

Promotion of Access to Information Act (PAIA) Manual

Wealth Planners (Pty) Ltd is an FSCA-licensed independent financial planning practice registered as a financial services provider (FSP) number 37933 and has been mindfully partnering with clients since 2009.

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, Wealth Planners is obliged to release the information, except where the Act expressly provides that the information may or must not be released.

The manual has been prepared following Section 51 of the Act. The manual informs the requester of procedural and other requirements that 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.

Section 51 (1)(a) - Company information & contact details

Name of the Private Body: Wealth Planners (Pty) Ltd.

Company Registration Number: 2008/028185/07.

Information Officer: Keith James McDonald.

Office Address: Unit 14 Draper Square, 14 Draper Street, Claremont, Cape Town, 7708.

Postal Address: PostNet Suite 238, Private Bag X1005, Claremont, Cape Town, 7735.

Telephone Number: +27 21 671 8985.

Fax Number: +27 86 588 9544.

Email Address: info@wealthplanners.co.za

Website: www.wealthplanners.life

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Section 51 (1)(b) - Guide on using PAIA

The **Information Regulator (South Africa)** publishes the official **Guide on how to use PAIA** (available in multiple languages). See the Regulator's PAIA page for the latest Guide and templates.

Contact (IR): **010 023 5200 • enquiries@inforegulator.org.za • Woodmead North Office Park, 54 Maxwell Dr, Woodmead, 2191.**

Voluntary disclosure & automatic availability of certain records

The accessibility of the documents below may be subject to the grounds of refusal set out in this manual:

- Personnel Records.
- Client Related Records.
- Private Body Records (financial and company secretarial).

Section 51 (1)(d) - Availability of records under any other legislation

The requester may also request information that is available in terms of other legislation.

Legislation Applicable

- Administration of Estates Act, No. 66 of 1965 - No
- Arbitration Act No. 42 of 1965 - No
- Basic Conditions of Employment No. 75 of 1997 - Yes
- Companies Act No. 61 of 1973 - Yes
- Compensation for Occupational Injuries & Health Diseases Act No. 130 of 1993 - Yes
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988 - No
- Copyright Act No. 98 of 1978 - No
- Credit Agreements Act No. 75 of 1980 - No
- Currency & Exchanges Act No. 9 of 1933 - No
- Debtor Collectors Act No. 114 of 1998 - No
- Employment Equity Act No. 55 of 1998 - No
- Finance Act No. 35 of 2000 - No

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- Financial Services Board Act No. 97 of 1990 - Yes
- Financial Relations Act No. 65 of 1976 - No
- Harmful Business Practices Act No. 23 of 1999 - No
- Income Tax Act No. 95 of 1967 - Yes
- Insolvency Act No. 24 of 1936 - No
- Insurance Act No 27 of 1943 - Yes
- Intellectual Property Laws Amendments Act No. 38 of 1997 - No
- Labour Relations Act No. 66 of 1995 - Yes
- Long Term Insurance Act No. 52 of 1998 - No
- Medical Schemes Act No. 131 of 1998 - Yes
- Occupational Health & Safety Act No. 85 of 1993 - Yes
- Pension Funds Act No. 24 of 1956 - Yes
- Post Office Act No. 44 of 1958 - No
- Protection of Businesses Act No. 99 of 1978 - No
- Regional Services Councils Act No. 109 of 1985 - No
- SA Reserve Bank Act No. 90 of 1989 - No
- Short-Term Insurance Act No. 53 of 1998 - No
- Skills Development Levies Act No. 9 of 1999 - Yes
- Skills Development Act No. 97 of 1998 - No
- Stamp Duties Act No. 77 of 1968 - No
- Stock Exchange Control Act No. 1 of 1985 - No
- Tax on Retirement Funds Act No. 38 of 1996 - Yes
- Trade Marks Act No. 194 of 1993 - No
- Unemployment Contributions Act No. 4 of 2002 - No
- Unemployment Insurance Act No. 63 of 2001 - Yes
- Usury Act No 73 of 1968 - No
- Value Added Tax Act No. 89 of 1991 - Yes

Section 51 (1)(c) and 1(e) - Access to records held by Wealth Planners

Wealth Planners may refuse a request for information in respect of the information detailed below:

Commercial and Legal

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- Contracts and Agreements.
- Company Confidential – Historical significance.
- Meeting Minutes.
- Shareholders.
- Property Leases and Agreements.
- Trademark.
- Insurance.
- Resolutions – Directors.

Financial

- Financial Statements
- Financial Analysis and Reports
- Budgets
- Taxes and Levies

Human Resources

- Employees Personnel 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
- Accidents and Incidents Reports

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Procedure for requiring records (PAIA)

1. **Form** - A request for access must be made on a form that corresponds substantially with [Form 2 \(Annexure A\)](#) to the *Regulations relating to the Promotion of Access to Information, 2021*. (Justice)
2. **Assistance duty** - If a requester cannot complete the form (e.g., illiteracy/disability), the Information Officer will assist and complete Form 2 on their behalf.
3. **Submit to** - Information Officer, Wealth Planners (Pty) Ltd (see details above)
4. **Timeframes** - Requests are processed within 30 calendar days, subject to lawful extensions.
5. **Outcome & fees** - The outcome (and any fees/deposits) will be communicated on Form 3 (Annexure A). Records are released once proof of payment is received.

Section 51 (3) - Availability of the manual and prescribed request form

This Manual is available for inspection at our offices and on our website (www.wealthplanners.life).

The prescribed PAIA request form is Form 2 and can be downloaded from the Information Regulator's PAIA Forms page.

Fees for accessing records

Fees are charged per Annexure B to the Regulations relating to the Promotion of Access to Information, 2021. Where search/preparation exceeds six hours, a deposit ($\leq$ one-third of the access fee) may be requested.

Legal recourse against private bodies

When the requester is not satisfied by a decision made by the Information Officer of a private body, for example for refusing access, for imposing access fees, or for extending the time period in which the response is due, the requester may apply to court for relief within one hundred and eighty (180) days of receiving the decision for more information that has caused the grievance. The decision of the private body will be reviewed by a court and a decision will be made by the courts as to whether or not to provide access to the requested records. Access to information cases can be heard before the Magistrate's Courts as a court of first instance, as provided for

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under section 79 of the Act, and also the High Courts.

Complaints to the Information Regulator

If a PAIA request is denied or not answered, a requester may lodge a complaint with the Information Regulator using PAIA Form 5 (email: PAIAComplaints@inforegulator.org.za). Court relief remains available under PAIA.

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