

Member of the

FHBC

Group of Companies

FHBC



PAIA MANUAL
of

THE FHBC GROUP OF COMPANIES

INCLUDING

FHBC (WELLINGTON) (PTY) LTD

AND ALL ITS SUBSIDIARIES

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2
OF 2000 ("PAIA")**

AS AMENDED BY THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 ("POPIA")



OF

FHBC (WELLINGTON) (PTY) LIMITED
(Registration Number: 2005/019990/07)

("FHBC")





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1. AN INTRODUCTION TO PAIA

The Promotion of Access to Information Act, 2000 ("PAIA") came into operation on 9 March 2001.

PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, to enable them to exercise or protect their rights.

PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.



Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual must comply with.

Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable.

2. OUR PAIA MANUAL

This Manual constitutes FHBC's PAIA manual.

This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("POPIA"), which gives effect to everyone's Constitutional right to privacy and largely commenced on 1 July 2020. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

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This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

For purposes of this Manual, we refer to ourselves as "FHBC", "we", "us" or "our". We have compiled this Manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

3. WHO ARE WE - ABOUT US AND OUR BUSINESS

FHBC provides a one-stop service to the small and medium business sector. Our services form part of a total solution for our clients with regards to Tax, Accounting, Legal, HR-services, Consulting, Trusts and Estates, Strategy and Structure. Our group consists of specialists ready to serve with integrity, trust and excellence.

If you would like to find out more about us, including our main business activities, our company profile is available at www.fhbc.co.za.

Also refer to Appendix E for the FHBC Company Profile.

4. MAIN SUBSIDIARIES AND ASSOCIATE COMPANIES

FHBC has the following subsidiaries and associate entities.

- FHBC Payroll Services (Pty) Ltd
- FHBC MAS (Pty) Ltd
- FHBC Fiduciary Services (Pty) Ltd
- FHBC Fiduciary Services (Paarl) (Pty) Ltd
- FHBC Consulting Winelands (Pty) Ltd
- FHBC Legal Consulting (Pty) Ltd
- FHBC Paarl (Pty) Ltd
- FHBC Consultants Namibia (Pty) Ltd

If you have a PAIA request you would like to submit to one of them, you should follow the procedures set out in this Manual, as it will also apply to them.

5. OUR BOARD OF DIRECTORS

Our directors are:



Dawie Theron

Santie Oberholzer

Hendrik Rabie

Jacobus Maree

The Management Committee may change from time to time.

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Please visit our website <https://www.fhbc.co.za/meet-the-team/directors/> to find out whether there have been any changes.

6. OUR CONTACT DETAILS

Our general contact details are as follows:

Postal Address: PO Box 899, Wellington, Western Cape, 7654
Street Address: 3 Rose Street, Wellington, Western Cape, 7655
Telephone contact number: 021 864 5180

7. DETAILS OF OUR INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

The details of our Information and Deputy Information Officer/s are as follows:

Information Officer:

Name: Santie Oberholzer
Address: 3 Rose Street, Wellington, Western Cape, 7655
Telephone number: 021 864 5180
Email: informationofficer@fhbc.co.za
Information Regulator reference number: 11143/2021-2022/IRRTT

Deputy Information Officer:

Name: Jeshua Crous
Address: 3 Rose Street, Wellington, Western Cape, 7655
Telephone number: 021 864 5180
Email: informationofficer@fhbc.co.za
Information Regulator reference number: 11143/2021-2022/IRRTT



Please refer to Appendix F for the details of the Information Officers appointed on the subsidiaries and associated companies.

Correspondence:

For the attention of the Information Officer

Phone number for PAIA / POPIA requests: 021 864 5180

Email address for PAIA / POPIA requests: informationofficer@fhbc.co.za

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8. PAIA GUIDE

In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA ("the Guide") is available in all the South African official languages.

If you have any queries, or need a copy of the Guide, please contact the Information Regulator directly at:

The Information Regulator (South Africa)
JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
P.O Box 31533, Braamfontein, Johannesburg, 2017
Complaints email: complaints.IR@justice.gov.za
General enquiries email: infoereg@justice.gov.za.

9. INFORMATION THAT IS AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST

The information available on our website, may be automatically accessed by you without having to go through the formal PAIA request process.

10. RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION

FHBC is subject to many laws and regulations, some of which require us to keep certain records.

These laws are detailed below:

Basic Conditions of Employment Act 57 of 1997

Banks Act 94 of 1990

Broad-based Black Economic Empowerment Act 53 of 2003

Collective Investment Schemes Control Act 45 of 2002

Companies Act 71 of 2008

Competition Act 89 of 1998

Close Corporations Act 69 of 1984

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Copyright Act 98 of 1978

Currencies and Exchanges Act 9 of 1993

Electronic Communications and Transactions Act 25 of 2002

Employment Equity Act 55 of 1998

Financial Intelligence Centre Act 38 of 2001



Financial Institutions (Protection of Funds) Act 28 of 2001

Financial Services Board Act 97 of 1990

Financial Advisory and Intermediary Services Act 37 of 2002

Financial Markets Control Act 55 of 1989

Income Tax Act 58 of 1962

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Inspection of Financial Institutions Act 80 of 1998
 Insolvency Act 24 of 1936
 Labour Relations Act 66 of 1995
 Occupational Health and Safety Act 85 of 1993
 Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
 Prescription Act 40 of 1969
 Prevention of Organised Crime Act 121 of 1998
 Prevention and Combating of Corrupt Activities Act 12 of 2004
 Promotion of Access to Information Act 2 of 2000
 Protection of Private Information Act 4 of 2013
 Protected Disclosures Act 26 of 2000
 Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
 National Payment System Act 78 of 1998
 National Minimum Wage Act 9 of 2018
 Skills Development Act 97 of 1998
 Skills Development Levy Act 9 of 1999
 Securities Transfer Tax Act 25 of 2007
 Securities Transfer Tax Administration Act 26 of 2007
 Tobacco Control Act 83 of 1993
 Trade Marks Act 194 of 1993
 Trust Property Control Act 57 of 1988
 Unemployment Insurance Act 30 of 1966
 Unemployment Insurance Contributions Act 4 of 2002
 Value Added Tax Act 89 of 1991
 Income Tax Act 58 of 1962
 Tax Administration Act 28 of 2011
 Administration of Estates Act 66 of 1965
 National Credit Act 34 of 2005
 This list is not exhaustive.

11. A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS

Described below are the records which we hold, divided into categories for ease of reference:

Companies Act Records

- Documents of Incorporation;
- Memorandum of Incorporation;
- Minutes of Board of Directors meetings and General Meetings;
- Written Resolutions;

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- Records relating to the appointment of directors / auditors / company secretary / public officer and other officers;
- Share Register and other Statutory Registers; and
- Other Statutory Records.

Financial Records



- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Asset Register;
- Rental Agreements; and
- Invoices.

Income Tax Records

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

Personnel Documents and Records

- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;
- Operating manuals;
- Personal records provided by personnel;

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- Other statutory records; and
- Related correspondence.

12. INFORMATION RELATED TO POPIA

Introduction

POPIA requires us to provide you with certain information relating to how personal information that we process is, amongst others, used, disclosed and destroyed. We have set out the required information below.

Information on how you can request your personal information under POPIA

Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 13 below.

If we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form. You may also object to the processing of your personal information in the prescribed form.

We have attached the prescribed forms to this Manual for your convenience.

We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.

Purpose of processing

POPIA provides that personal information may only be processed lawfully and in a reasonable manner that does not infringe your (the data subject's) privacy.



The type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only.

Personal information that is processed; category of data subject; and category of personal information

The information provided under this section refers to broad categories of information. This list is not exhaustive.

Clients - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.

Clients – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration

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number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.

Clients – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

Contracted Service Providers: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

Intermediary / Advisor: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

Employees / Directors / Potential Personnel / Shareholders / Volunteers / Employees' family members / Temporary Staff: gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information.

Website end-users / Application end-users: names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.



Categories of recipients for purposes of processing personal information

We may supply personal information to these potential recipients:

- Management;
- Employees;
- Temporary Staff;
- Sub-contracted Operators; and
- Other recipients in international organisation.

We may disclose personal information we collected to any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

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Actual or planned trans-border flows of personal information

We may disclose personal information we collected to our shareholders, any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

General description of information security measures

FHBC employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include:

- Firewalls;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up our information technology infrastructure; and
- Outsourced service providers who are contracted to implement security controls.

13. REQUEST PROCEDURE

Completion of the prescribed form

Any request for access to a record from a public body in terms of PAIA must substantially correspond with the form attached hereto marked *Appendix A - FORM C - Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10]*.

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.



Payment of the prescribed fees

A Fee may be payable, depending on the type of information requested, as described under *Appendix B - Fees in respect of private bodies*.

There are two categories of fees which are payable:

- **The request fee:** R50
- **The access fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.

Section 54 of PAIA entitles FHBC to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

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Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

POPIA provides that a data subject may, upon proof of identity, request FHBC to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, FHBC must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

14. OBJECTION



POPIA provides that a data subject may object, at any time, to the processing of personal information by FHBC, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as *Appendix C - FORM 1 - Objection to the processing of personal information in terms of section 11(3) of POPIA Regulations relating to the protection of personal information, 2018 [Regulation 2]* and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

15. CORRECTION

A data subject may also request FHBC to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that FHBC is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as *Appendix D - FORM 2 - Request for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]*

16. PROOF OF IDENTITY

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Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

17. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

18. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION



There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put FHBC at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by FHBC.

Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

19. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

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If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision. There is an appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

In the event that you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

20. AVAILABILITY OF THIS MANUAL

Copies of this Manual are available for inspection, free of charge, at the registered offices of FHBC at 3 Rose Street, Wellington, Western Cape, 7655.

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REPUBLIC OF SOUTH AFRICA

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:

[illegible]

Postal address:

Telephone
number:

(.....)

Fax number: (.....)

E-mail address:

[illegible]

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.

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

.....

.....

.....

2. Reference number, if available:

.....

.....

.....

3. Any further particulars of record:

.....

.....

.....

E. FEES

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

.....

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>	<input type="checkbox"/>
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2. If record consists of visual images -

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*	<input type="checkbox"/>
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------	--------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)	<input type="checkbox"/>
--------------------------	-------------------------	--------------------------	--	--------------------------	--	--------------------------

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?
Postage is payable.

YES

NO

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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.**

1. Indicate which right is to be exercised or protected:

.....
.....
.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....
.....
.....

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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

.....

Signed at this day..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

Appendix B

FEES IN RESPECT OF PRIVATE BODIES

1. The "request fee" payable by a requester, other than a personal requester, referred to in section 54(1) of the Act, is R50.
2. The "fees for reproduction" referred to in section 52(3) and "access fees" payable by a requester referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:
 - (a) for every photocopy of an A4-size page or part thereof - R1 - R10
 - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form - R0 - R75
 - (c) for a copy in a computer-readable form on:
 - (i) stiffy disc - R7 - R50
 - (ii) compact disc - R70
 - (d)
 - (i) for a transcription of visual images, for an A4-size page or part thereof - R40
 - (ii) for a copy of visual images - R60
 - (e)
 - (i) for transcription of an audio record, for an A4-size page or part thereof - R20
 - (ii) for a copy of an audio record - R30
 - (f) To search for the record for disclosure, R30 for each hour or part of an hour reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester
Exemptions from paying "access fees"

Person or persons exempted from paying access fees:

- (i) A single person whose annual income does not exceed R14,712.00; or
- (ii) Married persons or a person and his/her life partner whose annual income does not exceed R27,192.00

Appendix C

FORM 1 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at this day of20.....

.....
Signature of data subject/designated person

• FBI BC

•

Appendix D

**FORM 2 - REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING
OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]**

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

- ☐ Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- ☐ Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	

C	INFORMATION TO BE CORRECTED/DELETED/ DESTRUCTED/ DESTROYED
D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and/or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at this day of 20.....

.....
Signature of data subject/ designated person

Appendix E

FHBC COMPANY PROFILE

Our services form part of a total solution for our clients with regards to Tax, Accounting, Legal, HR-services, Consulting, Trusts and Estates, Strategy and Structure. Our group consists of specialists ready to serve with integrity, trust and excellence.

OUR SERVICES INCLUDE

Accounting
Commencement and structuring of business (consultation)
Admin and Secretarial Services for Companies and Close Corporations
Human Resource Management
Deceased Estates and Trusts
Tax compliance and administration
Tax Emigration
POPIA Compliance
Payroll Processing, Administration and Consultation
Corporate Commercial Law - General Advisory

ACCOUNTING

- Bookkeeping from source documents on various software platforms, including but not limited to Excel, Pastel, Xero and SAGE
- Monthly accounting and administration work
- Keeping track of income and expenses against budgets
- Preparing management statements and other management reports
- Preparing annual financial statements for all entities and individuals
- Calculating income tax for all entities and individuals
- Identifying and reporting possible risk areas in accounting systems
- Implementing and initiating accounting systems
- Compiling budgets and cash flow predictions
- Indirect tax calculations such as VAT, PAYE, DWT, STT
- Capital gain calculations
- Submission of monthly VAT, PAYE, UIF and SDL returns
- Submission of annual and bi-annual Salary reconciliations and UIF
- Keeping records for audit and tax purposes
- Pastel Accounting Reseller

COMMENCEMENT AND STRUCTURING OF BUSINESSES (CONSULTATION)

- Mergers, acquisitions and structuring of businesses
- Business and share valuations
- Structured financing, property structuring and financial implications
- Tax options
- Providing an understanding of the effects of B-BBEE on the business
- Consulting on B-BBEE Codes of Good Practice
- Compiling and calculating a scorecard
- Compiling working papers for independent verification

ADMIN AND SECRETARIAL SERVICES FOR COMPANIES AND CLOSE CORPORATIONS

- Name reservations and different Company registrations at CIPC
- Applications and supporting documents for amendments of companies and close corporations at CIPC:
 - Changes in directors/members
 - Appointment or resignation of auditor/accounting officer/company secretary
 - Changes in registered address and location of company records, financial year end, etc.
 - Special resolutions to adopt or change the Memorandum of Incorporation
 - Conversion of close corporations to companies
 - Re-instatement of companies and close corporations
 - Deregistration of companies and close corporations
 - Notices to start Business Rescue Proceedings
 - Filing of Annual Returns
- Maintaining and updating of company registers
- Transfer of shares and the issuing of share certificates
- Confirmation of addresses, income, solvency, etc. for existing clients

HUMAN RESOURCE MANAGEMENT

- Recruitment and selection
- Psychometric assessments
- Performance management
- Workplace skills plans and Annual training reports
- Employment Equity plans, reports and training
- Contracts of Employment
- Job descriptions
- Personnel policy and procedures
- Labour relations

DECEASED ESTATES AND TRUSTS

- Drafting of Wills
- Amendment and revision of Wills
- Storing of Wills in a fireproof safe
- Estate planning and consultation
- Administration of Deceased Estates
- Drafting of Trust Deeds
- Registration of Trusts
- Amendments to Trust Deeds
- Acting as an independent Trustee for Trusts

TAX COMPLIANCE AND ADMINISTRATION

- Registration of Income Tax, VAT, PAYE, UIF and SDL
- Income Tax calculations for companies, close corporations, trusts and individuals
- Submission of Income Tax returns via e-filing for abovementioned entities
- Calculation and submission of provisional tax returns via e-filing
- VAT calculations and submission via e-filing for VAT vendors

- Remittance of SARS penalties, interest and additional assessments
- Dealing with enquiries, verifications and audits from SARS
- Formal dispute resolution with SARS, incl. objections, appeals and the tax board
- Escalating service delivery issues to the CMO and Tax Ombud
- Assistance with SARS debt collection and payment arrangements
- Providing tax opinions
- Tax planning and advice
- Capital gains tax calculations
- Request tax clearance certificates
- Applying for tax directives
- Confirmation of Income Tax, VAT and PAYE numbers

TAX EMIGRATION

- Providing assistance with tax emigration with the SA Revenue Service

POPIA COMPLIANCE

- Training session of what POPIA compliance entails
- Planning session with the in-house POPI task team to draw up an action plan for compliance
- Brief overview regarding compliance requirements for personal data use in the Human Resources, Marketing, and IT departments
- Support during the implementation of POPI policy and action plans

PAYROLL PROCESSING, ADMINISTRATION AND CONSULTATION

- Processing of salaries and wages
- Electronic payment of salaries and wages, according to the requirements of clients
- Printing of payslips as per Labour Law requirements as well as electronic payslips on ESS
- Medical, pension and provident fund deductions and garnishees
- Administration of leave in accordance with the most recent terms of the Basic Conditions of Employment Act
- Employment equity administration
- Annual preparation of IRP5, IT3 certificates and IRP501 reconciliation and electronic submission
- Annual submissions of the Return of Earnings forms to the Compensation Commissioner (WCA)
- Monthly preparation, reconciliation and submissions of EMP201 for UIF, PAYE, SDL
- Monthly customised reports to clients tailored to suit individual needs
- Structuring of total cost to Company
- Integration with General Ledger and Time and Attendance systems

CORPORATE COMMERCIAL LAW - GENERAL ADVISORY

- General corporate commercial practice - Drafting of contracts, negotiation and amendments – provide contract support
- Contract analysis, proofreading and advice
- Legal support in corporate restructuring; drafting of agreements and company resolutions
- Drafting and negotiating various types of corporate commercial agreements
- Drafting and negotiating various types of finance/security agreements
- Drafting customised agreements
- Power of Attorneys

- Affidavits
- Notarial Certification of documents and attachment of Apostille Certificates (Hague Convention)

CONTACT DETAILS:

FHBC (WELLINGTON) (PTY) LTD

Directors: Dawie Theron, Hendrik Rabie, Jacobus Maree, Santie Oberholzer
t (+27 21) 864 5180 | admin@fhbc.co.za
3 Rose Street, Wellington, 7655

FHBC (PAARL) (PTY) LTD

Directors: Dawie Theron, Jan Hofmeyr
t (+27 21) 864 5180 | paarl@fhbc.co.za
Office 1 & 2, Di Rialto Office Park, 42A Main Road, Paarl, 7646

FHBC MAS (PTY) LTD

Directors: Dawie Theron, Evert Tallie
t (+27 21) 864 5180 | evert@fhbc.co.za
Office 1 & 2, Di Rialto Office Park, 42A Main Road, Paarl, 7646

FHBC CONSULTING WINELANDS (PTY) LTD

Directors: Carin Grobbelaar, Dawie Theron
t (+27 82) 378 6958 | cgrobbelaar@fhbc.co.za
9 Thibault Avenue, Parel Vallei, Somerset West, 7130

FHBC FIDUCIARY SERVICES (PTY) LTD

Directors: Dawie Theron, Marius Vorster
t (+27 21) 864 5180 | mvorster@fhbc.co.za
21 Jan van Riebeeck Street, Wellington, 7655

FHBC FIDUCIARY SERVICES (PAARL) (PTY) LTD

Directors: Dawie Theron, Marius Vorster, Morné van Niekerk
t (+27 21) 864 5180 | morne@fhbc.co.za
21 Jan van Riebeeck Street, Wellington, 7655 /
Office 1 & 2, Di Rialto Office Park, 42A Main Road, Paarl, 7646

FHBC PAYROLL SERVICES (PTY) LTD

Directors: Dawie Theron, Louise-Anne Truter
t (+27 21) 864 2921 | louise@fhbc.co.za
21 Jan van Riebeeck Street, Wellington, 7655

FHBC LEGAL CONSULTING (PTY) LTD

Directors: Dawie Theron, Lorraine Oosthuysen
t (+27 21) 864 5180 | lorraine@fhbc.co.za
3 Rose Street, Wellington, 7655

www.fhbc.co.za

Appendix F

INFORMATION OFFICERS DETAILS

FHBC (Wellington) (Pty) Ltd

Information Officer:

Deputy Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Santie Oberholzer (Director)

Jeshua Crous (Practice Manager)

11143/2021-2022/IRRTT

3 Rose Street, Wellington, Western Cape, 7655

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

informationofficer@fhbc.co.za

FHBC Consultants (Namibia) (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Jacobus Maree (Director)

16374/2021-2022/IRRTT

3 Rose Street, Wellington, Western Cape, 7655

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

jacobus@fhbcnam.com

FHBC Payroll Services (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

7655 Postal Address:

Telephone Number:

Email address:

Louise-Anne Truter (Director)

8256/2021-2022/IRRTT

21 Jan van Riebeeck Street, Wellington, Western Cape,

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

louise@fhbc.co.za

FHBC MAS (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Evert Tallie (Director)

8275/2021-2022/IRRTT

Office 1 & 2, Di Rialto Office Park, 42A Main
Road, Paarl, Western Cape, 7646

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

informationofficer@fhbc.co.za

FHBC Fiduciary Services (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Marius Vorster (Director)

8316/2021-2022/IRRTT

21 Jan van Riebeeck Street, Wellington, 7655

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

informationofficer@fhbc.co.za

FHBC Fiduciary Services (Paarl) (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Morné Van Niekerk (Director)

8355/2021-2022/IRRTT

21 Jan van Riebeeck Street, Wellington, 7655

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

informationofficer@fhbc.co.za

FHBC Consulting Winelands (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Carin Grobbelaar (Director)

8438/2021-2022/IRRTT

9 Thibault Avenue, Parel Vallei, Somerset West,
Western Cape, 7130

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

cgrobbelaar@fhbc.co.za

FHBC Legal Consulting (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Lorraine Oosthuysen (Director)

8459/2021-2022/IRRTT

3 Rose Street, Wellington, Western Cape, 7655

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

informationofficer@fhbc.co.za

FHBC Paarl (Pty) Ltd

Information Officer:

Information Regulator reference number:

Physical Address:

Postal Address:

Telephone Number:

Email address:

Jan Hofmeyr (Director)

8480/2021-2022/IRRTT

Office 1 & 2, Di Rialto Office Park, 42A Main
Road, Paarl, Western Cape, 7646

PO Box 899, Wellington, Western Cape, 7654

+27 21 864 5180

informationofficer@fhbc.co.za

FURTHER INFORMATION

FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA

1. The fee for a copy of the Manual as contemplated in regulation 9(2)(c) of PAIA is R1,10 is for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) of PAIA are as follows:
 - a. For every photocopy of an A4-size page or part thereof R 1, 10.
 - b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0, 75.
 - c. For a copy in a computer-readable form on –
 - i. stiffy disc R7, 50;
 - ii. compact disc R70,00.
 - d. (i) For a transcription of visual images, for an A4-s1ze page or part thereof R40,00;
(ii) For a copy of visual images R60,00.
 - e. (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
(ii) For a copy of an audio record R30,00.
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) of PAIA is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) of PAIA are as follows:
 - 1) (a) For every photocopy of an A4-size page or part thereof R1, 10.
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75.
(c) For a copy in a computer-readable form on -
 - (i) stiffy disc R7,50;
 - (ii) compact disc R70,00.
 - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
(ii) For a copy of visual images R60,00.
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
(ii) For a copy of an audio record R30,00.
 - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and reparation.
- 2) For purposes of section 54(2) of PAIA, the following applies:
 - a. six hours as the hours to be exceeded before a deposit is payable; and
 - b. one third of the access fee is payable as a deposit by the requester.
- 3) The actual postage is payable when a copy of a record must be posted to a requester.