

Promotion of Access to Information Act 2 Of 2000 (As Amended)

Policy

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, Capstone 293 Pty Ltd (for here onwards known as Capstone) 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.

Particulars of Private Body:

Name of the Body: Capstone 293 Pty Ltd

Information Officer: Wayne Hamilton Smith

Street Address: Constantia View Office Park
Unit 2
Ground Floor
2 Hogsback Avenue Quellerina
1709

Telephone Number: 011 477 0062

Particulars of The Information Regulator:

Address: JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001

Website: info regulator.org.za

Email: enquiries@info regulator.org.za

Phone: 010 023 5200

Guide on how to use PAIA and to access Information

The Regulator has, in terms of section 10(1) of PAIA, as amended, updated, and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

1.1. The Guide is available in each of the official languages and in braille.

1.2. The aforesaid Guide contains the description of-

- 1.2.1. the objects of PAIA and POPIA;
- 1.2.2. the postal and street address, phone, and fax number and, if available, electronic mail address of-
 - 1.2.2.1. the Information Officer of every public body, and
 - 1.2.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIAi and section 56 of POPIAii;
- 1.2.3. the manner and form of a request for-
 - 1.2.3.1. access to a record of a public body contemplated in section 11iii; and
 - 1.2.3.2. access to a record of a private body contemplated in section 50iv;
- 1.2.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 1.2.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 1.2.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging.
 - 1.2.6.1. an internal appeal;
 - 1.2.6.2. a complaint to the Regulator;
 - 1.2.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
 - 1.2.6.4. the provisions of sections 14v and 51vi requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 1.2.7. the provisions of sections 15vii and 52viii providing for the voluntary disclosure of categories of records by a public body and private body, respectively; 1.2.9. the notices issued in terms of sections 22ix and 54x regarding fees to be paid in relation to requests for access; and
- 1.2.8. the regulations made in terms of section 92xi .

1.3. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

1.4. The Guide can also be obtained-

- 1.4.1. upon request to the Information Officer;
- 1.4.2. from the website of the Regulator (<https://www.justice.gov.za/inforg/>).

1.5. A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

1.5.1. English

1.5.2. Afrikaans

Records available in terms of other Legislation

- Companies Act No 61 of 1973
- Income Tax Act No 95 of 1967
- Labour Relations Act No 66 of 1995
- Value Added Tax Act No 89 of 1991
- Financial Advisory and Intermediary Services Act No 37 of 2002
- Basic Conditions of employment Act No 75 of 1997
- Promotion of Access of Information Act No 2 of 2000
- Unemployment Insurance Act No 30 of 1996
- Protection of Personal Information Act of 2013
- Prevention of Organised Crime Act No 121 of 1998
- Protection of Constitutional Democracy Against Terrorist and Related Activities No 33 of 2004
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Insurance Act No 27 of 1943
- Occupational Health and Safety Act No. 85 of 1993
- Tax on Retirement Funds Act No. 38 of 1996

Capstone may refuse a request for information in respect of information detailed below

Commercial and legal:

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| • Contracts and Agreements | • Financial Analysis and Reports |
| • Company Confidential – Historical significance | • Salaries and Wages |
| • Meeting Minutes | • Resolutions – Directors |
| • Shareholders | • Property Leases and Agreements |
| • Trademark | • Insurance |
| • Financial Year-end Results | • Financial Analysis and Reports |
| • Budgets | • Tax and Levies Human Resources |
| • Employees Personal Information | • Employees History (skills and experience) |
| • Educational Background | • Training and Development |
| • Health | • Salaries and Wages |
| • Contracts and Agreements | • Employment Equity Marketing |
| • Advertising | • Contracts with Suppliers |
| • Product Ranges and Pricing Health and Safety | • Policies |

A copy of this Manual is available

- The Head Office of Capstone Wealth Managers for public inspection during normal business hours;
- to the Information Regulator upon request

Review

The Information or Deputy Information Officer of Practicum Advisors will on a regular basis update this manual in accordance to legislation and any applicable Board Notices.