

# **Agis Ventures (Pty) Ltd. RF**

**Manual in terms of Section 51 of The Promotion of  
Access to Information Act 2 of 2000 (“the Act”)**



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## 1. Introduction

Agis Ventures (Pty) Limited RF (“Agis”) is an investment holding company.

Agis is an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 47130.

This manual of Agis is available at the registered address (below) or on its website [www.agis-holdings.com](http://www.agis-holdings.com).

## 2. Company Details

Persons designated/duly authorised persons:

**Directors:**

- Mr. Bernard Chidzero (CEO)
- Mr. Rolf Endres
- Mr. Nic Raubenheimer

**Postal Address:** P.O. Box 411115, Craighall, 2024

**Street Address:** 2<sup>nd</sup> Floor, Vdara, 41 Rivonia Rd, Sandhurst, 2196

**Telephone Number:** 010 593 6440

**Fax Number:** 010 593 6461

**Email:** [info@agis-ventures.com](mailto:info@agis-ventures.com)

## 3. The Act

- 3.1. The Act grants a requester access to records of a private body, 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 of the Act.
- 3.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

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 0625

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

## 4. Schedule of Records

At this stage, no notice(s) have been published in terms of Section 52(2) with regards to records that are immediately available without a person having to request access in terms of the Act.

All information is held at the registered offices of Agis.

The following table serves as a reference to categories of information that Agis holds:

### Records

- Public Corporate Records and Founding Documents
- Media Releases
- FSCA license documentation
- Corporate policies
- Financial Statements
- Financial and Tax Records (Company & Employees)
- Management Accounts
- Shareholder registers
- FICA documents

## 5. Applicable Legislation

|                   |  |
|-------------------|--|
| Act No 61 of 1973 | Companies Act                                    |
| Act No 98 of 1978 | Copyright Act                                    |
| Act No 55 of 1998 | Employment Equity Act                            |
| Act No 95 of 1967 | Income Tax Act                                   |
| Act No 89 of 1991 | Value Added Tax Act                              |
| Act No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| Act No 75 of 1997 | Basic Conditions of Employment Act               |
| Act No 25 of 2002 | Electronic Communications and Transactions Act   |
| Act No 2 of 2000  | Promotion of Access of Information Act           |
| Act No 30 of 1996 | Unemployment Insurance Act                       |

## 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](http://www.sahrc.org.za).
- 6.2. Address your request to the CEO.
- 6.3. Provide sufficient details to enable Agis to identify:
  - 6.3.1. The record(s) requested;
  - 6.3.2. The requester (and if an agent is lodging the request, proof of capacity);
  - 6.3.3. The form of access required;
  - 6.3.4. The postal address or fax number of the requester in the Republic;
  - 6.3.5. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - 6.3.6. 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.

Agis will respond to your request within 30 days of receiving the request by indicating whether your request for access has been granted or denied.

Please note that the successful completion and submission of a request for access form does not automatically allow the requestor access to the requested record.

Access will be granted to a record only if the following criteria are fulfilled:

- The record is required for the exercise or protection of any right; and
- The requestor complies with the procedural requirements set out in the Act relating to a request; and
- Access to the record is not refused in terms of any ground for refusal as contemplated in Chapter 4 of Part 3 of the Act.

## 7. Denial of access

Access to any record may be refused under certain limited circumstances. These include:

- 7.1. The protection of personal information from unreasonable disclosure concerning any natural person;
- 7.2. The protection of commercial information held concerning any third party (for example trade secrets);
- 7.3. The protection of confidentiality commitments towards third parties by Agis;

- 7.4. The protection of financial, commercial, scientific or technical information that may harm the commercial or financial interests of any third party;
- 7.5. Disclosures that would result in a breach of a duty of confidence owed to a third party;
- 7.6. Disclosures that would jeopardize the safety or life of an individual;
- 7.7. Disclosures that would prejudice or impair the security of property or means of transport;
- 7.8. Disclosures that would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- 7.9. Disclosures that would prejudice or impair the protection of the safety of the public;
- 7.10. Disclosures that are privileged from production in legal proceedings unless the privilege has been waived;
- 7.11. Disclosures of details of any computer programme;
- 7.12. Disclosures that will put Agis at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- 7.13. Disclosures of any record containing any trade secrets, financial, commercial, scientific, or technical information that would harm the commercial or financial interests of Agis
- 7.14. Disclosures of any record containing information about research and development being carried out or about to be carried out by Agis
- 7.15. If access to a record or any other relevant information is denied, our response will include:
  - 7.15.1. Adequate reasons for the refusal; and
  - 7.15.2. Notice that you may lodge an application with the court against the refusal and the procedure including details of the period for lodging the application.

## **8. Prescribed Fees**

- 8.1. The following applies to requests (other than personal requests):
- 8.2. A requestor is required to pay the prescribed fees (R500.00) before a request will be processed;
- 8.3. 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);
- 8.4. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.5. Records may be withheld until all further required fees have been paid.

8.6. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).