

INSCON INSURANCE BROKERS (PTY) LTD

Trading as Inskon Hawkins and Associates

Registration Number 2013/169816/07

(Hereafter known as the "COMPANY")

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

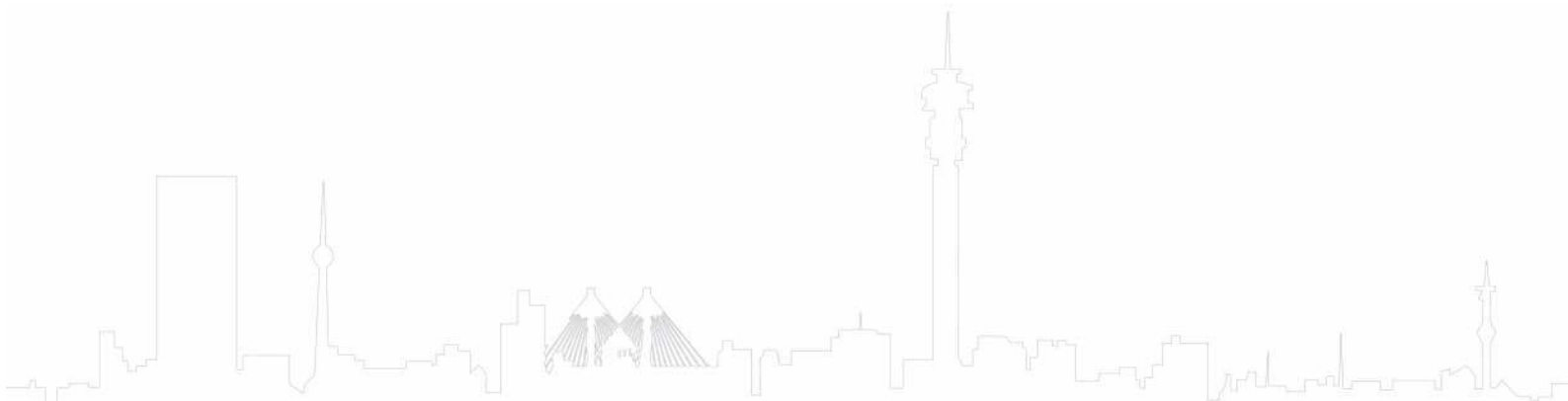
(Hereafter known as the "ACT")

October 2018



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1. **INTRODUCTION**

The Company conducts business as Short Term Insurance Brokerage.

The Company shall use its reasonable best efforts to provide services in a commercially reasonable manner and with the care, diligence and skill that a prudent Short Term Insurance Brokerage would possess and exercise, except that the Company may allocate available supplies, manpower and services in such manner as in the prevailing circumstances the Company, acting reasonably, considers to be fair and reasonable.

2. COMPANY CONTACT DETAILS

Persons designated / duly authorised persons:

The Directors	
Name and Surname	Craig Patrick Hawkins
Postal address	P. O. Box 2605, Houghton, 2041
Street address	Unit G001, Lillipark, 354 Rivonia Boulevard, Rivonia, Sandton, 2128
Telephone numbers	011 883 7153 082 802 9377
Fax numbers	086 616 4399
Electronic Mail Address	craigc@insconhawkins.co.za



Director	
Name and Surname	Wayne Cronje
Postal address	P. O. Box 2605, Houghton, 2041
Street address	Unit G001, Lillipark, 354 Rivonia Boulevard, Rivonia, Sandton, 2128
Telephone numbers	011 883 7153 082 320 2609
Fax numbers	086 616 4399
Electronic Mail Address	waynec@insconhawkins.co.za



3. THE ACT

- 3.1 The ACT grants a requester access to records of the COMPANY, 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.
- 3.3 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available in August 2003. 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 0668
Website:	www.sahrc.org.za



4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 75 of 1997	Basic Conditions of Employment Act
2	No 53 of 2003	B-BBEE Act
3	No 61 of 1973	Companies Act
4	No 68 of 2008	Consumer Protection Act
5	No 55 of 1998	Employment Equity Act
6	No 36 of 2005	Electronic Communications Act
7	No 25 of 2002	Electronic Communications and Transactions Act
8	No 37 of 2002	Financial Advisory and Intermediary Services Act
9	No 38 of 2001	Financial Intelligence Centre Act
10	No 66 of 1995	Labour Relations Act
11	No 85 of 1993	Occupational Health and Safety Act
12	No 2 of 2000	Promotion of Access of Information Act
13	No 4 of 2013	Protection of Personal Information Act
14	No 53 of 1998	Short Term Insurance Act
15	No 30 of 1996	Unemployment Insurance Act
16	No 89 of 1991	Value Added Tax Act

5. ACCESS TO RECORDS AND AVAILABILITY

<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	Freely available on web site www.associatedcompliance.co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Proprietary (Pty Ltd) - Not required to disclose. Not available.
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	Limited Information available on web site. (see above)

6. **FORM OF REQUEST**

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, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za
- 6.2 Address your request to one of the Directors..
- 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.