

Registration Number of Company: 2024/593163/07

ADVISORY TECHNOLOGIES (PTY) LTD
MANUAL
in terms of
Section 51 of
The Promotion of Access to Information Act
2/2000
(the "ACT")

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1. INTRODUCTION

Advisory Technologies (Pty) Limited conducts business as a financial technology (“fintech”) company that specialises in developing innovative digital solutions.

2. COMPANY CONTACT DETAILS

Directors: Mr. Garth Nash

 Mr. Andrew Cunningham

Office Manager/CEO: Mr. Garth Nash

Postal Address: 495 Prieska Road, Erasmuskloof, Pretoria, 0181

Street Address: 495 Prieska Road, Erasmuskloof, Pretoria, 0181

Telephone Number: 012 880 2773

Email: advisoryinfo@advisorytech.co.za

3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:
- | | |
|-------------------|--|
| Postal Address: | Private Bag 2700, Houghton, 2041 |
| Telephone Number: | +27-11-877 3600 |
| Fax Number: | +27-11-403 0625 |
| Website: | www.sahrc.org.za |

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 130 of 1993	Compensation for Occupational Injuries and Health Diseases Act
4	No 68 of 2008	Consumer Protection Act
5	No 55 of 1998	Employment Equity Act
6	No 58 of 1962	Income Tax Act
7	No 66 of 1995	Labour Relations Act
8	No 85 of 1993	Occupational Health and Safety Act
9	No 9 of 1998	Skills Development Levies Act
10	No 97 of 1998	Skills Development Act
11	No 75 of 1997	Basic Conditions of Employment Act
12	No 4 of 2002	Unemployment Contributions Act
13	No 30 of 1966	Unemployment Insurance Act
14	No 25 of 2002	Electronic Communications and Transactions Act
15	No 2 of 2000	Promotion of Access of Information Act

5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> Public Product Information 	Freely available on web site www.advisorytech.co.za
Financial	<ul style="list-style-type: none"> Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts 	Proprietary (Pty Ltd) - Request in terms of PAIA.
Marketing	<ul style="list-style-type: none"> Market Information Public Customer Information: <ul style="list-style-type: none"> Product Brochures Owner Manuals Performance Records Product Sales Records Marketing Strategies Customer Database 	Limited Information available on web site. Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Not available

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

FEES IN RESPECT OF PRIVATE BODIES

Action taken	Fee
Copy of an A4-size page or part thereof	R1.10
Printed per A4 page	R0.75
Copy on a CD	R70.00
Transcription of visual images per A4 page	R40.00
Copy of visual images	R60.00
Transcription of an audio record per A4 page	R20.00
Copy of an audio recording	R30.00

Search and preparation of the record for disclosure	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
Postage	The actual postage is payable