



**MANUAL REQUIRED IN TERMS OF THE
PROMOTION OF ACCESS TO INFORMATION ACT
OAKHAVEN CAPITAL (PTY) LTD**

Version Control: V1 (2023)
Last Reviewed: 01 August 2023 (ICS)
Approved by: Bruce Thistlewhite
Signed by:

1. INTRODUCTION

- 1.1. Oakhaven Capital (Pty) Ltd ("the FSP") is an authorised financial services provider in terms of the Financial Advisory and Intermediary Service Act (FAIS) and is regulated by the Financial Sector Conduct Authority (FSCA).
- 1.2. The Promotion of Access to Information Act ("PAIA") gives effect to the constitutional right of access to information held by a private body which is required for the exercise or protection of any rights.
- 1.3. A request can and may be submitted to the Information Officer of the FSP in the prescribed form and manner to obtain the information required to exercise or protect a right or if it is in public interest.
- 1.4. The required information or record must be in the possession of the FSP and will be made available in the appropriate format to the requester thereof.

2. PURPOSE OF THIS MANUAL

- 2.1. PAIA requires the FSP to implement this manual to allow a requester of information to:
 - 2.1.1. To understand how to make the request for access to a record of the FSP;
 - 2.1.2. View the information held by the FSP which is freely and readily available in the public domain;
 - 2.1.3. View the information held by the FSP which is not freely and readily available in the public domain; and
 - 2.1.4. to view the contact details of the Information Officer who will assist the requester with the records they intend to obtain.

3. GUIDANCE

- 3.1. A detailed guide on how to use PAIA can be obtained by visiting and downloading same from the following website: [<https://info regulator.org.za/paia-guidelines>].
- 3.2. The guide sets out and explains with detailed instructions how to request access to information in terms of PAIA and further provides for the fees, further assistance and remedies.

4. SCHEDULE OF RECORDS

- 4.1. Information and records that are available without having to submit a request in the prescribed form and manner to the FSP include:
 - 4.1.1. Marketing Material

- 4.1.2. Minimum Disclosure documents
- 4.1.3. Newsletters or Communiques
- 4.2. Information and records that are not available without submitting a request in the prescribed form and manner to the FSP include:
 - 4.2.1. Memorandum of Incorporation.
 - 4.2.2. Minutes of Board of Directors meetings.
 - 4.2.3. Records relating to the appointment of directors/auditors/secretary/public officer and other officers.
 - 4.2.4. Annual Financial Statements.
 - 4.2.5. Tax Returns.
 - 4.2.6. Accounting Records.
 - 4.2.7. Banking Records.
 - 4.2.8. Asset Register.
 - 4.2.9. Rental Agreements.
 - 4.2.10. Invoices.
 - 4.2.11. PAYE Records.
 - 4.2.12. Documents issued to employees for income tax purposes.
 - 4.2.13. Records of payments made to SARS on behalf of employees.
 - 4.2.14. Regional Services Levies.
 - 4.2.15. Skills Development Levies.
 - 4.2.16. UIF.
 - 4.2.17. Employment contracts.
 - 4.2.18. Disciplinary records.
 - 4.2.19. Salary records.
 - 4.2.20. Disciplinary code.

4.2.21. Leave records.

4.2.22. Training records.

5. CONTACT DETAILS (SECTION 51(1)(A))

5.1. The Information Officer duly appointed by the FSP and the relevant contact details include:

Information Officer:	Bruce Thistlewhite
Physical address:	Suite 15, 114 Oxford Road, Houghton Estate, 2198
Telephone Number:	011 447 1360
Email:	bruce@oakhavencap.co.za
Website:	www.oakhavencap.co.za

