ambledown
FINANCIAL SERVICES (PTY) LTD

UNITYHEALTH
Unity Health is a division of Ambledown Financial Services (Pty) Ltd. FSP 10287

(Registration number 2004/006271/07)
(FSP number 10287)

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

As the Managing Director of the aforementioned organisation, I Tiago de Carvalho hereby confirm the adoption of the processes set out in this document.

Date of revision: 01 September 2025

TABLE OF CONTENTS

1. Definitions 3
2. Purpose of a PAIA Manual 5
3. Key contact details for access to information - Ambledown 6
   3.1. Information Officer 6
   3.2. Deputy Information Officer 6
   3.3. Access to information general contacts 6
   3.4. Head Office 6
4. Procedure for obtaining access to information 6
5. Guide on how to use Promotion of Access to Information Act and how to obtain access to the guide (Section 10) 7
6. Types of records 9
   6.1. Categories Of Records of Ambledown Which Are Available Without a Person Having to Request Access 9
   6.2. Description Of the Records of Ambledown Which Are Available in Accordance with Any Other Legislation 9
   6.3. Description Of the Subjects on Which Ambledown Holds Records and Categories of Records Held on Each Subject 10
7. Processing of Personal Information 11
   7.1. Purpose of processing Personal Information 11
   7.2. Description of the categories of Data Subjects and the relating information / categories of information 11
   7.3. The recipients or categories of recipients to whom the personal information may be supplied 12
   7.4. Planned transborder flows of personal information 13
   7.5. General description of Information Security Measures 13
8. Availability of the manual 14
9. Updating the manual 14

Annexure A 15
Annexure B – Form 3 - Outcome of Request and of Fees Payable 19
Annexure C – Statutory Records 22
Annexure D – Form 1 – Request for Copy of the Guide 23

1. Definitions

Ambledown means Ambledown Financial Services (Pty) Ltd, an authorised Financial Service Provider (FSP No. 10287) and shall include Unity Health (a division within Ambledown) unless otherwise stated

Data Subject means the person to whom personal information relates

Deputy Information Officer means the person to whom any power or duty conferred or imposed on an Information Officer by POPI has been delegated

Head, in relation to, a private body means:

- in the case of a natural person, that natural person or any person duly authorised by that natural person;
- in the case of a partnership, any partner of the partnership or any person duly authorised by the partnership;
- in the case of a juristic person:
  - the chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or
  - the person who is acting as such or any person duly authorised by such acting person

Information Officer means the head of a private body

Information Regulator means the Regulator established in terms of Section 39 of POPI

PAIA means the Promotion of Access to Information Act 2 of 2000

Person means a natural person or a juristic person

Personal Information means:

- information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to: information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- information relating to the education or the medical, financial, criminal or employment history of the person;
- any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person, the biometric information of the person;

- the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the person; and the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Personal Requester means a requester seeking access to a record containing personal information about the requester

POPI means the Protection of Personal Information Act 4 of 2013

Private body means:

- a natural person who carries or has carried on any trade, business or profession, but only in such capacity
- a partnership which carries or has carried on any trade, business or profession; or
- any former or existing juristic person, but excludes a public body

Processing means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including the collection, receipt, recording, FSP, collation, storage, updating or modification, retrieval, alteration, consultation or use, dissemination by means of transmission, distribution or making available in any other form, or merging, linking, as well as restriction, degradation, erasure or destruction of information.

Public body means:

- any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or
- any other functionary or institution when:
  - exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
  - exercising a public power or performing a public function in terms of any legislation

Requester in relation to a private body**,** means any person, including, but not limited to public body or an official thereof, making a request for access to a record of the FSP or a person acting on behalf of such person

Request for access means a request for access to a record of the FSP in terms of section 50 of PAIA

Record means any recorded information regardless of the form or medium, in the possession or under the control of the FSP irrespective of whether or not it was created by the FSP

Third Party in relation to a request for access to a record held by the FSP, means any person other than the requester

2. Purpose of a PAIA Manual

This PAIA Manual is useful for the public to -

- check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- know the description of the records of the body which are available in accordance with any other legislation;
- access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- know the description of the categories of data subjects and of the information or categories of information relating thereto;
- know the recipients or categories of recipients to whom the personal information may be supplied;
- know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. Key contact details for access to information - Ambledown

3.1. Information Officer

Name	Tiago de Carvalho
Phone Number	0861 262 533
Email	tiago@ambledown.co.za

3.2. Deputy Information Officer

Name	Séan Rayne
Phone Number	0861 262 533
Email	sean@ambledown.co.za

3.3. Access to information general contacts

Email	compliance@ambledown.co.za

3.4. Head Office

Postal Address	PO Box 1862, Cramerview, 2060
Physical Address	Ambledown House, Eton Office Park East, c/o Sloane & Harrison Streets, Bryanston, 2191
Phone Number	0861 262 533
Email	compliance@ambledown.co.za
Website	www.ambledown.co.za or www.unityhealth.co.za

4. Procedure for obtaining access to information

To facilitate the processing of your request, kindly complete and submit the form in Annexure A and e-mail the completed form to the Information Officer.

The Information Officer will notify the requester that a request for access has been received and that the prescribed fee (if any) is payable prior to processing the request. Please refer to Annexure B for a full breakdown of fees payable. Personal requesters will not be charged a request fee.

Once the request has been processed, the Information Officer will inform you of the outcome of your request and any additional fees that may fall due.

Please be advised that PAIA provides a number of grounds on which a request for access to information must be refused. These grounds mainly comprise instances where:

- the privacy and interests of other individuals are protected
- where such records are already otherwise publicly available
- instances where public interest are not served
- the mandatory protection of commercial information of a third party
- the mandatory protection of certain confidential information of a third party

When completing the form below please:

- indicate the identity of the person seeking access to the information
- provide sufficient particulars to enable the deputy information officer to identify the information requested
- specify the format in which the information is required
- indicate the contact details of the person requiring the information
- indicate the right to be exercised and/or to be protected, and specify the reasons why the information required will enable the person to protect and/or exercise the right
- where the person requesting the information wishes to be informed of the decision of the request in a particular manner, state the manner and particulars to be so informed
- if the request for information is made on behalf of another person, submit proof that the person submitting the request, has obtained the necessary authorisation to do so

5. Guide on how to use Promotion of Access to Information Act and how to obtain access to the guide (Section 10)

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, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

The guide is available in all South African official languages and in braille.

The aforesaid Guide contains the description of –

- the objects of PAIA and POPIA;
- the postal and street address, phone and fax number and, if available, electronic mail address of –
    - the Information Officer of every public body, and
    - every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
- the manner and form of a request for –
    - access to a record of a public body contemplated in section 11; and
    - access to a record of a private body contemplated in section 50;
- the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- the assistance available from the Regulator in terms of PAIA and POPIA;
- all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging –
    - an internal appeal;
    - a complaint to the Regulator; and
    - an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- the regulations made in terms of section 92.

Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

The Guide can also be obtained -

- upon request to the Information Officer. To facilitate the processing of your request, kindly complete and submit the form in Annexure D and e-mail the completed form the Information Officer;

- upon request to the Regulator;
- from the website of the Regulator (https://inforegulator.org.za/).

A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours -

- English
- isiZulu

6. Types of records

6.1. Categories Of Records of Ambledown Which Are Available Without a Person Having to Request Access

The following records are automatically available without a person having to request access in terms of the Act.

Category:	Type of records:	Availability:	Purpose:	Data
Public Affairs	Public Product Information	Freely	Convey Public	Organisation
	Public Corporate Records	Freely	Convey Public	Organisation
	Media Releases	Freely	Convey Public	Organisation
	Published Newsletters	Freely	Convey Public	Organisation
	Magazine Articles	Freely	Convey Public	Organisation
Regulatory & Administrative	Permits, Licenses or Authorities	Freely	Statutory Requirement	Organisation
	Conflict of Interest Management	Freely	Statutory Requirement	Organisation
	Complaints Policy	Freely Available	Statutory Requirement	Organisation
Marketing	Product Brochures	Freely	Convey Public	Organisation
	Advertisements	Freely	Convey Public	Organisation

6.2. Description Of the Records of Ambledown Which Are Available in Accordance with Any Other Legislation

Annexure C provides a description of the various statutes in terms of which Ambledown is required to maintain records.

The records listed in Annexure C do not represent a comprehensive list of all statutory requirements that may obligate Ambledown to retain records. These records are not automatically accessible and require

a formal request in accordance with the provisions of the Act. The Information Officer will assess such requests to determine whether access to the requested information should be granted.

6.3. Description Of the Subjects on Which Ambledown Holds Records and Categories of Records Held on Each Subject

Category:	Type of records:	Availability:	Purpose:	Data
Regulatory & Administrative	FICA Internal Rules	PAIA Request	Statutory Requirement	Organisation
	Health & Safety Plan	PAIA Request	Statutory Requirement	Organisation
	Memorandum of Incorporation	PAIA Request	Statutory Requirement	Organisation
	Minutes of Board or Directors	PAIA Request	Statutory Requirement	Organisation
	Register of Members	PAIA Request	Statutory Requirement	Organisation
	Register of Board of Directors	PAIA Request	Statutory Requirement	Organisation
	Internal correspondence (e-	PAIA Request	Internal	Employees
	Insurance Policies held by organisation	PAIA Request	Risk Management	Organisation
Human Resources	Employment Applications	PAIA Request	Internal Referencing	Employees
	Employment Contracts	PAIA Request	Contractual	Employees
	Personal Information of	PAIA Request	Internal Referencing	Employees
	Employment Equity Plan	PAIA Request	Statutory Requirement	Organisation
	Pension Fund Records	PAIA Request	Internal Referencing	Employees
	Disciplinary Records	PAIA Request	Statutory Requirement	Employees
	Performance Management	PAIA Request	Internal Referencing	Employees
	Salary Records	PAIA Request	Internal Referencing	Employees
	Employee Benefit Records	PAIA Request	Internal Referencing	Employees
	PAYE Records	PAIA Request	Statutory Requirement	Employees
	Seta Records	PAIA Request	Statutory Requirement	Employees
	Disciplinary Code	PAIA Request	Statutory Requirement	Organisation
	Leave Records	PAIA Request	Internal Referencing	Employees
	Training Records	PAIA Request	Internal Referencing	Employees
	Training Manuals	PAIA Request	Internal Referencing	Organisation
Financial	Financial Statements	PAIA Request	Internal Referencing	Organisation
	Financial and Tax Records	PAIA Request	Statutory Requirement	Organisation
	Asset Register	PAIA Request	Internal Referencing	Organisation
	Management Accounts and	PAIA Request	Internal Referencing	Organisation
	Vouchers, Cash Books and	PAIA Request	Internal Referencing	Organisation
	Banking Records and Statements	PAIA Request	Internal Referencing	Organisation
	Electronic Banking Records	PAIA Request	Internal Referencing	Organisation

Marketing	Market Information	PAIA Request	Internal Referencing	Organisation
	Field Records	PAIA Request	Internal Referencing	Organisation
	Performance Records	PAIA Request	Internal Referencing	Organisation
	Product / Service Sales Records	PAIA Request	Internal Referencing	Organisation
	Marketing Strategies	PAIA Request	Internal Referencing	Organisation
Client Customer	Customer / Client Database	PAIA Request	Internal Referencing	Customers
	Customer / Client agreements	PAIA Request	Internal Referencing	Customers
	Customer / Client Files	PAIA Request	Internal Referencing	Customers
	Customer / Client Instructions	PAIA Request	Internal	Customers
	Customer / Client	PAIA Request	External	Customers
Third Party	Rental agreements	PAIA Request	Contractual	Third Party
	Non-disclosure agreements	PAIA Request	Risk Management	Third Party
	Letters of Intent	PAIA Request	Contractual	Third Party
	Supplier Contracts	PAIA Request	Contractual	Third Party

7. Processing of Personal Information

7.1. Purpose of processing Personal Information

Ambledown will request Personal Information from its clients when recording a policy contract between the policyholder (and insured persons) and the insurer, when making changes to the policy contract as well as when processing a claim. These records will be maintained and used for the continued operation of the policy contract and the processing of claims received. The records will also be made available to the insurer and any regulatory bodies requiring the information; in accordance with prevailing legislation.

7.2. Description of the categories of Data Subjects and the relating information / categories of information

Categories of Data Subjects	Personal Information that may be processed
Policyholder	Name, address, contact details, registration numbers / identity numbers, bank details, medical information in relation to claims submitted

Categories of Data Subjects	Personal Information that may be processed
Insured Persons (if different to policyholder)	Name, address, contact details, registration numbers / identity numbers, bank details, medical information in relation to claims submitted
Beneficiary (claims)	Name, address, contact details, identity numbers, bank details
Intermediaries / Brokers	Names, registration number, vat numbers, address, contact details and bank details
Insurers and business partners	Names, registration number, vat numbers, address, contact details and bank details
Suppliers	Names, registration number, vat numbers, address, contact details and bank details
Employees	Name, address, contact details, identity number, bank details, qualifications, gender and race

7.3. The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	Institutions issuing the qualifications
Credit checks	Credit bureaus
Name, contact details, registration numbers / identity numbers, bank details, medical information	Insurers
Name, registration numbers / identity numbers, policy details	Regulatory entities including the FSCA, FIC, Council for Medical Schemes, and Prudential Authority. External auditors Broker registered on the policy

7.4. Planned transborder flows of personal information

Personal information may be transferred to England for system development and testing purposes, as well as reporting purposes. Data is transferred via a secure virtual private network (VPN)

7.5. General description of Information Security Measures

Listed below are general descriptions of information security measures implemented by Ambledown to ensure the confidentiality, integrity and availability of the information.

- Ambledown will assume the accountability of ensure that the provisions of POPIA are complied with.
- Ambledown will ensure that personal information under its control is processed in a lawful manner, with the consent of the data subject and for the intended purpose.
- Ambledown will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading.
- Ambledown will take reasonable steps to ensure that data subjects are notified (are at all times aware) that their personal information is being collected including the purpose for which it is being collected and processed.
- Ambledown will manage the security of its filing system to ensure that personal information is adequately protected. To this end, security controls will be implemented in order to minimise the risk of loss, unauthorised access, disclosure, interference, modification or destruction. Security measures also be applied in a context-sensitive manner. For example, the more sensitive the personal information, such as medical information or banking details, the greater the security required.
- Ambledown will continuously review its security controls which will include regular testing of protocols and measures put in place to combat cyber-attacks on Ambledown's IT network.
- All new employees are required to sign employment contracts containing confidentiality clauses.
- Ambledown's operators and third-party service providers will be required to enter into service level agreements with Ambledown where both parties pledge their mutual commitment to POPIA and the lawful processing of any personal information pursuant to the agreement.

8. Availability of the manual

- A copy of the Manual is available –
    - on www.ambledown.co.za or www.unityhealth.co.za;
    - head office of Ambledown for public inspection during normal business hours;
    - to any person upon request and upon the payment of a reasonable prescribed fee; and
    - to the Information Regulator upon request.
- A fee for a copy of the Manual, as contemplated in Annexure B of the Regulations, shall be payable per each A4-size photocopy made.

9. Updating the manual

The head of Ambledown will on a regular basis update this manual.

Annexure A – Form 2 - Request for Access to Record

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer
PO Box 1862, Cramerveiw, 2060

E-mail address: compliance@ambledown.co.za

Mark with an **"X"**

☐Request is made in my own name ☐ Request is made on behalf of another person

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person) of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED	
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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)	
Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD (Mark the applicable box with an "X")	
Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS (Mark the applicable box with an "X")	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS (Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages	
Indicate which right is to be exercised or be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. 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	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

---------- ----------

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name and Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

_____

Signature of Information Officer

Annexure B – Form 3 - Outcome of Request and of Fees Payable

[Regulation 8]

Note:

1. If your request is granted the—

(a) amount of the deposit, (if any), is payable before your request is processed; and

(b) requested record/portion of the record will only be released once proof of full payment is received.

2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

_____

_____

_____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in point 4 below.	

OR

2. You requested:

Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

Kindly note that your request has been:

☐Approved

☐Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
The request fee payable by every requester	R140		
Photocopy (black and white copy)	R2.00		
Printed copy	R2.00		
For a copy in a computer-readable form on: (i) Flash drive • To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			

Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record (i) Flash drive • To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 R60. 00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

☐Yes ☐ No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

_____

Information officer

Annexure C – Statutory Records

Ambledown maintains statutory records and information in terms of the following legislation:

Administration of Estates Act	☐
Arbitration Act	☐
Auditing Professions Act	☐
Basic Conditions of Employment Act	☒
Closed Corporations Act	☐
Collective Investment Schemes Control Act	☐
Companies Act	☒
Compensation of Occupational Injuries & Diseases Act	☒
Consumer Protection Act	☒
Copyright Act	☒
Customs and Excise Act	☐
Electronic Communications and Transactions Act	☒
Employment Equity Act	☒
Financial Advisory & Intermediary Services Act	☒
Financial Institutions (Protection of Funds) Act	☒
Financial Intelligence Centre Act	☒
Friendly Societies Act	☐
Income Tax Act	☒
Insolvency Act	☐
Insurance Act	☒
Labour Relations Act	☒
Long-term Insurance Act	☒
Medical Schemes Act	☒
National Credit Act	☐
Occupational Health and Safety Act	☒
Patents Act	☐
Pension Funds Act	☐
Prevention of Organised Crime Act	☒
Prevention and Combatting of Corrupt Activities Act	☒
Promotion of Equality and Prevention of Unfair Discrimination Act	☒
Protection of Constitutional Democracy against Terrorist and related Activities Act	☒
Short-term Insurance Act	☒
Skills Development Act	☒
Trademarks Act	☐
Unemployment Insurance Act	☒
Value Added Tax Act	☒

Annexure D – Form 1 – Request for Copy of the Guide

[Regulation 3]

TO: The information officer

PO Box 1862, Cramerveiw, 2060

E-mail address: compliance@ambledown.co.za

I,

Full names:				
In my capacity as (mark with "x"):	Information officer		Other	
Name of *public/private body (if applicable)				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact numbers:	Tel.(B):		Cellular:	

hereby request the following copy(ies) of the guide:

Language (mark with "X")		No of copies	Language (mark with "X")	No of copies
	Sepedi		Sesotho	
	Setswana		siSwati	
	Tshivenda		Xitsonga	
	Afrikaans		English	
	isiNdebele		isiXhosa	
	isiZulu			

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)

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

.....

Signature of requester