

**The Federated  
Employers' Mutual  
Assurance Company  
Limited**

**A Guide to**

**ACCESSING OUR  
INFORMATION**

**Our Manual in terms of Section 51 of the  
Promotion of Access to Information Act**



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## Preamble

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.

## Introduction to this private body

We provide insurance cover to the building and construction industry alongside the State's Compensation Fund, which is managed by the Compensation Commissioner. This insurance compensates employees or their dependants following injuries arising from occupational accidents and illness occasioned by industrial diseases.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and 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.

Inside these pages 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.

## Section A – Our details [Section 51(1)(a)]

Full Name	:	THE FEDERATED EMPLOYERS' MUTUAL ASSURANCE COMPANY LIMITED
Registration Number	:	1936/008971/06
Registered Address	:	1 <sup>st</sup> Floor, Building No 2 101 Central Street Houghton 2198
Postal Address	:	Private Bag X87109 Houghton 2041
Telephone Number	:	+27 11 359-4300
Fax Number	:	+27 11 359-4302
Head/CEO	:	Mrs T T Pugh
Designated Information Officer	:	Mr G M Mc Intosh
Email Address of Information Officer	:	<a href="mailto:gysmc@fema.co.za">gysmc@fema.co.za</a>
Website	:	<a href="http://www.fema.co.za/">http://www.fema.co.za/</a>

## **Section B – The official guide [Section 51(1)(b)]**

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this 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: +27 11 484-8300

Fax: +27 11 484-0582

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

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **Section C – Information available in terms of other legislation**

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes [Section 51(1)(d)]:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Unemployment Insurance Act No. 63 of 2001
- Value-added Tax Act No. 89 of 1991
- Short-term Insurance Act No. 53 of 1998

## **Section D – Access to the records held by this private body**

- 1. 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) [Section 51(1)(c)]**

(i) Financial:

- Annual Reports

**2. 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. [Section 51(1)(e)]**

The following categories of documents are to be found at the offices of our Company Secretary at Block B, 65 Central Street, Houghton:

- All statutory records, excluding minute books

The following categories of information are held at our offices, the address details of which are to be found in Section A of this manual:

(ii) Financial:

- Financial statements and accounting records, together with supporting schedules
- Annual financial statements
- Asset register
- Finance and Lease Agreements
- Copies of all Income Tax Returns and other tax returns and documents

(iii) Administration:

- All statutory company information, including the minute books
- Trademarks, trade names and protected names
- Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements
- Material agreements concerning provision of services
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Agreements with shareholders, officers or directors
- Acquisition or disposal documentation
- Agreements with suppliers and customers
- Insurance policies, including details of cover and all claim records
- Information Technology agreements and licenses

(iv) Human Resources:

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies
- Employment Equity Plan
- Expense accounts
- Pension/Provident Fund Rules, account records and minutes of meetings of trustees and members

(v) Operations:

- Sales and marketing brochures, newsletters and advertising materials

### 3. 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 per Section A of this manual. [Section 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 [Section 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 [Section 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 [Section 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 [Section 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 [Section 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 [Section 54(6)].

### Section E – Other information as may be prescribed [Section 51(1)(f)]

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

### Section F – Availability of the manual [Section 51(3)]

This manual is available for inspection at our offices, the address details of which appear in Section A of this manual, free of charge. Copies are also available from The South African Human Rights Commission (see section B of this manual for contact details), in the Government Gazette or on our website <http://www.fema.co.za/>.

**ANNEXURE “A”**

**FORM C**

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53 (1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))  
[Regulation 10]

**A. Particulars of private body**

The Head:

.....  
.....  
.....

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: .....

.....

Identity number: .....

Postal address: .....

.....

.....

..... Fax number: .....

Telephone number:..... E-mail address: .....

Capacity in which request is made, when made on behalf of another person: .....

.....

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: .....

.....

Identity number: .....

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

- 1. Description of record or relevant part of the record:.....  
.....  
.....  
.....
- 2. Reference number, if available:.....
- 3. Any further particulars of record: .....  
.....  
.....

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees: .....  
.....  
.....

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability: .....  
.....  
.....

Form in which record is required:.....  
.....  
.....

Mark the appropriate box with an **X**.

**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>					
	Copy of record*		Inspection of record		
<b>2. If record consists of visual images</b> (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	View the images		Copy of the images*		
			Transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	Printed copy of record*		Printed copy of information derived from the record*		
			Copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: .....
2. Explain why the record requested is required for the exercise or protection of the aforementioned right: .....

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record? .....

.....

Signed at.....this.....of.....20.....

.....

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF  
REQUEST IS MADE

## **ANNEXURE “B”**

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

### **1. Copies of a manual**

Should an individual require a copy of the private body’s manual, a fee of R1.10 is chargeable for every photocopy of an A4 page or part thereof.

### **2. Reproduction fees<sup>1</sup>**

Reproduction fees apply to obtaining copies or transcriptions of information, which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.

### **3. Access fees<sup>2</sup>**

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.

### **4. Other fees**

- 4.1 A request fee<sup>3</sup> of R50.00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this Work.
- 4.2 A search fee<sup>4</sup> may be charged at a rate of R30.00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.<sup>5</sup>
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

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1 Section 52(3) and Regulation 1(1).

2 Section 54(7) and Regulation 11(3).

3 Section 54(1) and Regulation 11(2).

4 Annexure “A”, Part III, Item 4(1)(f).

5 Section 54(2).

PART III  
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1.0 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form .....	0.75
(c) For a copy in a computer-readable form on—	
(i) Stiffy disc.....	7.50
(ii) Compact disc .....	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40.00
(ii) For a copy of visual images .....	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20.00
(ii) For a copy of an audio record.....	30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof .....	1.10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form .....	0.75
(c) For a copy in a computer-readable form on—	
(i) Stiffy disc.....	7.50
(ii) Compact disc .....	70.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40.00
(ii) For a copy of visual images .....	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof .....	20.00
(ii) For a copy of an audio record.....	30.00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54 (2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) One third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	