

Charles Merrington
Executive Financial Services (Pty) Ltd

Authorised Financial Services
Provider Licence Number 12833

Charles Merrington Executive Financial Services

Registration No: 1992/002924/07

Manual

In Terms Of Section 51 Of

The Promotion of Access to information Act (Act No 2 of 2000)

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Company Registration Number: 1992/002924/07
VAT Registration Number: 4790148201
www.cmefs.co.za
Directors: Charles Merrington CFP® & Nina Merrington

195 Andrew Zondo
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1. Introduction

Charles Merrington Executive Financial Services Pty (Ltd) provides the following services to clients that are based locally, nationally and internationally:

- Medical Aids - Financial Planning - Short Term Insurance - Investments
- Estate Planning - Income Tax Returns

We are an authorized Financial Services Provider in terms of the Financial Advisory & Intermediary Services Act.

Our FSP licence number is 12833.

2. Company Contact Details

Persons designated / duly authorized persons:

Directors	Charles Merrington Nine Merrington
Information Officer	Clive Donk
Postal Address	P.O. Box 1 Panorama Park, 4136
Physical Address	195 Andrew Zondo (Kingsway), Warner Beach, 4126
Telephone Number	(031) 916 4450
Fax Number	(031) 916 3334
E-Mail Address	admin@cmefs.co.za
Website Address	www.cmefs.co.za

3. The Act

The Act grants a requestor access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requestors are referred to the Guide in terms of Section 10, which has been compiled by the South African Human Rights Commission (SAHRC), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27 11 877 3600
Fax Number:	+27 11 403 0625
Website:	http://www.sahrc.org.za/

4. Applicable Legislation

No.	Reference	Act
01	No. 61 of 1973	Companies Act
02	No. 95 of 1967	Income Tax Act
03	No. 66 of 1995	Labour Relations Act
04	No. 37 of 2002	Financial Advisory and Intermediary Services Act
05	No. 38 of 2001	Financial Intelligence Centre Act
06	No. 75 of 1997	Basic Conditions of Employment Act
07	No. 2 of 2000	Promotion of Access to Information Act
08	No. 30 of 1996	Unemployment Insurance Act
09	No. 4 of 2013	Protection of Personal Information Act
10	No. 97 of 1998	Skills Development Act
11	No. 9 of 1999	Skills Development Levies Act
12	No.130 of 1993	Compensation for Occupational Injuries and Diseases Act
13	No. 89 of 1991	Value Added Tax Act
14	No. 25 of 2002	Electronic Communications and Transactions Act

5. Schedule of Records

Record	Subject	Availability
Public Affairs	Public Corporate Profile	Freely available on web site www.cmefs.co.za
	Media Releases/Newsletters	
Financial	Audited Annual Financial Statements	Request in terms of PAIA
	Bank Statements	Request in terms of PAIA
	Accounting Records	Request in terms of PAIA
	Electronic Banking Records	Request in terms of PAIA
	Invoices	Request in terms of PAIA
Company	Documents of Incorporation	Request in terms of PAIA
	Memorandum of Association	Request in terms of PAIA
	Minutes of Board of Directors Meetings	Request in terms of PAIA
	Conflicts of Interest that are known to the Company	Request in terms of PAIA
	Contact Details of all Product Providers	Request in terms of PAIA
Staff	Demographics of Employees	Request in terms of PAIA
	Work Place Skills Plan	Request in terms of PAIA
	Annual Training Report	Request in terms of PAIA
	Employment Contracts	Request in terms of PAIA
	Medical Aid Details	Request in terms of PAIA
	Attendance Records	Request in terms of PAIA
	Disciplinary Records	Request in terms of PAIA
	Salary Records	Request in terms of PAIA
	INSETA Records	Request in terms of PAIA
	Disciplinary Code and Procedure	Request in terms of PAIA
	Leave Records	Request in terms of PAIA
	Training Records	Request in terms of PAIA
Tax Records	PAYE Records	Request in terms of PAIA
	Documents issued to employees for Income Tax purposes	Request in terms of PAIA
	Records of payments made to SARS on behalf of employees	Request in terms of PAIA
	All other statutory compliances:	
	VAT	Request in terms of PAIA
	Skill Development Levies	Request in terms of PAIA
	UIF	Request in terms of PAIA
	COID	Request in terms of PAIA

6. Form of Request

To facilitate the processing of your request please use the Form C, attached to this Manual as Annexure 1, and address your request to the Information Officer at Charles Merrington Executive Financial Services.

Please provide sufficient details to enable the Company to identify:

- The record(s) requested
- The requester (and if an agent is lodging the request, proof of capacity)
- The form of access required
- The postal address or fax number of the requester in the Republic
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof
- The right which the requester is seeking to exercise or protect, with an explanation of why the record is required to exercise or protect the right

7. Prescribed Fees

The fee schedule is attached to this Manual as Annexure 2 and can also be downloaded from the SAHRC website at http://www.sahrc.org.za/

8. Appeals

In terms of PAIA [Section 56(3)(c)] a requester may lodge an application with a court, for relief against the refusal of the request, within 30 days of being informed of any decision of the Information Officer of Charles Merrington Executive Financial Services (Pty) Ltd.

Charles Merrington
Director

05 November 2015

Annexure 1 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 Information Officer: Charles Merrington Executive Financial Services (Pty) Ltd

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:	
Postal address:	
Fax number:	
Telephone number:	
Email address:	
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 hereunder, 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 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 for 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:					
	Copy of record*		Inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
	View the images		Copy of the images*		Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	Printed copy of record*		Printed copy of information derived from the record"		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.	**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 of .....20....

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Annexure 2

PRESCRIBED FEES - PROMOTION OF ACCESS TO INFORMATION ACT

The following applies to requests (other than personal requests):

1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. Payments should be made to Charles Merrington Executive Financial Services (Pty) Ltd.

Fees in respect of private bodies

1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2 The fees for reproduction referred to in regulation 11(1) are as follows:

		R
a)	For every photocopy of an A4-size page or part thereof	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	0,75
c)	For a copy in a computer-readable form on -	
	i. Stiffy disc	7,50
	ii. Compact disc	70,00
d)	i. For a transcription of visual images, for an A4-size page or part thereof	40,00
	ii. For a copy of visual images	60,00
e)	i. For a transcription of an audio record, for an A4-size page or part thereof	20,00
	ii. For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

		R
a)	For every photocopy of an A4-size page or part thereof	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	0,75
c)	For a copy in a computer-readable form on -	
	i Stiffy disc	7,50
	ii Compact disc	70,00
d)	i For a transcription of visual images, for an A4-size page or part thereof	40,00
	ii For a copy of visual images	60,00
e)	i For a transcription of an audio record, for an A4-size page or part thereof	20,00
	ii For a copy of an audio record	30,00
f)	To search for and prepare the record for disclosure, reasonably required for such search and preparation	30,00 / hr or part of

5. For purposes of section 54(2) of the Act, 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.
6. The actual postage is payable when a copy of a record must be posted to a requester.