



ASSOCIATED COMPLIANCE

FOR A COMMON PURPOSE

Constantia Office Park, Ground Floor, Lakeview House  
Corner 14<sup>th</sup> Avenue and Hendrik Potgieter Street,  
Weltevreden Park, 1709

PO Box 9655, Devon Valley, 1715

Directors: BD Thomas, C Ormrod

Registration number: 2012/087007/07

Compliance Practice Registration number: 6377

Tel: 011 678 2533

Fax: 011 475 0096

Website: [www.associatedcompliance.co.za](http://www.associatedcompliance.co.za)

## **ASSOCIATED COMPLIANCE (PTY) LTD**

Registration Number 2012/087007/07

(Hereafter known as the "COMPANY")

### MANUAL

in terms of

**The Promotion of Access to Information Act**

2/2000

(Hereafter known as the "ACT")

July 2018

ASSOCIATED COMPLIANCE

## INDEX

1. Introduction to the COMPANY
2. Contact details of the COMPANY
3. The ACT
4. Applicable Legislation
5. Access to Records and Availability
6. Form for request of documents
7. Prescribed Fees



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## 1. INTRODUCTION

The COMPANY conducts business as an External Compliance Practice.

The COMPANY shall use its reasonable best efforts to provide services in a commercially reasonable manner and with the care, diligence and skill that a prudent Compliance Practice would possess and exercise, except that the Compliance Practice may allocate available supplies, manpower and services in such manner as in the prevailing circumstances the Compliance Practice, acting reasonably, considers to be fair and reasonable.



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## **2. COMPANY CONTACT DETAILS**

Persons designated / duly authorised persons:

| <b>The Managing Director</b> |   |
|------------------------------|---|
| Name and Surname             | Craig Ormrod  |
| Postal address               | P. O. Box 9655, Devon Valley, 1715  |
| Street address               | Lakeview House, Constantia Park, Cnr 14 <sup>th</sup> Avenue & Hendrik Potgieter Street, Weltevreden Park, Roodepoort, 1715 |
| Telephone numbers            | 011 678 2533<br>082 418 8844  |
| Fax numbers                  | 011 475 0096  |
|                              | <a href="mailto:craig@associatedcompliance.co.za">craig@associatedcompliance.co.za</a>                                      |

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| <b>Director</b>         |  |
|-------------------------|--|
| Name and Surname        | Bryan Thomas   |
| Postal address          | P. O. Box 9655, Devon Valley, 1715   |
| Street address          | Lakeview House, Constantia Park,<br>Cnr 14 <sup>th</sup> Avenue & Hendrik<br>Potgieter Street, Weltevreden Park,<br>Roodepoort, 1715 |
| Telephone numbers       | 011 678 2533<br>082 323 2692   |
| Fax numbers             | 011 475 0096   |
| Electronic Mail Address | <a href="mailto:bryan@associatedcompliance.co.za">bryan@associatedcompliance.co.za</a>   |

ASSOCIATED COMPLIANCE

### 3. THE ACT

3.1 The ACT grants a requester access to records of the COMPANY, 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.

3.2 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.

3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. 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 0668  |
| Website:          | <a href="http://www.sahrc.org.za">www.sahrc.org.za</a> |

#### 4. APPLICABLE LEGISLATION

| <b>No</b> | <b>Ref</b>    | <b>Act</b>                                       |
|-----------|---------------|--|
| 1         | No 75 of 1997 | Basic Conditions of Employment Act               |
|           | No 53 of 2003 | B-BBEE Act                                       |
| 3         | No 61 of 1973 | Companies Act                                    |
| 4         | No 68 of 2008 | Consumer Protection Act                          |
| 5         | No 55 of 1998 | Employment Equity Act                            |
| 6         | No 36 of 2005 | Electronic Communications Act                    |
| 7         | No 25 of 2002 | Electronic Communications and Transactions Act   |
| 8         | No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| 9         | No 38 of 2001 | Financial Intelligence Centre Act                |
| 11        | No 66 of 1995 | Labour Relations Act                             |
|           | No 85 of 1993 | Occupational Health and Safety Act               |
| 14        | No 2 of 2000  | Promotion of Access of Information Act           |
| 15        | No 4 of 2013  | Protection of Personal Information Act           |
| 17        | No 30 of 1996 | Unemployment Insurance Act                       |
| 18        | No 89 of 1991 | Value Added Tax Act                              |

## **5. ACCESS TO RECORDS AND AVAILABILITY**

| <b><u>Records</u></b> | <b><u>Subject</u></b>  | <b><u>Availability</u></b>   |
|-----------------------|--|--|
| Public Affairs        | <ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>   | Freely available on web site<br><a href="http://www.associatedcompliance.co.za">www.associatedcompliance.co.za</a> |
| Financial             | <ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> <li>• Asset Register</li> <li>• Management Accounts</li> </ul>   | Proprietary (Pty Ltd) -<br>Not required to disclose.<br>Not available.   |
| Marketing             | <ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information:               <ul style="list-style-type: none"> <li>○ Product Brochures</li> <li>○ Owner Manuals</li> </ul> </li> <li>• Field Records</li> <li>• Performance Records</li> <li>• Product Sales Records</li> <li>• Marketing Strategies</li> <li>• Customer Database</li> <li>• Dealer Franchise Documents</li> </ul> | Limited Information available on web site. (see above)   |



## 6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at [www.doj.gov.za](http://www.doj.gov.za)
- 6.2 Address your request to the Managing Director.
- 6.3 Provide sufficient details to enable the COMPANY to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 7. **PRESCRIBED FEES**

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 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);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>