

SECTION 51 MANUAL
In terms of the Promotion to Access to Information Act no 2 of 2000

IDA RISK MANAGEMENT PTY LTD
("the company")

2002/012297/07
Registration Number



R H STARKE
DIRECTOR

**IDA RISK MANAGEMENT PTY LTD
(REG NO. 2002/012297/07)
INCORPORATED IN THE REPUBLIC OF SOUTH AFRICA**

**BRYANSTON OFFICE PARK - 1ST FLOOR
EASTVIEW - 199 BRYANSTON DRIVE
BRYANSTON
GAUTENG
2191
TEL: 082 454 6674
EMAIL: robbie@ida.co.za**

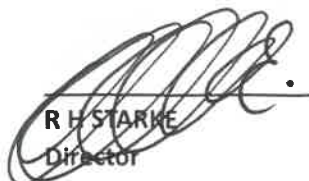
MANDATE

We, **ROBERT HENRY STARKE (ID NO: 611230 5030 089)** and **PIETER HERMAN WESSELS (ID NO: 720129 5053 083)**, the undersigned in our capacity as **DIRECTORS** of **IDA RISK MANAGEMENT PTY LTD (REG NO. 2002/012297/07)** hereby mandate/ appoint **MAGARITA SOPHIA JOHANNA ZEELIE (ID NO: 600913 0219 087)**, to submit the PAIA 2025 annual report (together with mandatory supporting documents) on behalf of the Company and to act on the Company's behalf in respect of the following matters at the Information Regulator South Africa.

I do hereby warrant that I am duly authorised to represent and bind the Company, and hereby appoint CST Governance Pty Ltd (Reg No. 2012/218034/07), represented by Magarita Sophia Johanna Zeelie (ID NO: 600913 0219 087), with power of substitution to be my true and lawful Agent in my name, place and stead to:

1. Register the Information Officer and Deputy Information Officer with the Information Regulator South Africa;
2. Submit Section 51 Promotion of Access to Information Act (PAIA) 2 of 2000, as amended, manual to the Information Regulator South Africa;
3. Submit PAIA annual report to the Information Regulator South Africa,
4. In general, to do everything necessary to attend to clause 1, 2 and 3 above, on behalf of the Company in terms of the authority granted and approved in terms of this **MANDATE OF CONSENT**;

Signed at Florida on this 1st day of July 2025.


R H STARKE
Director


P H WESSELS
Director

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1. THE MANUAL

1.1 OBJECTIVES OF THE ACT

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), which came into effect on the 9th of March 2001, seeks to advance the values of transparency and accountability in South Africa. In 1996, The South African Constitution provided guidelines influencing the statutory right of access to information on request, held by the state as well as held by private bodies. The Act established the following statutory rights of requestors to any record of a private body if the following circumstances are met:

- if the record is required for the exercise or protection of any of his or her legal rights;
- the requestor complies with all the procedural requirements; and
- the access is not refused in terms of any ground referred to in the Act.

Section 51 of the Act obliges private bodies to compile a Manual. The purpose of the manual is to assist an individual to obtain access to the records of a private body and the Act stipulates the minimum requirements with which a manual has to comply.

1.2. SCOPE OF THE MANUAL

This manual ("Manual") has been prepared by the company and applies to all of the private bodies described in Annexure 1. It is published in accordance with the requirements of section 51 of the Act and is aimed at facilitating access to records held by the company in terms of the Act.

Specifically, the Manual provides information on:

- the contact details of the information officer;
- the main business of the company;
- the subjects and categories of records that are held by the company;
- records that are automatically available, without a person having to request access;
- records that are available in terms of any other legislation; and
- the procedure that needs to be followed to obtain access to a record.



1.3 COMPANY & INFORMATION OFFICER DETAILS

- 1.3.1 The Company is a private company incorporated in terms of the Company laws of the Republic Of South Africa.
- 1.3.2 The main business of The Company is: Legislation, compliance and risk management.
- 1.3.3 The Company has no subsidiaries.
- 1.3.4 The company employs __ staff members.
- 1.3.4 Information Officer:
The Information Officer shall ensure that the requirements of the Act are administered in a fair, objective and unbiased manner:

The Information Officer:

IDA RISK MANAGEMENT PTY LTD

Att: Mr Robert Henry Starke

Physical Address: 25 Limonte Avenue, Wilro Park, Roodepoort, 1724

Postal Address: Po Box 2184, Florida Hills, 1716

Cell/Tel: 082 454 6674

E-mail: robbie@ida.co.za

Website:

1.4 DISSEMINATION AND AVAILABILITY OF THE MANUAL

Copies of the manual will be distributed in terms of Section 51(3) and Regulation 187 of 15 February 2002 to:

- 1.4.1 The South African Human Rights Commission
Postal Address: Private Bag 2700, Houghton 2041
Street Address: 29 Princess of Wales Terrace, Parktown, Johannesburg
Email: section51.paia@sahrc.org.za
(A copy of this manual was submitted to the Information Regulator)
- 1.4.2 The manual will be available for public inspection during office hours and upon request at the said business address.



1.4.3 The manual will be available for public inspection on the website (if available)

2 ENTRY POINT FOR REQUESTS

The CEO of the company has delegated his/her powers in terms of the Act to the Information Officer, who will handle all requests in terms of this Act on his/her behalf. All requests in terms of the Act must be addressed to the Information Officer with details given in clause 1.3.4 above.

3 WHO MAY REQUEST ACCESS TO INFORMATION

The Act provides that a person may only request information in terms of the Act if the information is required for the protection of a right. Only requests for access, where the requestor can furnish the Information Officer with sufficient particulars as to the right the requestor is seeking to protect, will be considered.

A requestor can request access to information in different capacities. The category under which the request falls will influence the amount to be charged when a request is lodged. Requestors can be classified in accordance with the following different categories:

- a historic patient
- a personal requestor, that is a person who requests information about him / herself;
- an agent requestor, that is a person requesting information on behalf of someone else;
- a third party requestor, that is a person requesting information about someone else; or
- a public body, requests information in the public interest.

4 GUIDANCE TO REQUESTORS

The Human Rights Commission is required by law to compile a guide ("the Guide") that will include the following:

- a description of the objectives of the Act;
- the relevant information of every private body as applicable;
- the manner and form in which requests must be lodged;
- the remedies available to requestors should a body not comply with the Act;
- the manner in which an appeal can be lodged;
- the fees payable in relation to requests for access; and
- a reference to any regulations passed.



The Human Rights Commission must, within 18 months after the commencement of this section, compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in this Act.

This guide and additional information may be requested from the South African Human Rights Commission at:

South African Human Rights Commission - PAIA Unit

Private Bag 2700

Houghton, 2041

Human Rights Advice

Tel: 0860 120 120

Fax: (011) 484 1360

Website: www.sahrc.org.za

5 RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

5.1 UNLIMITED REQUESTORS

The following information is available without special request. Records that are kept automatically available to the public are records of the Company lodged in terms of government requirements with various statutory bodies, including the Companies and Intellectual Properties Commission ("CIPC") and the Registrar of Deeds, all marketing and advertising material published by the company and all records available on the company's website.

5.2 LIMITED REQUESTORS

Certain legislation mandates private bodies to allow certain person(s) access to specified information, upon request. Legislation that may be consulted to establish the type of information or record and the person(s) having access thereto is as follows:

- Basic Conditions of Employment Act 75 of 1997;



- Companies Act 71 of 2008;
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993;
- Consumer Protection Act 68 of 2008;
- Income Tax Act 58 Of 1962;
- Promotion of Access to Information Act 2 of 2000;
- Value Added Tax Act 89 of 1991.

6 PROCEDURE

6.1 PRESCRIBED ACCESS FORM

In order for us to facilitate your access to a record, you need to complete the attached prescribed access form. Please take note that the prescribed access form must be completed in full and that failure to do so may result in the process being delayed until such additional information is provided.

6.2 PROOF OF IDENTITY

Proof of identity is required to authenticate the request and the requestor. Therefore, in addition to the access form, requestors will be required to supply a certified copy of their identification document or any other legally acceptable means of identification.

6.3 PRESCRIBED FEES

Please take note that a request will not be processed until the request fee and/or the deposit (if applicable) have been paid. Requestors are advised that four types of fees are provided for in terms of the Act.

- Reproduction fee: this fee is payable with respect to all records that are automatically available;
- Request/Administration fee: this fee is an administration fee that must be paid by all requestors, except personal requestors (a personal requestor is a requestor seeking access containing information about the requestor himself/herself), before the request is considered and is not refundable;



- Access fee: which is payable once access to a record is granted, this fee is intended to reimburse the company for the costs involved in searching and preparing the record for delivery;
- Deposit: which is payable if the company receives a request for access to information about a person other than the requestor himself/herself and where the preparation of the record will take longer than six hours.

6.3.1 REPRODUCTION FEES

The applicable fees (excluding VAT) for reproduction as referred to above are:

Photocopy of an A4 size page (each)	R1.50
Printing of an A4-size page(color) (each)	R6.95
Printing of an A4 page (black & white) (each)	R2.50
Copy of a file onto a USB electronic medium	R65.00
Reproduction of information on a CD or DVD	R150.00

6.3.2 REQUEST FEE/ADMINISTRATION FEE

A request fee of R300.00 (excluding VAT) is payable upfront where a requestor submits a request for access to information on anybody else other than the requestor himself/herself.

6.3.3 ACCESS FEE

The applicable fees (excluding VAT) which will be payable are:

• for every A4 photocopy	R1.10
• for every printed page (A4-size)	R0.75
• for a copy of file onto USB electronic medium:	R7.50
• Reproduction of information on a CD or DVD:	R25.00
• to search a record that must be disclosed, per hour or part of the hour	R75.00
• where a copy of the record needs to be posted the actual postal fee is payable	TBA

6.3.4 DEPOSIT



Where the company receives a request for access to information, payment of the following is required immediately:

- request/administration fee of R300.00; and
- a deposit of fifty percent (50%) of the reproduction and access fees payable.

7 GRANTING OR REFUSAL OF REQUESTS

All requests that meet the requirements, as set out above will be processed in accordance with the time limits as set out in the Act. Requestors should take note that requests may be refused based on the following grounds, as set out in the Act:

- mandatory protection of privacy of a third party who is a natural person;
- mandatory protection of commercial information of a third party;
- mandatory protection of certain confidential information of a third party;
- mandatory protection of records privileged from production in legal proceedings;
- commercial information of the private body; and
- mandatory protection of research information of a third party and of the private body.

Requestors will be informed within 30 days of a decision to refuse access to the information requested on one of the above grounds. Please take note that in terms of the Act, the 30-day period may be extended for a further 30-day period should more time be required to gather the requested information. The requestor will, however, be notified if the initial 30-day notice period is to be extended for a further 30 days.

8 APPEAL

In contrast with the provisions in the Act relating to the establishment of an internal appeal structure in public bodies, the only recourse available to a private body will be to approach a court of law.

9 CLASSES OF RECORDS OF THE COMPANY

9.1 SCOPE

The Information contained in this chapter is intended to identify the main classes of records held within the company. Further assistance in identifying records held by the company is obtainable from the Information Officer.

9.2 CATEGORIES AND SUBJECTS OF RECORDS

The following records are kept by the company :

- Internal correspondence:
 - Minutes of Management meetings;
 - Minutes of Staff meetings;
 - Correspondence with third parties;
- Agreements
 - Employee Records;
 - Employment Contracts;
 - Leave Records;
 - Promotion/Increase records;
 - Labour Relations Records;
 - Policies and Procedures;
 - Remuneration Records and Policies;
 - Statutory Records;
- Brochures on Company Information;
- Client and Customer Registry;
- Contracts;
- Information relating to Employee Sales Performance;
- Information relating to Work-In-Progress;
- Marketing and Future Strategies;
- Marketing Records;
- Financial Records
 - Production Records;
 - Sales Records;
 - Suppliers' Registry;

- Annual Financial Statements;
- Asset Register;
- Banking Records;
- Budgets;
- Financial Transactions;
- Insurance Information;
- Internal Audit Records;
- Management Accounts;
- Purchase and Order Information;
- Tax Records (company and employee).

9.3 FURTHER INFORMATION AND ASSISTANCE

Further information regarding the subjects and categories or records listed herein are available from the information officer. Other information as may be prescribed by section 51(1) (f) may be obtained by the Minister of Justice and Constitutional Development.

10 USEFUL REFERENCES

The Human Rights Commission	http://www.sahrc.org.za/paia.htm
The Promotion of Access to Information Act	http://www.gov.za/gazette/acts/2000/a2-00.pdf



Prescribed forms for access to a record of the company

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

[Regulation 10]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).

Request fee (if any): R _____

Deposit (if any): R _____

Access fee: R _____

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer: _____



B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be recorded below.*
- (b) Furnish an address and/or fax number in the Republic to which information must be sent.*
- (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: _____ e-mail 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 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 therefore.

Reason for exemption from payment of fees:



F. Form to request 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:		
<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <p><i>(a) Your indication as to the required form of access depends on the form in which the record is available.</i></p> <p><i>(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.</i></p> <p><i>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
1. If the record is in written or printed form -			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<p>2. If record consists of visual images -</p> <p><i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i></p>			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<p>3. If record consists of recorded words or information which can be reproduced in sound -</p>			



	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* (disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.			YES NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>			
In which language would you prefer the record?			

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 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 thereof 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

