



VIA CAPITAL FINANCIAL SERVICES (PTY) LTD
REGISTRATION NUMBER 2004/0022905/07

ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the
Promotion of Access to Information Act

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Preamble

The Promotion of Access to Information Act No.2 of 2000, (“the Act”), came into operation on 23 November 2001. Section 51 of this Act requires that we, as a private body, compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to this private body

Via Capital Financial Services (Pty) Ltd is a financial services company focusing primarily on financing products with applications in the transport sector and related activities. The company integrates the full spectrum of financial, trading, advisory and investment products onto a single niche market delivery platform.

We, as a private body, have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information held in our possession which will assist them in the exercise and protection of their rights. Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow would you require access to any of this information.

Part 1 – Our details

Full Name	: Via Capital Financial Services (Pty) Ltd
Registration Number	: 2004/022905/07
Registered Address	: Building 3, Harrowdene Office Park Western Service Road Woodmead South Africa
Postal Address	: P O Box 85 Woodlands 2080
Telephone Number	: +27 11 275-2800
Fax Number	: +27 11 656-2006
Head/CEO	: Andrew Hugh Millard
Designated Information Officer	: Elmarie Delport

Email Address of Information Officer : elmarie@viacapital.co.za

Website : www.viacapital.co.za

Part 2 – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably requested by a person wishing to exercise or protect any right in terms of this Act.

The Guide contains the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officer and the Human Rights Commission in terms of the Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

An electronic version of the Guide is available on the website of the SAHRC. Any enquiries regarding the Guide can be addressed to SAHRC, the contact details are as follows:

Postal Address :South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag X2700
Houghton
2041

Telephone Number : +27 11 484-8300

Fax Number : +27 11 484-7146

Website : www.sahrc.org.za

E-mail : PAIA@sahrc.org.za

Part 3 – Information available in terms of the Act

The following categories of records may be held:

(Access to certain records may be denied on grounds set out in the Act)

- Statutory Company Information
- Accounting Records
- Statutory Employee Records And Other Employee Records
- Property
- Intellectual Property
- Agreements And Contracts
- Taxation
- Legal
- Insurance
- Information Technology
- Sales And Marketing
- Internal Policies And Procedures
- Commercial

Part 4 – Information available in terms of legislation

Where applicable to our operations, we retain records and documents in terms of applicable legislation. Excluding blanket legislation applicable to various or all South African industries, the following statutes are most applicable to the Company:

- Companies Act No.61 of 1973, as amended
- Financial Advisory and Intermediary Services Act No. 37 of 2002, as amended

Part 5 – Information automatically available.

Only literature intended for public viewing will automatically be available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Part 6 – Request Procedure

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure “A” hereto. These forms are available from:

- Our information officer (whose contact details are in section A of this manual);
- The SAHRC website (www.sahrc.org.za)
- The Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Annexure “A”

FORM C

REQUEST FOR ACCESS TO RECORDS OF A PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)
[Regulation 10]

A. Particulars of private body

The Head:

.....
.....
.....

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 the request is made, when made on behalf of another person:
.....

C. Particulars of person on whose behalf the request is made

This section must be completed ONLY if a request 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 complete 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 a request fee
- (c) The fee payable for access to a record depends on the form in which access is requested 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 the 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, please state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
-------------------------------------	---

.....
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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 cases 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:			
<input type="checkbox"/> Copy of record *		<input type="checkbox"/> Inspection of record	
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/> view the images	<input type="checkbox"/>	<input type="checkbox"/> copy of the images *	<input type="checkbox"/> transcription of the images *
3. If the record consists of recorded words or information which can be reproduced in sound			
<input type="checkbox"/> Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	<input type="checkbox"/> Transcription of soundtrack * (written or printed document)	
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/> Printed copy of record *	<input type="checkbox"/>	<input type="checkbox"/> Printed copy of information derived from the record *	<input type="checkbox"/> 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? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Postage is payable.			

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 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 or denied. If you wish to be informed in another manner, please specify 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 atthis.....day of20.....

.....
**SIGNATURE OF REQUESTOR/PERSON ON
WHOSE BEHALF THE REQUEST IS MADE**

Annexure “B”

Note:

In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

Reproduction Fees

Where requested documents appear in the Appendix 1 (i.e. the institution has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto) the only charge that will be levied for obtaining such records, will be a fee for reproduction of the record in question.

Fee - (R value)	Description of service / reproduction
1,10	For every photocopy of an A4-size page or part thereof
0,75	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form
7,50	For a copy in a computer-readable form on Stiffy disc
70,00	For a copy in a computer-readable form on Compact disc
40,00	A transcription of visual images, for an A4-size page or part thereof
60,00	For a copy of visual images
20,00	A transcription of an audio record, for an A4-size page or part thereof
30,00	For a copy of an audio record

Request Fee

Fee - (R value)	Description of service.
50,00	Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself/itself. A request fee is payable up-front before the institution will further process the request received.

Access Fees

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54(8).

Fee - (R value)	Description of service.
1,10	For every photocopy of an A4-size page or part thereof
0,75	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form
7,50	For a copy in a computer-readable form on Stiffy disc
70,00	For a copy in a computer-readable form on Compact disc
40,00	A transcription of visual images, for an A4-size page or part thereof
60,00	For a copy of visual images
20,00	A transcription of an audio record, for an A4-size page or part thereof
30,00	For a copy of an audio record
30,00 p/h	To search for a record that must be disclosed (per hour or part thereof reasonably required for such search)
Actual Postal Fee	Where a copy of a record needs to be posted.