

Promotion of Access to Information
Act, 2 of 2000

Section 51 Manual for

**Shakthi Bunwarie Financial Services cc
trading as Power Brokers & Financial
Services**

9635

Introduction

This entity – Shakthi Bunwarie Financial Services cc trading as Power Brokers & Financial Services – is an authorised financial services provider that provides financial advice and renders intermediary services to clients on financial products under a licence issued in terms of the Financial Advisory and Intermediary Services Act, Act 37 of 2002.

Details in terms of Section 51 of PAIA Act

Contact details

<i>Shakthi Bunwarie Financial Services cc trading as Power Brokers & Financial Services</i>	
Kanchaal Bunwarie	
Physical Address	Suite 20A, Northway Mall, Royston Road, Pietermaritzburg 3201
Postal Address	PO Box 1078 Luxmi
Telephone Number	033 397 1061
Fax Number	033 397 1063
E-Mail Address	kanchaal.bunwarie@powerbrokers.co.za

Section 10 Guide on how to use the Act

This guide is available in hard copy from the South African Human Rights Commission or can be accessed on their website. The details are as follows:	
Postal address	The South African Human Rights Commission – PAIA Unit The Research and Documentation Department Private Bag 2700 Houghton 2041
Telephone number	011 877 3600
Fax number	See SAHRC website for regional office fax numbers
E-mail address	paia@sahrc.org.za
Website	www.sahrc.org.za

Records available in terms of any other legislation

Basic Conditions of Employment Act No. 75 of 1997
Collective Investments Schemes Control Act No. 45 of 2002
Companies Act No. 71 of 2008
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Consumer Protection Act No. 68 of 2008
Employment Equity Act No.55 of 1998
Financial Advisory and Intermediary Services Act No. 37 of 2002
Financial Intelligence Centre Act No. 38 of 2001
Financial Institutions (Protection of Funds) Act No. 28 of 2001
Financial Services Board Act No. 97 of 1990
Financial Services Ombud Schemes Act No. 37 of 2004
Friendly Societies Act No. 25 of 1956
Income Tax Act No. 58 of 1962
Insurance Laws Amendment Act No. 27 of 2008
Labour Relations Act No. 66 of 1995
Long-term Insurance Act No. 52 of 1998
Medical Schemes Act No. 131 of 1998
Occupational Health and Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956
Prevention of Organised Crime Act No. 121 of 1998
Protection of Constitutional Democracy against Terrorist and Related Activities Act No. 33 of 2004
Security Services Act No. 36 of 2004
Short Term Insurance Act No. 53 of 1998
Skills Development Act No.97 of 1998
Skills Development Act No.97 of 1998
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

Access to records held by

Shakthi Bunwarie Financial Services cc trading as Power Brokers & Financial Services

- The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of section 52 (2) of this Act, and at no cost:

Brochures; Pamphlets; Documents related to business activities
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- Records which may be requested in terms of this Act:

Administration: <ul style="list-style-type: none">○ Licence of product categories○ Minutes of management meetings○ Minutes of staff meetings○ Correspondence
Human resources: <ul style="list-style-type: none">○ Employment contracts○ Mandates○ Policies and procedures○ Training○ Remuneration and benefits policies, and records thereof
Operations: <ul style="list-style-type: none">○ Production records○ Compliance manual – FAIS○ Compliance reports○ Complaints procedures○ Contractual agreements with suppliers○ Procedures manual - FICA○ Records of advice○ Register of key individuals○ Register of representatives○ Register of non-compliance○ Record of continued compliance by representatives○ Register of premature cancellation of products○ Clients register
Finances: <ul style="list-style-type: none">○ Accounting and audit records○ Financial statements○ Assets inventory

- The request procedure is as follows:

Form of request – Annexure A:

- 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.
- 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.
- 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 the private body.

Fees payable for request – Annexure B:

- 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.
- 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.
- 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.

Other information as may be prescribed

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

Availability of the PAIA Manual

The manual is available for inspection at the offices of Shakthi Bunwarie Financial Services cc trading as Power Brokers & Financial Services free of charge. Copies are also available with the SAHRC and www.powerbrokers.co.za.