



**PROMOTION OF ACCESS TO  
INFORMATION ACT MANUAL  
("PAIA MANUAL")**



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## 1. INTRODUCTION

- 1.1. Ata Capital (Pty) Ltd is an authorised financial services provider in terms of the Financial Advisory & Intermediary Service Act and regulated by the Financial Sector Conduct Authority (“FSCA”). The FSP number is 46869.
- 1.2. This policy relates to Ata Capital, its subsidiaries and related Funds. Ata Capital is an alternative asset class fund manager, focused on identifying and maximising real investment opportunities that create sustained stakeholder impact, generate effective returns and drive sector transformation.

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

- 2.1. Information Officer: Sharlinee Gounder
- 2.2. Postal Address: Postnet Suite, 1099, Private Bag X9, Benmore, 2010
- 2.3. Street Address: 9<sup>th</sup> Floor, 90 Grayston Drive, Sandown, Sandton, 2196
- 2.4. Telephone Number: 011 321 1620
- 2.5. Email: [sharlinee@atacapital.co.za](mailto:sharlinee@atacapital.co.za)
- 2.6. Website: [www.atacapital.co.za](http://www.atacapital.co.za)

## 3. ACCESS TO RECORDS (Section 51(1)(b))

- 3.1. The Promotion of Access to Information Act (“PAIA”), grants a requester access to certain records of a private body if the said records are required to exercise or protect any rights of the requester. Should a public body lodge such a request, it must be acting in the public interest.
- 3.2. Any request for information in terms of PAIA, must be made in accordance with the prescribed form and manner, at the rates provided. The prescribed form and manner and the tariff are dealt with in section 6 and 7.
- 3.3. The South African Human Rights Commission (SAHRC) has complied and published a useful guide in terms of section 10 of PAIA, containing valuable information for the purposes of exercising any right in terms of PAIA.



3.4. The guide is made available in all official languages on the website of the SAHRC at the following URL:

<https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

3.5. The contact details of the SAHRC are as follows:

Postal Address: : Private Bag 2700, Houghton, 2041

Telephone Number : 011 877 3600

Fax Number : 011 403 0625

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

#### **4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51(1)(c))**

- 4.1. Basic Conditions of Employment Act, 75 of 1997
- 4.2. Broad-based Black Economic Empowerment Act 53 of 2003
- 4.3. Conduct of Financial Institutions Bill, 2017
- 4.4. Companies Act, 71 of 2008
- 4.5. Competition Act 89 of 1998
- 4.6. Copyright Act 98 of 1978
- 4.7. Electronic Communications and Transactions Act 25 of 2002
- 4.8. Employment Equity Act, 55 of 1998
- 4.9. Financial Advisory and Intermediary Services Act, 37 of 2002
- 4.10. Financial Intelligence Centre Act, 38 of 2001
- 4.11. Financial Sector Regulation Act 9 of 2017
- 4.12. Income Tax Act, 95 of 1967
- 4.13. Labour Relations Act, 66 of 1995
- 4.14. Occupational Health & Safety Act, 85 of 1993
- 4.15. Pension Funds Act 24 of 1956
- 4.16. Prevention and Combating of Corrupt Activities Act 12 of 2004
- 4.17. Prevention of Organised Crime Act 121 of 1998
- 4.18. Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
- 4.19. Protection of Personal Information Act 4 of 2013



- 4.20. Skills Development Act, 9 of 1999
- 4.21. Tax Administration Act 28 of 2011
- 4.22. Unemployment Insurance Act, 63 of 2001
- 4.23. Value Added Tax Act, 89 of 1991

## **5. SCHEDULE OF RECORDS (Section 51 (1)(d))**

- 5.1. Records that are available without having to submit a request in terms of PAIA:
  - 5.1.1. Marketing material made available in the public domain
  - 5.1.2. Records of a public nature, such as records disclosed on the Ata Capital website
- 5.2. Records that must be requested in terms of PAIA:
  - 5.2.1. Memorandum of Incorporation
  - 5.2.2. Minutes of Board of Directors meetings
  - 5.2.3. Records relating to the appointment of directors/ auditor/secretary/public officer and other officers
  - 5.2.4. Share Register and other statutory registers
  - 5.2.5. Annual Financial Statements
  - 5.2.6. Tax Returns
  - 5.2.7. Accounting Records
  - 5.2.8. Banking Records
  - 5.2.9. Asset Register
  - 5.2.10. Rental Agreements
  - 5.2.11. Invoices
  - 5.2.12. PAYE Records
  - 5.2.13. Documents issued to employees for income tax purposes
  - 5.2.14. Records of payments made to SARS on behalf of employees
  - 5.2.15. Skills Development Levies
  - 5.2.16. UIF
  - 5.2.17. Employment contracts



- 5.2.18. Employment Equity Plan
- 5.2.19. Medical Aid records
- 5.2.20. Pension Fund records
- 5.2.21. Disciplinary records
- 5.2.22. Salary records
- 5.2.23. Leave records
- 5.2.24. Internal Policies and Procedures
- 5.2.25. Any other records that are available but are not detailed in the list above.

## **6. FORM OF A REQUEST FOR INFORMATION (Section 51(1)(e))**

- 6.1. A requester must use the prescribed form “Form C” (available for download on the Department of Justice and Constitutional Development “DOJ” website) to request access to the information as per 5.2. above.
- 6.2. Form C can be downloaded from the following URL:  
[http://www.justice.gov.za/forms/form\\_paia.htm](http://www.justice.gov.za/forms/form_paia.htm)
- 6.3. The request must be addressed to the responsible person as indicated in section 2.
- 6.4. The requester must provide sufficient detail on Form C to enable the contact person of the company to establish who is requesting the said information as well as what information is being requested and in what format.
- 6.5. The requester must provide sufficient detail in respect of his/her contact details and if the requester wishes to be informed of the decision of the company in any manner (in addition to written) the manner and particulars thereof.
- 6.6. Lastly, 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.
- 6.7. In terms of the Act, Ata Capital, as soon as reasonably possible and within thirty days after the request has been received, shall decide whether or not to grant the request.
- 6.8. After the company has decided on the request, the requester must be notified in the required form.
- 6.9. 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 hour to search and prepare the record for disclosure.



## **7. PRESCRIBED FEES (Section 51(1)(f))**

- 7.1. A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee.
- 7.2. Every other requester, who is not a personal requester, must pay the required request fee, as prescribed from time to time.
- 7.3. 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). 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 fees can be downloaded from the following URL:

<https://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

## **8. AVAILABILITY OF THE MANUAL (Section 51(3))**

- 8.1. This manual is available for inspection at the offices of the company free of charge upon prior arrangement with the said contact person of the company as per section 2.
- 8.2. A copy is also made available on the website of the company.