



**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT,
NUMBER 2 OF 2000**

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1. **INTRODUCTION**

The Act

The Promotion of Access to Information Act ("the Act") was enacted to give effect to the constitutional right of access to information, held by any public or private body, which is required for the exercise or protection of any rights. The Act sets out procedures to be followed when requesting information, after which the requested information must be released, unless the Act specifically provides that it is privileged.

The Manual

The manual is designed to assist potential requesters with the procedure to be followed when requesting information from Belmont Asset Management, as contemplated in the Act. It may be amended from time to time, and such amendments will be published.

The Company

Belmont Asset Management is a Financial Services Board authorised Financial Services Provider. In terms of the FAIS Act the company carries the license number 680. The Company focuses on investment management.

2. CONTACT DETAILS

Name of Company:	Belmont Asset Management (Pty) Ltd
Director & Information Officer:	Charles David Leslie
Physical Address:	Madison Place, Alphen Office Park, Constantia Main Road, Constantia 7806
Telephone Number:	021 794 4329
Fax Number:	021 794 1348
Email Address:	mail@belmontasset.co.za
Website Address:	belmontasset.co.za

3. DESCRIPTION OF GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of section 10 of the Act, a guide will be compiled by the South African Human Rights Commission ("the SAHRC") containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The contact details of the SAHRC are as follows:

Address:	PAIA Unit, The Research and Documentation Department Private Bag 2700 Houghton 2041
Telephone Number:	+27 11 484 8300
Fax Number:	+27 11 484 0582
Email Address:	PAIA@sahrc.org.za
Website Address:	www.sahrc.org.za

4. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Belmont Asset Management keeps records in accordance with other legislation including, but not limited to, the following:

- Income Tax Act (58 of 1962)
- Value-Added Tax Act (89 of 1991)
- Financial Intelligence Centre Act (38 of 2001)
- Financial Advisory and Intermediary Services Act (37 of 2002)

A full list is available in Annexure C attached to the Manual.

5. DETAILS OF RECORDS HELD BY BELMONT ASSET MANAGEMENT

The following records are held by Belmont Asset Management:

- **Operational Information**
 - internal telephone and address lists
 - statutory company documentation and returns to appropriate authorities
 - financial records, including audited statements and invoices

- employee records, including contracts, salary, leave & UIF returns
- computer software & licences
- records relating to insurance, contracts for the supply of services, leases etc.
- **Communications**
 - internal memoranda
 - external correspondence with clients
- **Other sources of information**
 - client files including mandates
 - research conducted

6. AVAILABILITY OF THE MANUAL

This manual is available as follows:

- In hard copy, to be viewed free of charge at the offices of Belmont Asset Management
- At the offices of the SAHRC;
- On the Belmont Asset Management website via www.belmontasset.co.za

7. REQUESTS FOR INFORMATION

Any request must be made on the prescribed form to the facsimile number, postal or email address of Belmont Asset Management, and must include:

- the prescribed fees, which are available on the SAHRC's website (www.sahrc.org.za) or the Department of Justice and Constitutional development's website (www.doj.gov.za);
- particulars of the requester, or if the request is made on behalf of another person, proof of the capacity in which the requester is making the request;
- the postal address or fax number of the requester;
- a description of the information required;
- an indication of what form of access is required;
- identification of the right the requester is seeking to protect or exercise; and
- An explanation of why the requested information is required for the protection or exercise of that right.

Records are held on the following subjects:

Client-related records

Personnel records

Company records

Records in the possession of or pertaining to other parties

Client-related records

A client includes any natural or juristic entity, who receives services from the company. Client-related information includes the following:

Company and Trust Client records:

Due diligence documents
Statutory documents
Trust documents
Investment/ transactional information
Correspondence

Individual Client records:

Due diligence documents
Investment/ transactional information
Correspondence

Personnel Records:

Personnel refers to any person who works for or provides services to or on behalf of the private body and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of the private body. This includes, without limitation, directors, executives, non-executives, all permanent, temporary and part-time staff as well as contract workers.

Personal Records
Conditions of employment

Company Records:

Operational records
Databases
Marketing records
Internal correspondence
Product records
Statutory records
Internal policies and procedures

(These records are limited to records pertaining to the company's own affairs.)

Other parties:

The company may possess records pertaining to other parties, including and without limitation: contractors, suppliers, subsidiary/holding/sister companies, joint venture companies and service providers. Alternatively, such other parties may possess records, which can be said to belong to the company.

The following records fall under this category:

Records held by the company pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

All Belmont Asset Management clients are allowed to access their own information without having to go through this formal information request process. All clients should contact their adviser to access their information.

This process may not be used to obtain information for the use in any legal action. Records for legal action should be obtained using the rules and procedures for discovery of information that are defined for legal proceedings. The company has the right to claim all expenses and other damages that result from a request that breaks the abovementioned law.

The process only applies to records that exist at the time of the request for information. It does not require the company to create a record which does not exist at the time the request is made.

Provided that none of the restrictions mentioned above apply, any person wishing to access a record, in terms of the Act, that is not freely available, are required to **file a request using the prescribed form (Annexure A)**. The form may be obtained from the Compliance Officer at the contact details contained within this document. The completed form is to be submitted to the Compliance Officer, together with the details of the authority to request the information and payment of any applicable request fees or deposits as defined by the Act and Notice R187. The fee structure can be seen in **Annexure B**.

A request made on behalf of another person should be accompanied by proof of the capacity or authority to request the information.

Failure to fully complete the prescribed form will result in delaying the process while the company requests further information.

The Compliance Officer

Mr James George

Compli-Serve SA

Telephone: 0861 273 783

james@compliserve.co.za

The compliance officer is happy to assist any person with the completion of the request forms.

November 2015

ANNEXURE A

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM C

**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) [Regulation 10]**

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

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

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

ANNEXURE B**APPLICABLE PAIA FEES**

The request fee payable by a requester, other than a personal requester R 50,00

The access fees payable by a requester are as follows: For every photocopy of an A4-size page or part thereof R 1,10

For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0,75

For a copy on compact disc or DVD R 70,00

For a copy in a computer-readable form on compact disc or DVD R 70,00

To search for and prepare the requested record, R30.00 for each hour or part of an hour, excluding the first hour, reasonably required for search and preparation.

Six hours as the hours to be exceeded before a deposit is payable; and one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.

**ANNEXURE C : LIST OF APPLICABLE LEGISLATION, REGULATIONS, CODES, STANDARDS,
RULES, DIRECTIVES, CHARTERS, CIRCULARS AND NOTES**

Investment Management, advice and administration

1. Collective Investment Schemes Control Act 45 of 2002
2. Financial Advisory and Intermediary Services Act 37 of 2002
3. Financial Institutions (Protection of Funds) Act 28 of 2001
4. Financial Intelligence Centre Act 38 of 2001
5. Financial Services Board Act 97 of 1990
6. Financial Services Ombud Schemes Act 37 of 2004
7. FSB Directives and Circulars (Not legislation)
8. Inspection of Financial Institutions Act 80 of 1998
9. JSE Ltd Rules and Directives

Employer-Employee

10. Basic Conditions of Employment Act 57 of 1997
11. Employment Equity Act 55 of 1998
12. Labour Relations Act 66 of 1995
13. Occupational Health and Safety Act 85 of 1993
14. Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
15. Protected Disclosures Act 26 of 2000
16. Skills Development Act 97 of 1998
17. Skills Development Levy Act 9 of 1999
18. Unemployment Insurance Act 63 of 2001
19. Unemployment Insurance Contributions Act 4 of 2002

Revenue

20. Income Tax Act 58 of 1962
21. SARS Director Circulars and Notes
22. Value Added Tax Act 89 of 1991

General

23. Broad-based Black Economic Empowerment Act 53 of 2003 and Financial Services Charter
24. Companies Act 71 of 2008
25. Constitution of RSA Act 108 of 1996
26. Consumer Affairs (Unfair Business Practices) Act 71 of 1988
27. Consumer Protection Act 68 of 2008
28. Electronic Communications and Transactions Act 25 of 2002
29. Insolvency Act 24 of 1936
30. King Code of Conduct for Corporate Governance (not legislation)
31. Prevention and Combating of Corrupt Activities Act 12 of 2004
32. Prevention of Organised Crime Act 121 of 1998
33. Promotion of Access to Information Act 2 of 2000
34. Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
35. Protection of Personal Information Bill
36. Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
37. Trade Marks Act 194 of 1993

Offshore

38. Foreign Account Tax Compliance Act (FATCA)
39. Financial Services Authority Handbook
40. GFSC Handbook for Financial Services Businesses on Countering Financial Crime and Terrorist Financing