

# Van Renen Finansiële Dienste CC

(Registration Number: 2009-153721-23)

Manual in terms of section 51 of the Promotion of  
Access to Information Act, 2 of 2000

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<b>VAN RENEN FINANSIËLE DIENSTE BK</b> (CK 2009/153721/23) <b>JD VAN RENEN</b> Professionele Rekenmeester (BA) Finansiële Beplanner FSB 40069; SAIPA 1963; ATC 2195			 <b>SAIPA</b> REGISTERED
Posbus 2592 Mosselbaai 6500 Epos: <a href="mailto:info@jvr.co.za">info@jvr.co.za</a>	Diaz Office Park; Blok A, Eenheid 28 Beach Boulevard-Wes Diaz Strand, Mosselbaai 6506	Tel: 044 695 1670 Faks: 044 695 4306 Sel: 082 453 6827  <a href="http://www.jvr.co.za">www.jvr.co.za</a>	

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# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

## SECTION 51 MANUAL OF VAN RENEN FINANSIËLE DIENSTE CC (REGISTRATION NUMBER: 2009-153721-23)

### 1. CONTACT PARTICULARS

<b>Head of business:</b>	JD van Renen	<b>Information officer:</b>	JD van Renen
<b>Postal Address:</b>	PO Box 2592  Mossel Bay 6500	<b>Physical Address:</b>	Diaz Office Park, Block A, Unit 28 Beach Boulevard West, Diaz Beach Mossel Bay 6506
<b>Telephone Number:</b>	(044) 695 1670	<b>Fax Number:</b>	(086) 501 8202
<b>E-mail Address:</b>	info@jdvr.co.za		
<b>Website:</b>	www.jdvr.co.za		

### 2. INTRODUCTION

Van Renen Finansiële Dienste is a Close Corporation incorporated in South Africa on 5 August 2009. The principal activity of the corporation is that of financial services (financial planning, investments, short term insurance, deceased estates, administration of trusts, etc).

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

**3.1** The ACT grants a requester 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.

**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 of the Act.

**3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, 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:** [www.sahrc.org.za](http://www.sahrc.org.za)

### 4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are

\_\_\_\_\_ )

## 5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Administration of Estates Act 66 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Close Corporations Act 69 of 1984
- Competition Act 89 of 1998
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Tax Incentive Act 26 of 2013
- Estate Duty Act 45 of 1955
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Financial Services Board Act 97 of 1990
- Income Tax Act 58 of 1962
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963
- Labour Relations Act 66 of 1995
- Long-term Insurance Act 52 of 1998
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Protected Disclosures Act 26 of 2000
- Protection of Personal Information Act 4 of 2013
- Securities Transfer Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- Short Term Insurance Act 53 of 1998
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001

## 6. INFORMATION AUTOMATICALLY AVAILABLE

- [www.jdvr.co.za](http://www.jdvr.co.za)
- Marketing and Promotional Material
- Newsletters



## 7. INFORMATION AVAILABLE IN TERMS OF THE ACT

### **Statutory Business Records**

- Certificate of Incorporation
- Dividend Register
- Index of Members
- Resolutions
- Founding Statements and Amendments
- Minute Books

### **Accounting Records**

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- Lease or instalment sale agreements
- Insurance records

### **Fixed Property**

- Leases

### **Information Technology**

- Client database
- Internet
- Licenses
- Operating systems
- Software packages
- Telephone lines, leased lines and data lines

### **Insurance**

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

### **Legal, Agreements and Contracts**



- Agreements with customers
- Contracts, including lease agreements and finance agreements

### **Personnel Records**

- Attendance register
- Employee information records
- Employee loans
- Employment applications
- Employment contracts
- Expense accounts
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Payroll
- Personnel File
- Policies and procedures
- Salary and wage registers
- Salary slips and wage cards
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

### **Sales and Marketing**

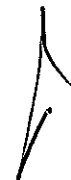
- Brochures, newsletters and marketing material

## **8. GENERAL**

Not Applicable

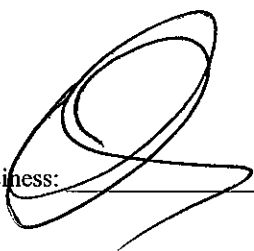
## **9. REQUESTING PROCEDURES**

A person who wants access to the records must complete the necessary request forms that is available at the offices of Van Renen Finansiële Dienste CC, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.



**10. AVAILABILITY OF THE MANUAL**

Copies of the manual are available for inspection, free of charge, at the offices of Van Renen Finansiële Dienste CC, from the South African Human Rights Commission and at: [www.jdvr.co.za](http://www.jdvr.co.za).

A handwritten signature consisting of several overlapping loops and a long horizontal stroke extending to the right.

8/12/2015



## FORM C

REQUEST FOR ACCESS TO RECORDS OF VAN RENEN FINANSIËLE DIENSTE  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

### A. Particulars of private body

Head of business:	Mr JD van Renen	Information officer:	Mr JD van Renen
Postal Address:	PO Box 2592 Mossel Bay 6500	Physical Address:	Diaz Office Park, Block A, Unit 28 Beach Boulevard West Diaz Beach, Mossel Bay 6506
Telephone Number:	(044) 695 1670	Fax Number:	(086) 501 8202
E-mail Address:	info@jdvr.co.za	Website:	www.jdvr.co.za

### 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:

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 <i>ONLY</i> 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.	

<b>1. If the record is in written or printed form:</b>			
	copy of record*		inspection of record
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images	copy of the images"	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document	
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	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