</u>	<u>Companies Act</u>
<u>2</u>	<u>No 98 of 1978</u>	<u>Copyright Act</u>
<u>3</u>	<u>No 55 of 1998</u>	<u>Employment Equity Act</u>
<u>4</u>	<u>No 95 of 1967</u>	<u>Income Tax Act</u>
<u>5</u>	<u>No 66 of 1995</u>	<u>Labour Relations Act</u>
<u>6</u>	<u>No 89 of 1991</u>	<u>Value Added Tax Act</u>
<u>7</u>	<u>No 37 of 2002</u>	<u>Financial Advisory and Intermediary Services Act</u>
<u>8</u>	<u>No 75 of 1997</u>	<u>Basic Conditions of Employment Act</u>
<u>9</u>	<u>No 69 of 1984</u>	<u>Close Corporations Act</u>
<u>10</u>	<u>No 25 of 2002</u>	<u>Electronic Communications and Transactions Act</u>
<u>11</u>	<u>No 2 of 2000</u>	<u>Promotion of Access of Information Act</u>
<u>12</u>	<u>No 30 of 1996</u>	<u>Unemployment Insurance Act</u>

5. Schedule of Records

Records

Subject

Availability

Public	Product Information Conflict of Interest Policy PAIA Manual Popi Policy	Freely available on website www.colonial.co.za
Financial	Annual Financial Statements Tax Returns Accounting Records Banking Records Bank Statements Electronic Banking Records Asset Register Rental Agreements Invoices Paye Records IRP 5 IT3B Vat Documents Skills Development Levies UIF Workmen's compensation	Request in terms of PAIA
Marketing	Marketing Information Customer Database	Request in terms of PAIA
Employee	Employment Contracts Employment Equity Policy Medical Aid Records Disciplinary Records Salary Records SETA Records Leave Records Training Records / Manuals	Request in terms of PAIA

6. Form of Request

To facilitate the processing of your request, kindly:

- 6.1. Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za
- 6.2. Address your request to the Head of the Company (CEO)
- 6.3. Provide sufficient detail to enable the Colony Insurance Advisors to identify:
 - 6.3.1. The record(s) requested;
 - 6.3.2. The requester (and if an agent is lodging the request, proof of capacity);
 - 6.3.3. The form of access required;
 - 6.3.3.1. The postal address or fax number of the requester in the Republic;
 - 6.3.3.2. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - 6.3.4. 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. Prescribed Fees

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

- 7.1. A Requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2. 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);
- 7.3. A requestor may lodge an application with a court against the tender / payment of the request fee and / or deposit;
- 7.4. Records may be withheld until the fees have been paid;
- 7.5. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za

8. South African Human Rights Disclaimer

The South African Human Rights Commission reserves all rights and makes no warranty, either expressed or implied, with respect to the information and/or promotional material contained herein and is not responsible for any expenses, inconvenience, damage (whether special or consequential) or claims arising out of posting, time and costs incurred and or associated with this information and will not be liable for the latter. Specific exemption from any liability is claimed with regard to the following:

- 8.1. The SAHRC does not endorse any third party private service provider and will not bear any costs related to your transaction to compile the manual on your behalf.
- 8.2. Submission to the SAHRC is free and the SAHRC does not charge any fees for advice or administration however all cost to lodge manuals is at the relevant private entities own cost e.g. registered mail etc.