

Galileo Risk (PTY)Ltd



GalileoRisk

[SECTION 51 MANUAL - PAIA]

SECTION 51 MANUAL

INTRODUCTION

Galileo Risk (Pty) Ltd is an insurance brokerage. We place Personal and Commercial Insurance cover on behalf of our clients with the large insurance underwriters.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS

Directors : Mr. HAM Simpson (Managing), Mr. PR Rushforth (COO),
Mr. N Barnard, Mr. W Ingram and Mr. CT Vorster.

Physical address : Fountain Grove Office Park
5 Second Ave
Hyde Park

Postal address : PO Box 651896
Benmore
2010

Telephone number : (011) 502-8800

Fax number : (011) 447-6937

E-mail : ask@galileorisk.co.za

Website : www.galileorisk.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The guide will be available from the South African Human Rights Commission by not later than August 2003. 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 number : +27 11 877-3600

Fax number : +27 11 403-0668

Website : www.sahrc.org.za

E-mail : PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Companies Act No.61 of 1973

Income Tax Act No. 95 of 1976

Insurance Act No. 27 of 1943

Financial Advisory and Intermediary Services Act No. 37 of 2002

Value Added Tax Act No. 89 of 1991

Short term Insurance Act No. 53 of 1998

Promotion of Access of Information Act No. 2 of 2000

Unemployment Insurance Act No. 63 of 2001

Basic Conditions of Employment Act No. 75 of 1997

Electronic Communications and Transactions Act No. 25 of 2002

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)

Not applicable

- ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed.

Administration of the Brokerage

Broking Agreements

Correspondence

Human Resources

Remuneration records

Operations

Production records

Commission statements

Client files

Finances

Annual financial statements

- iii. 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 body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the head of the private body 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 [s 53(2)(a) and (b) and (c)].

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 [s 53(2)(d)].

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 the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

The head of the private body 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 [s 54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

After the head of the private body 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 [s 54(6)].

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The manual is available for inspection, free of charge at:

Galileo RiskPty) Ltd

Fountain Grove Office Park

5 Second Avenue

Hyde Park

OR

Copies are available with the SAHRC and in the Gazette.