

**MANUAL OF TOWER BUREAU DE CHANGE (PTY) LIMITED
IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 of 2000 ("the Act")**

Tower Bureau de Change (Pty) Limited ("T B d C") is an Authorised Dealer with Limited Authority to operate Bureau de Change in South African

Mrs. K Jordaan has been duly appointed to act as the person to whom requests for access to information must be made in terms of this Act.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Mrs. K Jordaan

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Johannesburg

Telephone + 27 11 994 4900
Fax +27 11 684 2759

Email: karen.jordaan@towerfx.co.za

2. The Guide

The Guide will be available from the South African Human Rights Commission

Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

South African Reserve Bank Authorization

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Labour Relations Act No. 66 of 1995
7. Skills Development Levies Act No. 9 of 1999
8. Trade Marks Act No. 194 of 1993
9. Unemployment Insurance Act No. 63 of 2001
10. Value Added Tax Act No. 89 of 1991

4. Access to the records held by Tower Bureau de Change (Pty) Limited

(i) Subjects and categories of records held by T B d C

Note: This section of the Manual sets out the subject and categories of records held by T B d C. The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act. In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

4.1 Incorporation documents

- List of Directors
- List of persons authorized to bind the firm
- Financial Record
- Details of Auditors
- Annual Financial statements

4.2 Banking details of T B d C

- 4.2.1 Indebtedness to bankers.
- 4.2.2 Bank facilities and accounts details.
- 4.2.3 Other banking records.

4.3 Human resources / employment records

- 4.3.1 List of employees.

4.4 Intellectual Property

- 4.4.1 Trade-marks, copyrights and designs held by T B d C
- 4.4.2 Records relating to domain names held by T B d C
- 4.4.3 Licences relating to intellectual property rights.
- 4.4.4 Other agreements relating to intellectual property rights.

4.5 Information pertaining to clients

- 4.5.1 Documentation and other information received from clients, including documentary information required in compliance with the Financial Intelligence Centre Act 38 of 2001.

4.6 Library information

- 4.6.1 Information circulars.
- 4.6.2 Publications.

4.7 Insurance records

Insurance policies taken out for the benefit of T B d C and its employees, including:

- 4.7.1 insurance in respect of the property occupied by T B d C.
- 4.7.2 insurance in respect of the movable property of T B d C
- 4.7.3 professional indemnity insurance in respect of T B d C
- 4.7.4 fidelity insurance in respect of trust monies and client investment monies held by T B d C
- 4.7.5 third party insurance in respect of passengers in vehicles driven by T B d C

4.8 Information technology

- 4.8.1 Computer software, support and maintenance agreements.
- 4.8.2 Other documentation pertaining to computer systems and computer programmes held by T B d C.

4.9 Correspondence

Correspondence of T B d C, including internal and external memoranda.

4.10 Information relating to legal proceedings

Records relating to legal proceedings involving T B d C.

i. The Request procedures.

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the head of T B d C.
- The requester must provide sufficient detail on the request form to enable the head of T B d C to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of T B d C.

Fees:

- The head of T B d C must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The requester may lodge an application to the court against the tender or payment of the request fee.

- After the head of T B d C has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Availability of the manual

The manual is also available for inspection at the offices of *T B d C* free of charge and on the website www.towerfx.co.za.

6. Prescribed fees and forms in respect of private bodies

The prescribed forms and fees for requests to private bodies, are available on the website of the Department of Justice and Constitutional Development, www.doj.gov.za.