



# PAIA MANUAL

PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000

## 1. INTRODUCTION

The Promotion of Access to Information Act ("the Act") was enacted to give effect to the constitutional right of access to information held by any public or private body, which is required for the exercise or protection of any rights. The Act sets out procedures to be followed when requesting information, after which the requested information must be released, unless the Act specifically provides that it is privileged. This manual is designed to assist potential requesters with the procedure to be followed when requesting information from Mathiesen Financial, as contemplated in the Act. It may be amended from time to time, and such amendments will be published. Mathiesen Financial is a Financial Services Board authorised Financial Services Provider, license number 50178. The company provides comprehensive financial planning advice to individuals and corporates.

## 2. CONTACT INFORMATION

Name of Company	Mathiesen Financial (Pty) Ltd
Directors	Halvar Mathiesen
Information Officer	Halvar Mathiesen
Address	17 Selborne Road, Claremont, Cape Town
Email	<a href="mailto:KI@mathiesen-financial.com">KI@mathiesen-financial.com</a>
Cell phone	083 626 0950
Website	<a href="http://www.mathiesen-financial.com">www.mathiesen-financial.com</a>

## 3. DESCRIPTION OF GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission ("the SAHRC") containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The contact details of the SAHRC are as follows:

Address: PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton 2041  
Telephone Number: (011) 484 8300  
Fax Number: (011) 484 0582  
Email Address: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website Address: [www.sahrc.org.za](http://www.sahrc.org.za)



## 4. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Mathiesen Financial keeps records in accordance with other legislation including, but not limited to, the following:

- Financial Advisory and Intermediary Services Act (37 of 2002)
- Financial Intelligence Centre Act (38 of 2001)
- Income Tax Act 58 of 1962
- Companies Act 71 of 2008
- Value Added Tax Act 89 of 1991
- Pension Funds Act 24 of 1956

## 5. RECORDS HELD BY MATHIESEN FINANCIAL

- Companies Act Records: statutory company documentation and returns to appropriate authorities
- Financial Records: Annual Financial Statements, accounting records, invoices
- Income Tax Records: PAYE records, documents issued to employees of Income Tax purposes
- FAIS Records: Statutory records required in terms of the FAIS act

## 6. REQUESTS FOR INFORMATION

Any request must be made on the prescribed form to the postal or email address of Mathiesen Financial, and must include:

- the prescribed fees, which are available on the SAHRC's website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional development's website ([www.doj.gov.za](http://www.doj.gov.za));
- particulars of the requester, or if the request is made on behalf of another person, proof of the capacity in which the requester is making the request;
- the postal address or fax number of the requester;
- a description of the information required;
- an indication of what form of access is required;
- identification of the right the requester is seeking to protect or exercise; and
- an explanation of why the requested information is required for the protection or exercise of that right.

## 7. PRESCRIBED FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee. Every other requester, who is not a personal requester, must pay the required request fee, as prescribed from time to time. If the preparation of the record requested requires more than the prescribed hours, a deposit shall be paid (of not more than one-third of the access fee which would be payable if the request were granted). A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit. Records may be withheld until the fees have been paid. Current costing may be downloaded using the link:

[www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf](http://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf)



## 8. AVAILABILITY

This manual is available for inspection at the offices of the company free of charge upon prior arrangement with the said contact person of the company as per section 2. A copy is also made available on the website of the Company.