



MANUAL

Prepared in terms of Section 51 of

The Promotion of Access to Information Act 2 of 2000

FOR

FDM INVESTMENT MANAGERS & CONSULTANTS (PTY) LIMITED



INTRODUCTION

The company perform investment advisory and management services. This is the manual required in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (the Act) to assist persons in obtaining information from the company, as provided by the Act.

CONTACT DETAILS

Mr JF Fernhout

Postal address:

PO Box 73360, Fairland, 2030

Street address:

Regus 2nd Floor, Rivonia Village Shopping Center, Cnr Mutual Road & Rivonia Boulevard, Rivonia, Gauteng, South Africa

Telephone number: +27(11) 259 - 9065

Fax number: +27(86) 614 4570

E-mail address: kobie.fernhout@fdm.co.za

The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za



Records available in terms of any other legislation

The following records are available in terms of legislation, other than the Act:

- All records required to be available in terms of the company law of South Africa
- All records kept in terms of legislation applicable to the business conducted by the financial services industry in general

Access to the records

i. **Records about the following subjects are held**

Records as required by company law

Records as required by other legislation applicable to the business of the company

Employees

Clients

Investments

ii. **The following categories of records may be held in relation to the above subjects**

Confidential

Financial

Legal

Business

Personal

Commercial

iii. **The request procedures:**

Form of request:

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

The head of the private body must notify the requester (other than a personal requester) by notice,



requiring the requester to pay the prescribed fee (if any) before further processing the request.

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted then 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.

Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Availability of the manual

The manual is also available for inspection at the offices of the company free of charge; and copies are available with the SAHRC and on the company's website.