

MANUAL FOR CENTREVO (PTY) LTD

(Registration number 2011/137092/07)

In accordance with Section 51 of the Promotion of Access to Information Act No 2 of 2000

("the Act")

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A. Introduction to Centrevo (Pty) Ltd

Centrevo (Pty) Ltd is an authorised Financial Services Provider with FSP number 44890.

The manual is to assist potential requesters as to the procedure to be followed when requesting access to information / documents from Centrevo (Pty) Ltd as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requester is advised to contact our Information Officer(s) should he / she require any assistance in respect of the utilisation of this manual and/or requesting of documents / information from Centrevo.

The following words will bear the following meaning in this manual:-

“The Act” shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published.

“the/this manual” shall mean this manual together with all annexures thereto as available at the offices of Centrevo from time to time.

“Centrevo” shall mean Centrevo (Proprietary) Limited.

“SAHRC” shall mean the South African Human Rights Commission.

“Requester” shall mean the person requesting a requesting a record.

“The FSP” shall mean a private body that provides financial advice and renders intermediary services to clients under a license issued in terms of the Financial Advisory and Intermediary Services Act 37 of 2002.

Centrevo (Pty) Ltd is a subsidiary of Blake and Associates Holdings (Pty) Ltd. The subsidiaries of Blake and Associates Holdings (Pty) Ltd are Centrevo (Pty) Ltd., Blake and Associates (Pty) Ltd, Metonymy (Pty) Ltd trading as Traceps, Traq Software (Pty) Ltd trading as Interactive Solutions, Ctrlroom (Pty) Ltd, , Maravedi Credit Solutions (Pty) Ltd, Retail Collection Services (Pty) Ltd (dormant), Blake and Associates Offshoring (Pty) Ltd.

Blake is a private body as defined in the Act.

B. Particulars in terms of the section 51 manual

1. Contact details (in terms of Section 51(1)(a) of the Act)

Centrevo (Pty) Ltd

Chief Executive Officer: Andre Bezuidenhout

Information Officer: Andre Bezuidenhout

Street Address: 32 Flanders Drive, Mount Edgecombe

Postal Address: Private Bag X27, Umhlanga Rocks, 4320

Telephone: + 27 31-538-4000

Fax: + 27 86 673 9960

Website: www.blake.co.za

E-mail: paia@blake.co.za

2. The section 10 Guide on how to use the Act (in terms of Section 51(1)(b))

In terms of section 10 of the Act, the SAHRC is required to compile, in each official language, a guide to the Act to assist people in exercising their rights under the Act. The SAHRC may be contacted at:

The South African Human Rights Commission (SAHRC):

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

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation (in terms of Section 51(1)(d))

Blake keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list): –

1. Basic Conditions of Employment No.75 of 1997
2. BBBEE Act No. 46 of 2013
3. Companies Act No.71 of 2008
4. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
5. Consumer Protection Act No.68 of 2008
6. Debt Collectors Act No.114 of 1998
7. Employment Equity Act No.55 of 1998
8. Financial Advisory and Intermediary Services Act No.37 of 2002
9. Financial Intelligence Centre Act No.38 of 2001
10. Financial Services Board Act No.97 of 1990
11. Financial Services Laws General Amendment Act No.45 of 2013
12. Financial Services Ombud Schemes Act No.37 of 2004
13. Income Tax Act No.95 of 1967
14. Insurance Laws Amendment Act No.27 of 2008
15. Labour Relations Act No.66 of 1995

16. Long Term Insurance Act No.52 of 1998
17. Occupational Health & Safety Act No.85 of 1993
18. Pensions Funds Act No.24 of 1956
19. Prevention of Organised Crime Act No.121 of 1998
20. Promotion of Access to Information Act No.2 of 2000
21. Protection of Constitutional Democracy against Terrorist and Related Activities Act No.33 of 2004
22. Protection of Personal Information Act No.4 of 2013
23. Short Term Insurance Act No.53 of 1998
24. Skills Development Levies Act No.9 of 1999
25. Skills Development Act No.97 of 1998
26. Unemployment Contributions Act No.4 of 2002
27. Unemployment Insurance Act No.63 of 2001
28. Value Added Tax Act No.89 of 1991.

4. Gaining access to records held by Centrevo (in terms of Sections 51(1)(c) and 51(1)(e)).

4.1 What categories of records are, or will be, automatically available without you having to request access to these records in terms of the Act?

The Act provides for the automatic disclosure of certain records. Should records be automatically disclosed, you will not have to formally request these records in terms of the Act.

In terms of the Act, this automatic disclosure by private companies is voluntary. This means that a private company is not obliged to make such disclosure. If a private company chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act.

4.2 What records can you request? (in terms of Section 51(1)(e))

Requests for records are to be forwarded to our Information Officer as follows:

Centrevo (Pty) Limited

Street Address: 32 Flanders Drive, Mount Edgecombe

Postal Address: Private Bag X27, Umhlanga Rocks, 4320

Telephone: +2731-538-4000

Fax: +27866739960

Website: www.blake.co.za

Email: paia@blake.co.za

Records that may be requested are set out in the following categories and types:

CATEGORIES & TYPES OF RECORDS HELD BY CENTREVO

- Complaints Resolution Policy
 - Compliance and Risk
 - Compliance Reports
 - Conflict of Interest Policy
 - Contractual Agreements
 - Documents of registration
 - FICA Manual
 - Human Resources
 - Key Individual
 - Licence Certificates
 - Management
 - Operational records
 - Professional Indemnity Schedule
 - Strategy
 - Technology
 - FAIS and FICA related policies, procedures and processes
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- Accounting Records
 - Assets Inventory
 - Financial Statements
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- PAYE Records
 - SARS Inventory
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- Any personal records provided to the FSP by their personnel
 - Any records a third party has provided to the FSP about any of their personnel
 - Conditions of employment and other personnel-related contractual and quasi-legal records
 - Disciplinary records
 - Employment contracts
 - Incentive Register
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