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## **Sigma Risk Solutions (Pty) Ltd (“the Company”)**

**Section 51 Manual:  
Promotion of Access to Information Act**  
2014/01/20  
2014/11/12

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## 1. Introduction

**The Company:** Sigma Risk Solutions (Pty) Ltd

**Registration Number:** M1993/004910/07

**Physical Address:** Ground Floor Coral House  
20 Peter Place, Lyme Park  
Sandton  
2191

**Postal Address:** P.O. Box 803  
Cramerview  
2060

**Registered Address:** Ground Floor Coral House  
20 Peter Place, Lyme Park  
Sandton  
2191

**Main Business:** Management Company  
**FSP Number:** 4348

## 2. Particulars in terms of the Section 51 Manual

### a) Head of Company

**Name:** Johann Wethmar

**Address:** Ground Floor Coral House  
20 Peter Place, Lyme Park  
Sandton

**Telephone:** +27 (11) 463-0105

**Facsimile:** +27 (11) 463-0249

**E-mail Address:** johan.wethmar@sigmarisk.co.za

**b) The Section 10 Guide on how to use the Act:**

The guide envisaged by section 10 of the Promotion of Access to Information Act, 2000, is a separate guide which explains how to exercise your rights as embodied in the Act. This guide is provided by the South African Human Rights Commission (SAHRC), and is available for inspection at the offices of the SAHRC. 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 (0) 11 484 8300

**Facsimile:** +27 (0) 11 484 7146

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**E-mail:** [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**c) Records available in terms of any other Legislation:**

Basic Conditions of Employment, No. 75 of 1997

Companies Act, No. 71 of 2008

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Electronic Communications and Transactions Act, No. 25 of 2002

Employment Equity Act, No. 55 of 1998

Financial Advisory and Intermediary Services Act, No 37 of 2002

Financial Services Board Act, No. 97 of 1990

Financial Services Laws General Amendment Act, 45 of 2013

Income Tax Act, No. 96 of 1967

Labour Relations Act, No. 66 of 1995

Occupational Health and Safety Act, 85 of 1993

Pension Funds Act, 24 of 1956

Promotion of Access to Information Act, No. 2 of 2000

Protection of Personal Information Act, 4 of 2013

Short-term Insurance Act, No. 53 of 1998

Skills Development Levies Act, No. 9 of 1999

Unemployment Insurance Act, No. 63 of 2001

Unemployment Insurance Contributions Act, No. 4 of 2002

Value Added Tax Act, No. 89 of 1991

**d) Access to records held by the Company in question:**

i) Information readily available on our website:

Financial Service Provider Information  
BEE certificate  
Product supplier information  
Conflict of Interest Policy

ii) Records that may be requested:

- Records of applicable legislation;
- Personal Information and
- Records of a public nature, such as details of shareholders, directors, officers and number of employees.

iii) The request procedure:

Form of request:

- The requester must use the prescribed form to make the request for access to a record. The prescribed form can be found on the Company website, or will be provided on request by to the head of the company.
- The completed prescribed form must be submitted to the head of the company, to the address, fax or electronic mail address detailed in section 2 (a) above.
- The requester must provide the following detail in its request:
  - sufficient detail to enable the head of the company to identify the record and the requester;
  - which form of access is required;
  - whether any other manner is to be used to inform the requester;
  - the right that is sought to be exercised or to be protected;
  - an explanation of why the requested record is required for the exercise or protection of that right;
  - submit proof of the capacity in which the requester is making the request (where the request is made on behalf of another person) to the satisfaction of the CO of the company
- The Company shall respond to the request for information within thirty (30) days of receiving the request in the prescribed form.

- The Company shall respond to the requester (and provide the requested documents) according to the manner of communication indicated by the requester in its application, which will then be deemed to be received/collected by the requester.
- Where a requester has requested personal information from the Company, which is subsequently provided, the requester may request a correction of such personal information if the information is inaccurate. Such a request shall be made to the head of the Company, and all correct information must be provided along with the request to correct.
- Where the Company holds personal information in respect of any person, such person may object, in writing and to the head of the Company, to the processing or further processing of personal information.

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:

- A fee of R50 must be paid to the Company to consider the application for information.
- If the request is granted then a further access fee may be payable for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. The Company shall notify the requester of such fee by notice, which shall specify the fee or deposit required, the fact that the fee may be challenged by court application, and the procedure to lodge a court application.
- Additional fees for copies, preparation, search and time spent may be charged, at the discretion of the Company, according to the tariff as set out in the Regulations to the Promotion of Access to Information Act, 2000, which is available on request.

**e) Availability of the manual:**

This manual can be found on the Company website; [www.sigmarisk.co.za](http://www.sigmarisk.co.za) and is also available for inspection, during office hours, at the offices of the Company free of charge.

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)

**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. 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.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
	view the images	copy of the images"	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document			
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*	printed copy of information derived from the record"	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.			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">YES</td> <td style="width: 50%; text-align: center; border: none;">NO</td> </tr> </table>	YES	NO
YES	NO				

**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