



SAIFM

South African Institute of Financial Markets

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www.saifm.co.za | www.virtualexamcentre.co.za |
www.financialmarketsjournal.co.za |
www.financialregulationjournal.co.za |
www.regulatorysummit.co.za

MANUAL

**in terms of Section 51 of the Promotion of Access to
Information Act, (PAIA), 2000 (Act No 2 of 2000)**

June 2021

Contact Information

Name:

South African Institute of Financial Markets (SAIFM)

Information Officer:

Karin van Wyk, CEO

Deputy Information Officer:

Christie-anne van Wyngaardt, General Manager

Physical Address:

5 Polo Crescent
Woodmead

Postal address:

Postnet Suite
673 Private Bag
X29 Gallo Manor
2052

Telephone:

011 802 4768

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011 802 3476

Websites:

www.saifm.co.za
www.virtualexamcentre.co.za

E-mail of Information Officer:

karin@saifm.co.za

E-mail of Deputy Information Officer:

christie@saifm.co.za

SA Human Rights Commission (SAHRC) Guide on the use of the Act in terms of section 10 of PAIA

Section 10 of PAIA came into operation on 15 February 2002. In terms of section 20 of the Act, the SAHRC must compile a Guide within 18 months of the date that the Act came into effect. According to the SAHRC website (www.sahrc.org.za) this Guide will be completed not later than August 2003.

The contact details of the SAHRC are:

Postal address:

Private Bag X2700
Houghton
2041

Physical address:

Braampark Forum 3
33 Hoofd St
Braampark
Johannesburg
2017

Process

Requests must be submitted on Form C prescribed in terms of Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

A copy of this form is attached hereto.

Please send you request for the attention of the Deputy Information Officer at the contact address given above.

Fees

The Fees prescribed in terms of regulation 5 of the Regulations issued in terms of PAIA on 9 March 2001 are as follows:

| | R |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. Fees payable by requesters (excluding personal requesters) | 50,00 |
| 2. The fee for reproduction is as follows: | |
| (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 computer or in electronic or machine-readable form | 0,75 |
| (c) For a copy in computer-readable form on | |
| (i) 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) Search and preparation of the record for disclosure Per hour or part thereof, excluding the first hour, reasonably required for the search and preparation. | 30,00 |
| 3. The actual postage fee must be paid when a record must be posted to a requester. | |

Records kept in terms of other legislation

Records are kept in terms of the following legislation:

- Income Tax Act
- Unemployment Insurance Act
- Skills Development Levies Act
- Basic Conditions of Employment Act
- Labour Relations Act
- Value Added Tax Act

Access to Records

SAIFM's websites www.saifm.co.za and www.virtualexamcentre.co.za contains the following information:

- strategic objectives
- Board of Governors
- products and services
- contact details
- access to events

Access to the websites is available to the public.

The following information of a confidential nature is kept by SAIFM:

- Employee information including conditions of employment.
- Student information including personal details and examination results.
- Contracts, accounting information, technical specifications of Internetexamination platform.
- Membership information
- Technical product information.

Manual

This manual is available from www.saifm.co.za, alternatively from the offices of SAIFM or SA Human Rights Commission. See contact details above.

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:

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2. Reference number, if available:

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3. Any further particulars of record:

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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:

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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 below, 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 for access 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 to 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

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
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1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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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?

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Signed at this day..... ofyear

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SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE