

**Consort Technical Underwriting Managers
(Proprietary) Limited
(Registration No.: 1999/003909/07)**

**PROMOTION OF ACCESS TO
INFORMATION ACT**

SECTION 51 MANUAL

Prepared by

P&D Financial Services CC

Consort Technical Underwriting Managers (Pty) Ltd

(CK 1999/003909/07)

SECTION 51 MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT

CONTENTS

A. Introduction

B. Particulars in terms of section 51 of the Promotion of Access to Information Act

1. Contact details
2. The section 10 Guide on how to use the Act
3. Records available in terms of any other legislation
4. Access to the records held by the private body in question
 - i. Information readily available, if applicable
 - ii. Records that may be requested
 - iii. The request procedures
5. Other information as may be prescribed
6. Availability of the manual

A. INTRODUCTION

Main Business

Engineering Insurance

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Peter Charlton

Postal address:
P.O. Box 520
Banburg
2164

Street Address:
Unit 29 Waterford Office Park
Waterford Drive
Fourways

Telephone number: (011) 658-1156
Fax number: (011) 658-1175
Email address: peter@consort.co.za

Request liaison officer: Peter Charlton

Telephone number: (011) 658-1156
Fax number: (011) 658-1175
Email address: peter@consort.co.za

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be 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 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

All statutory returns including

- VAT
- Workmen's compensation
- UIF
- Regional Services Levies
- Skills Development Levies

4. Access to the records held by Consort Technical Underwriting Managers (Pty) Ltd

i. Information readily available

The following information is available to all employees

- The personal records of each employee are available only to that employee.

- The records of disciplinary meetings and other related matters are available to the employee concerned.
- The company's policies and procedures manual.

ii. Records that may be requested:

The following are not automatically available but may be requested

All statutory returns including

- VAT
- Workmen's compensation
- UIF
- Regional Services Levies
- Skills Development Levies

iii. The request procedures:

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

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:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The manual is also available for inspection during office hours at the offices of Consort Technical Underwriting Managers free of charge. Copies are available from the SAHRC.

Consort Technical Underwriting Managers (Pty) Ltd
(Registration No.: 1999/003909/07)
("Private Body")

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

Details:	Postal Address:	Street Address:
	P.O. Box 520	Unit 29 Waterford Office Park
	Banburg	Waterford Drive
	2164	Fourways

Telephone Number: (011) 658-1156

Fax Number: (011) 658-1175

The Head: Peter Charlton

B. Particulars of person requesting access to the record.

Full names and surname: _____

Identity Number: _____

Postal Address: _____

Fax Number: _____

Telephone No: _____

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.

Full name and surname: _____

Identity number: _____

D. Particulars of record.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

You will be notified of the amount required to be paid as the request fee.

F. Notice of decision regarding request for access.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at: _____

Date: _____

SIGNATURE OR REQUESTER / ON
WHOSE BEHALF REQUEST IS MADE