

# THE GARRUN GROUP

## PAIA MANUAL

Last updated 7 February 2014

*National strength. Local signature.*



## **CONTENT**

1. Definitions
2. Introduction
3. Group Particulars
  - 3.1. Introduction to the Group
  - 3.2. Contact Information
  - 3.3. Section 10 Guide on How to Use the Act
  - 3.4. Group Records Available in Terms of Other Legislation
  - 3.5. Access to the Records Held by the Group
    - 3.5.1. Records that are Automatically Available
    - 3.5.2. Records that may be requested
  - 3.6. The Request Procedure
  - 3.7. Other Prescribed Information
4. Availability of the Manual
5. Prescribed Fees and Forms

Annexure A – The Garrun Group Company Details

Annexure B – Request for Access to record Form

Annexure C – Fees in Respect of Private Bodies



## 1. DEFINITIONS

1.1. The following terms shall bear the following meaning in this manual:

- 1.1.1. "the Act" shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published with the Act;
- 1.1.2. "the Garrun Group" or "the Group" shall mean all holding, subsidiary and associate companies or closed corporations detailed in Annexure A to this manual and applies to all these entities, both jointly and severally;
- 1.1.3. "the Information Officer" shall mean a duly appointed person employed by the Group, to which all requests for information in terms of the Act should be addressed;
- 1.1.4. "the / this manual" shall mean this manual prepared in terms of the Act, including all annexures and references to further information contained therein;
- 1.1.5. "personnel" shall mean any person who performs work or services for or on behalf of the Garrun Group and is entitled to receive regular remuneration for this work from the Garrun Group, and includes all full-time, part-time and contract employees and directors of the Garrun Group;
- 1.1.6. "a record" shall mean any recorded information, whether produced by the Group or not, that is in the possession of or under the control of the Group;
- 1.1.7. "a request" shall mean a request for access to any record kept by the Group;
- 1.1.8. "the requestor" shall mean the person, including juristic persons making an official request for a record of the Group, including all natural persons representing organisations that are juristic persons;
- 1.1.9. "the SAHRC" shall mean the South African Human Rights Commission.

1.2. All terms used in this manual that are also used in the Act shall have the meanings defined in the Act. Unless a contrary intention clearly applies.



- 1.3. The singular includes the plural, and vice versa.
- 1.4. One gender includes the other, and vice versa; and natural persons includes juristic persons, and vice versa.

## **2. INTRODUCTION**

- 2.1. This manual is published in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000 to give effect to the provisions in section 32 of the Constitution of the Republic of South Africa regarding the right of persons to access information that is necessary to protect or exercise any rights of such persons held by the State or any other persons.
- 2.2. This manual applies to each member of the Garrun Group, as detailed in Annexure A. The Information Officer designated below has been appointed for all members of the Garrun Group.
  - 2.2.1. The Garrun Group is an Authorised Financial Services Provider that provides financial advice and renders intermediary services to clients on financial products for Short-Term Insurance under a license issued in terms of the Financial Advisory and Intermediary Services Act 37 of 2002 (“FAIS”).

## **3. GROUP PARTICULARS**

### **3.1. INTRODUCTION TO THE GARRUN GROUP**

The Garrun Group is a brokerage in short-term insurance and arranges Short-Term insurance cover on all fixed and movable assets for business and individual clients with the major Short-Term Insurers in South Africa.

### **3.2. CONTACT INFORMATION**

Company Registration Number/s: See Annexure A

Physical Address of Head Office: 33 Central Street, Houghton, Johannesburg, South Africa, 2198

Postal Address of Head Office: PO Box 92337, Norwood, 2117



Telephone Number of Head Office: +27 (0)11 694-5000

Facsimile Number of Head Office: +27 (0)11 694-5111

Web Site Address: [www.garrun-group.co.za](http://www.garrun-group.co.za)

E mail Address: [info@garrun-group.co.za](mailto:info@garrun-group.co.za)

Contact Person and Information Officer: Benita Porobich

Email Address of Information Officer: [benita@garrun-group.co.za](mailto:benita@garrun-group.co.za)

### 3.3. **SECTION 10 GUIDE ON HOW TO USE THE ACT**

The Guide is available from the South African Human Rights Commission (“SAHRC”). Please direct any queries to the SAHRC, whose contact details are listed below:

Postal Address: The South African Human Rights Commission: PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone: + 27 (0)11 484-8300

Fax: + 27 (0)11 484-0582

Web site: [www.sahrc.org.za](http://www.sahrc.org.za)

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

### 3.4. **THE LATEST NOTICE REGARDING THE CATEGORIES OF RECORDS OF THE BODY, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT IN TERMS OF SECTION 52(2)**

At this stage no notice (s) has been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

### 3.5. **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Financial Advisory and Intermediary Services Act No. 37 of 2002
- Financial Intelligence Centre Act No. 38 of 2001
- Financial Services Board Act No. 97 of 1990
- Financial Services Ombud Schemes Act No. 37 of 2004



- Income Tax Act No. 58 of 1962
- Insurance Laws Amendment Act No. 27 of 2008
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Protection of Constitutional Democracy against Terrorist and Related Activities Act No. 33 of 2004
- Security Services Act No. 36 of 2004
- Short Term Insurance Act No. 53 of 1998
- Skills Development Act No.97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Value Added Tax Act No. 89 of 1991

**3.6. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE GARRUN GROUP:  
SECTION 51 (1) 9E):**

**3.6.1. ALL INFORMATION AVAILABLE ON THE WEB SITE OF THE GARRUN  
GROUP ([WWW.GARRUN-GROUP.CO.ZA](http://WWW.GARRUN-GROUP.CO.ZA));**

- 3.6.1.1. Brochures and other promotional literature giving information on the products and services offered by the Group;
- 3.6.1.2. This manual;
- 3.6.1.3. Compliance Manual;
- 3.6.1.4. Treating the Customer Fairly Policy;
- 3.6.1.5. Conflicts of Interest Manual; and
- 3.6.1.6. Complaints Policy.

**3.6.2. COMPANIES ACT RECORDS**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meeting
- Records relating to the appointment of directors/auditors/ secretary public officer and other officers
- Share register and other statutory registers

### 3.6.3. FINANCES

- Accounting and audit records;
- Annual Financial statements;
- Assets inventory;
- Tax Returns;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Rental Agreements; and
- Invoices,

### 3.6.4. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payment made to SARS on behalf of employees
- All other statutory compliances:
  - ✓ VAT
  - ✓ Regional Services Levies
  - ✓ Skills Development Levies
  - ✓ UIF
  - ✓ Workmen's Compensation

### 3.6.5. PERSONAL DOCUMENTS AND RECORDS

Employment Contracts  
Employment Equity Plan  
Medical Aid Records  
Pension Funds Records  
Disciplinary Records  
Salary Records  
SETA Records  
Disciplinary Code



Leave Records  
Training manuals

### 3.7. **THE REQUEST PROCEDURE (ANNEXURE B)**

The requester must use the prescribed form (Form C) 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 form can be found in annexure B.

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.

### 3.8. **OTHER PRESCRIBED INFORMATION**

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

## 4. **AVAILABILITY OF THE MANUAL**

A copy of the Group's PAIA information manual can be obtained from the registered office of the Group, on the Group's web site [www.garrun-group.co.za](http://www.garrun-group.co.za) and from the SAHRC (whose contact details are given in 3.3 above).





## **5. PRESCRIBED FEES AND FORMS (ANNEXURE C)**

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 5.5. 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.