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Registration Number of Company: CK2007/067267/23

**NAME OF COMPANY: Richards Bay Funeral services CC**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

**Date compiled : 15-05-2018**

**Updated Date : First Admission**

# **INDEX**

**1. Introduction to your company and the type of business:**

**RICHRADS BAY FUNERAL SERVICES CC**

**2. Contact Details (Section 51 (1) (a))**

**3. The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.**

**4. Applicable Legislation (Section 51 (1) (c))**

**5. Schedule of Records (Section 51 (1) (d))**

**6. Form of Request (Section 51 (1) (e))**

**7. Any other Information (Section 51 (1) (f)) e.g. Prescribed Fees, organogram, etc.**

## **1. INTRODUCTION**

Richards Bay Funeral Services CC conducts business as a Long Term Term Insurance Broker. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 48141

## **2. COMPANY CONTACT DETAILS (Section 51 (1) (a))**

Directors: Mayandaran Naidoo

Office Manager/CEO: Mr. M Naidoo

Postal Address: P.O. Box 10813, Meerensee. 3901

Street Address: 43 Bullion Boulevard Road, Richards Bay, 3900

Telephone Number: 035 789 199 / 083 741 0493

Fax Number: N/A

Email: [rbayfunerals1@gmail.com](mailto:rbayfunerals1@gmail.com) / [rbfs@telkomsa.net](mailto:rbfs@telkomsa.net)

## **3. THE ACT (Section 51(1) (b))**

- 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](http://www.sahrc.org.za)

## **4. APPLICABLE LEGISLATION (Section 51 (1) (c)). Please note that each entity needs to assess which legislation is applicable to it and thereafter list such legislation, below is just an example for ease of reference.**

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

**5. Schedule of Records (Section 51 (1) (d)) Please note that this is an example of a schedule of records and is not an exhaustive list and each company needs to assess their own records and list accordingly based on which are automatically available and which records would need to be requested in terms of PAIA.**

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	Freely available on a cloud and in office on a usb
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>	The Tax Plan Pty Ltd Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information: <ul style="list-style-type: none"> <li>○ Product Brochures</li> <li>○ Owner Manuals</li> </ul> </li> <li>• Field Records</li> <li>• Performance Records</li> <li>• Product Sales Records</li> </ul>	Limited Information available in office on personal computer and on a cloud.  Request in terms of PAIA In our annual report freely available

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|------------------------------|--------------------------|
| • Marketing Strategies       | Request in terms of PAIA |
| • Customer Database          | Request in terms of PAIA |
| • Dealer Franchise Documents | Request in terms of PAIA |
|                              | Request in terms of PAIA |

## **6. FORM OF REQUEST (Section 51 (1) (e))**

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](http://www.sahrc.org.za).
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
- (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) 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 (Section 51 (1) (f)) Please attach the Fee schedule to the manual downloadable from the SAHRC website and the prescribed form C which is also available from the SAHRC website.**

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](http://www.sahrc.org.za).