



SIGNAL
ASSET
MANAGEMENT

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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

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, Signal Asset Management (Pty) Ltd 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
Signal Asset Management (Pty) Ltd
- b. Head of the Body (Information Officer)
Alan Amler
- c. Postal Address
PO Box 6928, Roggebaai, 8012
- d. Street Address
Suite 502 The Regent, 19-33 Regent Road, Sea Point
8001
- e. Telephone Number
+27 21 439 8090
- f. Fax Number
+27 21 439 0173
- g. Web address
www.signalasset.co.za

- h. Contact Details of Information Officer
- i. e-mail: alan.amler@signalasset.co.za
- ii. Phone: +27 21 439 8090
- iii. Fax: +27 21 439 0173

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)

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	<input type="checkbox"/>
2. Arbitration Act No. 42 of 1965	<input type="checkbox"/>
3. Basic Conditions of Employment No. 75 of 1997	<input checked="" type="checkbox"/>
4. Companies Act No. 61 of 1973	<input type="checkbox"/>
5. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993	<input checked="" type="checkbox"/>
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	<input type="checkbox"/>
7. Copyright Act No. 98 of 1978	<input type="checkbox"/>
8. Credit Agreements Act No. 75 of 1980	<input type="checkbox"/>
9. Currency and Exchanges Act No. 9 of 1933	<input type="checkbox"/>
10. Debtor Collectors Act No. 114 of 1998	<input type="checkbox"/>
11. Employment Equity Act No. 55 of 1998	<input type="checkbox"/>
12. Finance Act No. 35 of 2000	<input type="checkbox"/>
13. Financial Services Board Act No. 97 of 1990	<input checked="" type="checkbox"/>
14. Financial Relations Act No. 65 of 1976	<input type="checkbox"/>
15. Harmful Business Practices Act No. 23 of 1999	<input type="checkbox"/>
16. Income Tax Act No. 95 of 1967	<input checked="" type="checkbox"/>
17. Insolvency Act No. 24 of 1936	<input type="checkbox"/>
18. Insurance Act No 27 of 1943	<input checked="" type="checkbox"/>
19. Intellectual Property Laws Amendments Act No. 38 of 1997	<input type="checkbox"/>
20. Labour Relations Act No. 66 of 1995	<input checked="" type="checkbox"/>
21. Long Term Insurance Act No. 52 of 1998	<input type="checkbox"/>
22. Medical Schemes Act No. 131 of 1998	<input checked="" type="checkbox"/>
23. Occupational Health & Safety Act No. 85 of 1993	<input checked="" type="checkbox"/>
24. Pension Funds Act No. 24 of 1956	<input type="checkbox"/>

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	
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

Signal Asset Management (Pty) Ltd 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
 - 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 Signal Asset Management (Pty) Ltd 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 Signal Asset Management (Pty) Ltd 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.