ANDISA CAPITAL (PTY) LTD

(Registration Number: 2003/001707/07)

Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000

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Initial RM

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

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(Registration number: 2003/001707/07)

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PROMOTION OF ACCESS TO INFORMATION ACT,

2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF ANDISA CAPITAL (PTY) LTD

(REGISTRATION NUMBER: 2003/001707/07)

1. CONTACT PARTICULARS

Head of business:	ANTOINETTE SEDIBE	Information officer:	REINHARDT MARTIN
Postal Address:	PO BOX 61085 MARSHALLTOWN 2107	Physical Address:	1st Floor, Building B Hill On Empire Cnr Empire Road and Hillside Street Parktown 2193
Telephone Number:	+27 10 219-2007		
E-mail Address:	martinr@andisa.co.za		
Website:	www.andisa.co.za		

2. INTRODUCTION

The main business of the company is financial services.

3. GUIDE IN TERMS OF SECTION 10 OF 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 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, is may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPI

3.4 The Guide is can be obtained from the following:

i Upon request from the Information Officer

ii from the website of the Regulator (https://www.justice.gov.za/inforeg/)

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from ANDISA CAPITAL (PTY) LTD, www.andisa.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. SCHEDULE OF RECORDS

- www.andisa.co.za

7. INFORMATION AUTOMATICALLY AVAILABLE

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation

8. GENERAL

Not applicable

9. REQUEST PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of ANDISA CAPITAL (PTY) LTD, or from the website of the Regulator (https://www.justice.gov.za/inforeg/).

The completed request form must be sent to the address provided in this manual and marked for the attention of the Information Officer.

10. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of ANDISA CAPITAL (PTY) LTD, from the to the Information Regulator upon request.and at: www.andisa.co.za.

Reinhardt Martin	2 January 2023
Signature Information Officer	Date of Signature:

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