

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000(PAIA)

Section 51 Manual for Bridge Financial Services (Neil Kemp t/a Bridge Financial Services)

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

Head: Neil Kemp

Position: Sole Proprietor

Postal Address: 15 Kloofpark Villas, Edwin Swales Rd,
Kloof 3610.

Street Address: 15 Kloofpark Villas, Edwin Swales Rd,
Kloof 3610.

Telephone number: 031-7646722

Fax Number: 031-7643949

e-mail Address: neilkemp@bridgefs.co.za

Description of guide contained in section 10. Section 51(1)(b).

A guide has been compiled in terms of section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr of York and St Andrews Street, Parktown and on its website www.sahrc.org.za.

The latest notice in terms of section 52(2), (IF ANY).

At this stage no notice(s) have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

Records available in terms of other legislation: Section 51(1)(d).

Records available in terms of other legislation are as follows:

- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Prevention of Organised Crime 121 of 1998
- Long-term Insurance Act 52 of 1998
- Pension Funds Act 24 of 1956
- Collective Investments Schemes Control Act 45 of 2002

Subjects and categories of records held by Bridge Financial Services Section 51(1)(e).

- 1) Business records
 - Compliance
 - Accounting
 - Strategy
 - Operational
- 2) Customer-related
 - Client records
 - Marketing
 - Product

Detail on how to make a request for access – Section 51(e).

- The requester must complete form C and submit this form together with the request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/her address, fax number or electronic mail address.
- The form must:

Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,

Indicate which form of access is required,

Specify a postal address or fax number of the requester in the republic,

Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,

If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner, and the necessary particulars to be informed in the other manner,

If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

Request Fees

As per the fee schedule set out in the Act (Normally a R50 request fee is charged).

Appeals

If a request for information is refused, there is an appeal process to be followed. An appeal form must be completed and sent to the owner together with the appeal fee for consideration.