

The Promotion of Access to Information

Prepared in accordance with Section 51 of the Promotion of Access to Information
Act No. 2 of 2000

1. **Part I: Particulars of the Private Body**

(Information required under section 51(1)(a) of the Act):

- | | |
|--|--|
| a. <u>Name of the Body</u> | Clan Capital (Pty) Ltd |
| b. <u>Head of the Body (Information Officer)</u> | Andrew Campbell |
| c. <u>Postal Address</u> | 5 Duckitt Avenue, Constantia, 7806 |
| d. <u>Street Address</u> | 5 Duckitt Avenue, Constantia, 7806 |
| e. <u>Telephone Number</u> | (021) 794 5463 |
| f. <u>Fax Number</u> | (021) 413 0912 |
| g. <u>Web address</u> | www.clancapital.com |
| h. <u>Contact Details of Information Officer</u> | e-mail: info@clancapital.com
Phone: (021) 794 5463
Fax: (021) 413 0912 |

2. **Part II - Description and Access to the Guide**

(Information required under section 51(1)(b) of the Act):

- a. Section 51(1)(b) of the Act refers to the guide as described in section 10, if available, and how to access it.
- b. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.
- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

3. **Part III - Voluntary Disclosure and Automatic Availability of Certain Records**

(Copy of notice, if any, required under section 51(1)(c) of the Act):

- a. At this stage no notices have been published on the categories of records automatically available without a person having to request access thereto in terms of the Act.
- b. The following records are however automatically available to any person requesting this information and it is therefore not necessary to apply for access thereto in terms of the Act:
 - i. All information freely available on Clan Capital's website at www.clancapital.com

4. Part IV - Records available in accordance with any other legislation

(Information required under section 51(1)(d) of the Act):

Legislation (Select Acts applicable to your company and tick in the corresponding block)	Tick
3. Basic Conditions of Employment No. 75 of 1997	X
4. Companies Act No. 61 of 1973	X
5. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993	X
6. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	
7. Copyright Act No. 98 of 1978	X
8. Credit Agreements Act No. 75 of 1980	
9. Currency and Exchanges Act No. 9 of 1933	
11. Employment Equity Act No. 55 of 1998	
12. Finance Act No. 35 of 2000	
13. Financial Services Board Act No. 97 of 1990	X
14. Financial Relations Act No. 65 of 1976	
15. Harmful Business Practices Act No. 23 of 1999	
16. Income Tax Act No. 95 of 1967	X
17. Insolvency Act No. 24 of 1936	
18. Insurance Act No. 27 of 1943	
19. Intellectual Property Laws Amendments Act No. 38 of 1997	
20. Labour Relations Act No. 66 of 1995	X
21. Long Term Insurance Act No. 52 of 1998	
22. Medical Schemes Act No. 131 of 1998	
23. Occupational Health & Safety Act No. 85 of 1993	
24. Pension Funds Act No. 24 of 1956	
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	X
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	
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
39. Value Added Tax Act No. 89 of 1991	X

5. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. Government Gazette to be published
- b. Human Rights Commission – a copy will be made available to the Commission
- c. Clan Capital’s Webpage - www.clancapital.com
 - i. The Clan Capital Webpage is accessible to anyone who has access to the Internet.

Other Record Categories –

- ii. Commercial and Legal
 1. Contracts and Agreements
 2. Meeting Minutes
 3. Insurance
 4. Resolutions – Directors
 5. Correspondence
- iii. Financial
 1. Financial Year-end Results
 2. Financial Analysis and Reports
 3. Budgets
 4. Taxes and Levies
- iv. Human Resources
 1. Employees Personnel Information
 2. Employees History (skills and experience)
 3. Educational Background
 4. Training and Development
 5. Salaries and Wages
 6. Contracts and Agreements
- v. Third Party records
 1. Financial records
 2. Contractual records

[In cases where information requested by the requester may impact on a third party, the Information Officer is obliged to comply with the requirements as set out in terms of the Act (especially Sections 71 to 73 of the Act).]

6. Fees

The prescribed fee for requests to private bodies is available on the website of the SAHRC under the link “access to information/PAIA”.