

**SKYBLUE FUND MANAGERS
Manual**



**Act 2 of 2000,
The Promotion of Access to Information**

Prepared in accordance with Section 51 of the Promotion of
Access to Information Act No. 2 of 2000

Effective Date: 31 December 2011

Manual - Promotion of Access to Information

1. Introduction

The Promotion to Access to Information Act, No 2 of 2000 ("the Act") gives effect to the constitutional right of access to any information in records held by public (government) or private (non-government) bodies that is required for the exercise of protection of any rights. Where a request is made in terms of the Act, SkyBlue Fund Managers is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.**

This manual informs requesters of procedural and other requirements which a request must meet as prescribed by the Act. It is important to note that the Act recognises certain limitations to the right of access to information, including but not limited to, limitations aimed at reasonable protection of privacy, commercial confidentiality, and effective, efficient and good governance, and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

2.Part I: Particulars of the Private Body -

(Information required under section 51(1)(a) of the Act):

- a. Name of the Body
Skyblue Fund Managers (Pty) Ltd
- b. Head of the Body (Information Officer)
Lynette Prinsloo
- c. Postal Address
PO Box 44911
Claremont
7735
- d. Street Address
7th Floor Letterstedt House
Cnr Main and Campground Roads
(Newlands on Main)
Newlands
7700
- e. Telephone Number
+27 21 657 4999
- f. Fax Number
+27 21 657 4988

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- g. Web address
www.skyboundcapital.com
- h. Contact Details of Information Officer
 - i. e-mail: lynette@skybluefm.com
 - ii. Phone: +27 21 657 4999
 - iii. Fax: +27 657 4988

2. Part II – Guide of South African Human Rights Commission

The South African Human Rights Commission is required in terms of the Act to compile a guide in every official language, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

Any enquiries regarding this guide should be directed to :

Postal Address: The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag X2700
Houghton
2041

Telephone Number : +27 (0) 11 484 8300

Fax Number : +27 (0) 11 484 0582

E-mail Address : paia@sahrc.org.za

Website : <http://www.sahrc.org.za>

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records

The accessibility of the documents below may be subject to the grounds of refusal set out in this manual,

- Personnel Records
- Client Related records
- Private Body Records (Financial and company secretarial)

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4. Part IV - Records available in accordance with any other legislation

A requester may also request information that is available in terms of other legislation.

Legislation (Select Acts applicable to your company and tick in the corresponding block)	Tick
1. Administration of Estates Act, No. 66 of 1965	
2. Arbitration Act No. 42 of 1965	
3. Basic Conditions of Employment No. 75 of 1997	x
4. Companies Act No. 61 of 1973	
5. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993	x
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	
7. Copyright Act No. 98 of 1978	
8. Credit Agreements Act No. 75 of 1980	
9. Currency and Exchanges Act No. 9 of 1933	
10. Debtor Collectors Act No. 114 of 1998	
11. Employment Equity Act No. 55 of 1998	
12. Finance Act No. 35 of 2000	
13. Financial Services Board Act No. 97 of 1990	x
14. Financial Relations Act No. 65 of 1976	
15. Harmful Business Practices Act No. 23 of 1999	
16. Income Tax Act No. 95 of 1967	x
17. Insolvency Act No. 24 of 1936	
18. Insurance Act No 27 of 1943	x
19. Intellectual Property Laws Amendments Act No. 38 of 1997	
20. Labour Relations Act No. 66 of 1995	x
21. Long Term Insurance Act No. 52 of 1998	
22. Medical Schemes Act No. 131 of 1998	x
23. Occupational Health & Safety Act No. 85 of 1993	x
24. Pension Funds Act No. 24 of 1956	
25. Post Office Act No. 44 of 1958	
26. Protection of Businesses Act No. 99 of 1978	
27. Regional Services Councils Act No. 109 of 1985	
28. SA Reserve Bank Act No. 90 of 1989	
29. Short Term Insurance Act No. 53 of 1998	

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30. Skills Development Levies Act No. 9 of 1999	x
31. Skills Development Act No. 97 of 1998	
32. Stamp Duties Act No. 77 of 1968	
33. Stock Exchange Control Act No. 1 of 1985	
34. Tax on Retirement Funds Act No. 38 of 1996	x
35. Trade Marks Act No. 194 of 1993	
36. Unemployment Contributions Act No. 4 of 2002	
37. Unemployment Insurance Act No. 63 of 2001	x
38. Usury Act No 73 of 1968	
39. Value Added Tax Act No. 89 of 1991	x

5. Part V - Access to Information

SkyBlue Fund Managers may refuse a request for information in respect of information detailed below:

- i. Commercial and Legal
 1. Contracts and Agreements
 2. Company Confidential – Historical significance
 3. Meeting Minutes
 4. Shareholders
 5. Property Leases and Agreements
 6. Trademark
 7. Insurance
 8. Resolutions – Directors
 9. Correspondence
- ii. Financial
 1. Financial Year-end Results
 2. Financial Analysis and Reports
 3. Budgets
 4. Tax and Levies
- iii. Human Resources
 1. Employees Personnel Information
 2. Employees History (skills and experience)
 3. Educational Background
 4. Training and Development
 5. Health
 6. Salaries and Wages

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7. Contracts and Agreements
8. Employment Equity

iv. Marketing

1. Advertising
2. Contracts with Suppliers
3. Product Ranges and Pricing

v. Health & Safety

1. Policies
2. Accidents and Incidents Reports

6. Request Procedure

6.1 A requester requiring access to information from SkyBlue Fund Managers must complete the prescribed Form C.

6.2 Submit the completed form to the Information Officer at the postal or physical address, fax number or e-mail address detailed above.

6.3 SkyBlue will process the request within 30 days.

6.4 The requester will be informed in writing whether or not access has been granted.

6.5 The requester must pay the prescribed fee if applicable, before any further processing takes place.

Request - Access to Information

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, (Act No. 2 of 2000))

[Regulation 10]

(Form C - Annexure B)

Reference Number: _____

A. Particulars of private body

The _____ Head:

B. Particulars of person requesting access to the record

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

Full names and
surname: _____

Identity number:

Postal
address: _____

—

Fax
number: _____

Telephone number:

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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:

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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:

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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:
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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.

(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.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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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"/>	transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
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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"/>	copy in computer readable form* (stiffy or compact disc)
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*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 NO

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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**