



PAIA MANUAL

Registration Number of Company:

FSP No.4667

NAME OF COMPANY:

MST FINANCIAL SERVICES (PTY)

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 15/03/2018
DATE OF REVISION: 15/03/2018

MST Financial Services (Pty)Ltd. FSP No.4667
42 St James Crescent, Bryanston, Johannesburg | P.O Box 385, River Club, 2149
Tel: 011 706 9664 Fax: 011 706 9634 Email: office@mst.co.za

www.mst.co.za

INDEX

1. Introduction
2. Contact Details (Section 51 (1) (a))
3. The ACT and Section 10 Guide (Section 51(1) (b))
please note that this clause is mandatory to be included
in all S 51 manuals as is.
4. Applicable Legislation (Section 51 (1) (c))
5. Schedule of Records (Section 51 (1) (d))
6. Form of Request (Section 51 (1) (e))
7. Any other Information (Section 51 (1) (f))
e.g. Prescribed Fees, organogram, etc.

1. INTRODUCTION

MST Financial Services (Pty) Limited provides a complete Personal and Corporate wealth advisory. Our approach to all relationships is to remain independent, flexible, and transparent. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 4667

2. COMPANY CONTACT DETAILS *(Section 51 (1) (a))*

Persons designated/duly authorised persons:

Directors: Mr. ABC Simmons (Managing)

Ms. NYZ Flake

Mr. YDE Liar

Office Manager/CEO: Mr. UIF Smith *(the CEO is the Head of a private body therefore in terms of PAIA is the Information Officer of the entity and his contact details must be listed)*

Postal Address: P.O Box 385, River Club, 2149

Street Address: 42 St James Crescent, Bryanston, Johannesburg

Telephone Number: 011 706 9664

Fax Number: 011 706 9634

Email: office@mst.co.za

3. THE ACT (*Section 51(1) (b)*)

- 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

4. APPLICABLE LEGISLATION (Section 51 (1) (c)). Please note that each entity needs to assess which legislation is applicable to it and thereafter list such legislation, below is just an example for ease of reference.

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. SCHEDULE OF RECORDS (Section 51 (1) (d)) Please note that this is an example of a schedule of records and is not an exhaustive list and each company needs to assess their own records and list accordingly based on which are automatically available and which records would need to be requested in terms of PAIA.

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records • Media Releases 	<p>Freely available on web site www.example.co.za</p>
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	<p>Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.</p>
Marketing	<ul style="list-style-type: none"> • Market Information • Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database • Dealer Franchise Documents 	<p>Limited Information available on web site. (see above)</p> <p>Request in terms of PAIA In our annual report freely available Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA</p>

6. FORM OF REQUEST (Section 51 (1) (e))

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.

6.2 Address your request to the Head of the Company (CEO).

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 (Section 51 (1) (f)) Please attach the Fee schedule to the manual downloadable from the SAHRC website and the prescribed form C which is also available from the SAHRC website.

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.