



INDEPENDENT  
INVESTMENT  
SOLUTIONS

**TITLE:** Promotion of Access to Information

**VERSION:** 201810

**APPROVAL:** Board Meeting - 15 Nov 2018

**EFFECTIVE DATE:** 3 August 2016

**REVISED DATE:** 15 Nov 2018

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, Independent Investment Solutions (Pty) Ltd (Independent Investment Solutions) 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**  
Independent Investment Solutions (Pty) Ltd
- b. **Head of the Body (Information Officer)**  
Peter James Hewett  
Luis Levy
- c. **Postal Address**  
PO Box 1211  
Ruimsig  
1724

d. **Street Address**  
Unit 16 B, Willowbrook Office Park  
Van Hoof Street  
Ruimsig  
1724

e. **Telephone Number**  
+27 10 597 6687

f. **Web Address**  
[www.i2solutions.co.za](http://www.i2solutions.co.za)

**Contact Details of Information Officer**

Email: peter@i2solutions.co.za  
Phone: +27 10 597 6687

3. **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

**Email Address:** [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

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

4. **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).

5. **PART IV - RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

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

<b>Legislation</b> (select Acts applicable to your company and tick in the corresponding block)		<b>Tick</b>
1	Administration of Estates Act, No. 66 of 1965	<b>X</b>
2	Arbitration Act No. 42 of 1965	<b>X</b>
3	Basic Conditions of Employment No. 75 of 1997	<b>X</b>
4	Companies Act No. 61 of 1973	<b>X</b>
5	Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993	<b>X</b>
6	Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	<b>X</b>
7	Copyright Act No. 98 of 1978	<b>X</b>
8	Credit Agreements Act No. 75 of 1980	
9	Currency and Exchanges Act No. 9 of 1933	<b>X</b>
10	Debtor Collectors Act No. 114 of 1998	
11	Employment Equity Act No. 55 of 1998	<b>X</b>
12	Finance Act No. 35 of 2000	<b>X</b>
13	Financial Services Board Act No. 97 of 1990	<b>X</b>
14	Financial Relations Act No. 65 of 1976	<b>X</b>
15	Harmful Business Practices Act No. 23 of 1999	<b>X</b>
16	Income Tax Act No. 95 of 1967	<b>X</b>
17	Insolvency Act No. 24 of 1936	<b>X</b>
18	Insurance Act No. 27 of 1943	<b>X</b>
19	Intellectual Property Laws Amendments Act No. 38 of 1997	<b>X</b>
20	Labour Relations Act No. 66 of 1995	<b>X</b>
21	Long Term Insurance Act No. 52 of 1998	<b>X</b>
22	Medical Schemes Act No. 131 of 1998	<b>X</b>
23	Occupational Health & Safety Act No. 85 of 1993	<b>X</b>
24	Pension Funds Act No. 24 of 1956	<b>X</b>
25	Post Office Act No. 44 of 1958	
26	Protection of Businesses Act No. 99 of 1978	<b>X</b>
27	Regional Services Councils Act No. 109 of 1985	<b>X</b>
28	SA Reserve Bank Act No. 90 of 1989	<b>X</b>
29	Short Term Insurance Act No. 53 of 1998	<b>X</b>
30	Skills Development Levies Act No. 9 of 1999	<b>X</b>
31	Skills Development Act No. 97 of 1998	<b>X</b>
32	Stamp Duties Act No. 77 of 1968	<b>X</b>
33	Stock Exchange Control Act No. 1 of 1985	<b>X</b>
34	Tax on Retirement Funds Act No. 38 of 1996	<b>X</b>
35	Trade Marks Act No. 194 of 1993	<b>X</b>

36	Unemployment Contributions Act No. 4 of 2002	X
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

## 6. PART V - ACCESS TO INFORMATION

Independent Investment Solutions may refuse a request for information in respect of information detailed below:

### 6.1 Commercial and Legal

- 6.1.1 Contracts and Agreements.
- 6.1.2 Company Confidential – Historical significance.
- 6.1.3 Meeting Minutes.
- 6.1.4 Shareholders.
- 6.1.5 Property Leases and Agreements.
- 6.1.6 Trademark.
- 6.1.7 Insurance.
- 6.1.8 Resolutions – Directors.
- 6.1.9 Correspondence.

### 6.2 Financial

- 6.2.1 Financial Year-end Results.
- 6.2.2 Financial Analysis and Reports.
- 6.2.3 Budgets.
- 6.2.4 Tax and Levies.

### 6.3 Human Resources

- 6.3.1 Employees Personal Information.
- 6.3.2 Employees History (skills and experience).
- 6.3.3 Educational Background.
- 6.3.4 Training and Development.
- 6.3.5 Health.
- 6.3.6 Salaries and Wages.
- 6.3.7 Contracts and Agreements.
- 6.3.8 Employment Equity.

### 6.4 Marketing

- 6.4.1 Advertising.
- 6.4.2 Contracts with Suppliers.
- 6.4.3 Product Ranges and Pricing.

### 6.5 Health and Safety

- 6.5.1 Policies.
- 6.5.2 Accidents and Incidents Reports.

**7. REQUEST PROCEDURE**

- 7.1 A requester requiring access to information from Independent Investment Solutions must complete the prescribed [form](#).
- 7.2 Submit the completed form to the Information Officer at the postal or physical address or email address detailed above.
- 7.3 Independent Investment Solutions will process the request within 30 days.
- 7.4 The requester will be informed in writing whether or not access has been granted.
- 7.5 The requester must pay the prescribed fee, if applicable, before any further processing takes place.