

**PAIA Manual Prepared in accordance with Section 51
of the Promotion of Access to Information Act No. 2 of
2000**

**Aylett & Company (PTY) Ltd
("Aylett & Co")**

(Registration Number: 2004/034008/07)

This manual contains information required to request access to the records of Aylett & Co. Aylett & Co is a privately owned company with no subsidiaries and is licensed as a Financial Services Provider in terms of section 8 of the Financial Advisory and Intermediary Services Act No.37 of 2002 (License No. 20513).

1. Introduction:

The Promotion of Access to Information Act No. 2 of 2000 (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

We as a private body have compiled this manual to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

You will be able to view the categories of information, which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

2. Particulars of the Private Body:

(Information required under section 51(1)(a) of the Act):

Postal Address:

PO Box 44414
Claremont
7735

Street Address:

5th Floor Mariendahl
House Newlands on Main
Main Road
Newlands
7735

Contact Details:

Telephone: (021) 673 1460
Fax: (021) 674 7079
Website: www.aylett.co.za
Email: operations@aylett.co.za

3. The section 10 Guide on how to use the Act

Should you require greater clarity on or assistance with the Act, we refer you to the Guide that has been published by the Human Rights Commission in terms of section 10 of the Act. It includes:

- what the objects of this Act are
- the relevant contact details of each public and private body (where possible)
- the process that needs to be followed in order to request access to records
- assistance available from the “SAHRC” and information officers of public bodies
- how to get access to the manual of a private body
- all the remedies available in law to you
- details on prescribed fees payable in respect of requests for information

Please direct any queries to:

PAIA Unit
The Research and Documentation Department

Postal address:
Private Bag 2700
Houghton
2041

Telephone: +27 - 011 484 – 8300
Fax: +27 - 011 484 – 0582/1360

Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. Types of Records

(a) Records available in terms of any other legislation

All records kept and made available in terms of legislation applicable to any of the entities listed in this Manual and the Financial Services Industry in general, as it applies to the specific environment in which the entity operates, are available in accordance with said legislation.

(b) Records available without requesting access in terms of the Act

A private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records, which are automatically available without a person having to request access in terms of the Act. The Minister must publish any description so submitted by notice in the Gazette.

The identified entities have not submitted any such description for publication in the Gazette.

Certain records are however freely available on the Internet at www.aylett.co.za

(c) Records available on request

We set out below the subjects and categories of records that are, subject to access being denied as set out in the Act, available for the purposes of the Act:

Records are held on the following subjects:

- Private body records;

(i) Private body records

The following are considered to include but not be limited to records, which pertain to the private body's own affairs:

- Marketing Records relating to products and services;
- Statutory records;

5. Requesting procedures

A person who wants access to the records of any of the identified entities must complete the necessary request form.

The request form can be accessed on www.aylett.co.za. If a person needs assistance to obtain the form or on any other matter, please contact the Information Officer at the telephone number provided in clause 1.

The completed request form must be sent to the address or fax number provided in clause 1 and marked for the attention of the Information Officer. The Information Officer will process the request and inform the requester of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised.

A copy of the fee structure applicable to private bodies can be accessed on www.aylett.co.za.

All the pertinent sections must be completed fully, failing which the process will be delayed while the Information Officer obtains such additional information.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals;
- Information for the protection of commercial information and confidential information of third parties;
- Information privileged from production in legal proceedings;
- Commercial information of the company; and
- Research information

6. Availability of the manual

Copies of this manual are available for inspection, free of charge, at the offices of Aylett & Co; copies are also available from the South African Human Rights Commission; and on our website (www.aylett.co.za).

This document was last updated: February 2016.