

SECTION 51 MANUAL FOR THE

PROMOTION OF ACCESS TO INFORMATION ACT

ACADEMY OF FINANCIAL MARKETS

A division of Intellivest Holdings (Pty) Ltd. Reg. No. 2004/009634/07

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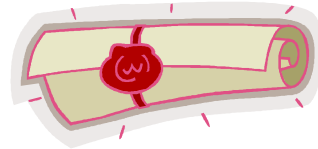
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B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Introduction to the private body in question

The Academy of Financial markets is a purpose-driven, worldwide business. The business subscribes to the principles of honesty, integrity and adding value through high-quality knowledge. The business believes in creating an effective workforce, both internally and externally.

AFM was the first company in the financial sector that obtained registration with the Department of Education and accreditation for its financial market qualification programmes with SAQA (South African Qualification Authority). AFM's accredited courses are aligned to the NQF (National Qualifications Framework) of South Africa, enabling AFM's successful learners to earn credits on NQF Level 5 (by being found competent in all outcomes of the National Certificate: Banking) and NQF Level 6 (by being found competent in all outcomes of the National Certificate: Financial Markets and Instruments). AFM is further registered with and accredited by the Bankseta.



Our existence serves the following purposes:

- ❑ To share the knowledge with business people in the form of courses, seminars, in-house training and publications.
- ❑ To ensure quality programmes at all times.
- ❑ Tailor made courses according to the clients needs
- ❑ By training face-to-face we benefit the learners as follows:
 - Learning takes place through interactions between the lecturer and learners on the one hand, and amongst the learners themselves on the other hand. AFM aims to limit classes to 30 learners in order to facilitate effective class discussions and provide opportunity for learners to ask relevant questions.
 - Latest events and market movements are discussed and applied in the class.
 - Participants' skills are developed through expansion of knowledge of local and global financial markets, instruments used in the markets and specialised deals done in the markets;
 - Participants are further supplied with relevant information related to control, taxation, accounting and regulation aspects, for practical application.

2. Contact details

	<u>JOHANNESBURG</u>
Postal address	P.O.Box 1213, Roosevelt Park, 2129
Physical address:	221 Beyers Naudé Drive, Northcliff Ext. 5
Telephone:	(011) 782 2868
Fax number:	(011) 782 2865
Web Pages:	www.academyfm.co.za
E-mail:	info@academyfm.co.za

3. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2004. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. Records available

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Copyright Act No. 98 of 1978
5. Income Tax Act No. 95 of 1967
6. Insurance Act No. 27 of 1943
7. Intellectual Property Laws Amendments Act No. 38 of 1997
8. Labour Relations Act No. 52 of 1998
9. Occupational Health & Safety Act No. 85 of 1993
10. Skills Development Levies Act No. 9 of 1999
11. Skills Development Act No. 97 of 1998
12. Stamp Duties Act No. 77 of 1968
13. Unemployment Contributions Act No. 4 of 2002
14. Unemployment Insurance Act No. 63 of 2001
15. Value Added Tax Act No. 89 of 1991

5. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

5.1 Information readily available

Administration:

- Licences

Training documentation:

- Course content

5.2 Records that may be requested:

Administration:

- Licences
- Minutes of management meetings
- Minutes of staff meetings
- Correspondence

Human Resources:

1. Staff and recruitment policies
2. Employment contracts
3. Remuneration records and policies
4. Training and development
5. Staff evaluations
6. Salary information

Operations:

- Internal rules and compliance procedures
- Training documentation:
 - Course content
 - Quality control
 - Student information
 - Assessment information
 - Administration information
 - Evaluation documentation
- Training contracts
- Corporate client information
- Marketing documentation
- Planning documentation
- Library information
- IT and website records
- Registration documentation

Finances:

- Annual financial statements
- Lease agreements

6 Procedures to access records held

To have access to records held, please follow the following procedures

- The requester must use the prescribed form (please refer to Section 9 of this manual) 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 [s 53(1)].
- The requester must provide sufficient detail on the request form (please refer to Section 9 of this manual) 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 [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2)(d)].
- 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 [s 53(2)(f)].

Fees:

- 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.
- 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 [s 54(1)].
- The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- 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 [s 54(6)].

7 Other information as may be prescribed [Section 51(1)(f)]

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

8 Availability of the manual [Section 51(3)]

The manual is available for inspection at the offices of the relevant private body free of charge. Copies are available with the SAHRC and on the website at www.academyfm.co.za.

9 Request for access to records

To comply with Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation 10] the following forms must be completed and sent to the Academy of Financial Markets (See section A on page 6 for contact details).

REQUEST FOR ACCESS TO RECORDS OF THE ACADEMY OF FINANCIAL MARKETS

A. Particulars of the Academy of Financial Markets

The Information officer: Elizmarié Louw

Telephone number: +27 11 782 2868

Fax number: +27 11 782 2865

E-mail: liz@academyfm.co.za

Postal address: P.O.Box 1213, Roosevelt Park, 2129

B. Particulars of the 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:	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>
Identity number:	<input style="width: 100%; height: 20px;" type="text"/>
Telephone number:	<input style="width: 100%; height: 20px;" type="text"/>
Fax number:	<input style="width: 100%; height: 20px;" type="text"/>
Postal address:	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>
E-mail address:	<input style="width: 100%; height: 20px;" type="text"/>
Capacity in which request is made, when made on behalf of another person:	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>

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:	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>

Identity number:	
Telephone number:	
Fax number:	
Postal address:	
E-mail address:	
Capacity in which request is made, when made on behalf of another person:	

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. 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 hereunder, state your disability and indicate in which form the record is required.

NOTES:

- (a) *Compliance with your request 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.*

Mark the appropriate box with an X.

<input type="checkbox"/>	Disability:		
Form in which record is required:			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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"/>		<input type="checkbox"/>	transcription of the images*
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)
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"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*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).			<input type="checkbox"/> YES <input type="checkbox"/> 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?

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Signed at _____ this _____ day of _____ 20____.

SIGNATURE OF REQUESTER / PERSON
ON WHO'S BEHALF REQUEST IS MADE