
Registration Number of Company:

2016/431209/07

BAOBAB INVESTMENT MANAGEMENT (PTY) LTD

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

- 1. Introduction to your company and the type of business**
- 2. Contact Details**
- 3. The ACT and Section 10 Guide, please note that this clause is mandatory to be included in all S 51 manuals as is.**
- 4. Applicable Legislation**
- 5. Schedule of Records**
- 6. Form of Request**
- 7. Any other Information e.g. Prescribed Fees, organogram, etc.**
- 8. Grounds for refusal of access**
- 9. Description of remedies available in respect of an act or failure to act by the firm**

1. INTRODUCTION

Baobab Investment Management offers primarily the provision of investment management services.

2. COMPANY CONTACT DETAILS

Directors: Kathryn Deborah Le Roux

Graydon Robert Morris

Sandy John Le Roux

Postal Address: PO Box 44249, Claremont, 7735

Street Address: 21 Dreyer Street, Claremont, 7708

Telephone Number: 021 003 9216

Email: info@baobabim.co.za

Website: www.baobabim.com

3. THE ACT

3.1 A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all official languages.

3.2 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 71 of 2008	New Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 58 of 1962	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 25 of 2002	Electronic Communications and Transactions Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 130 of 1993	Compensation for Occupational Injuries and Disease Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 63 of 2001	Unemployment Insurance Act
11	No 9 of 1999	Skills Development Act
12	No 37 of 2002	Financial Advisory and Intermediary Services Act
13	No 24 of 1936	Insolvency 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• Public Corporate Records• Media Releases	Freely available (www.baobab.co.za) Not available
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Available Available Available Available
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">○ Product Brochures○ Owner Manuals• Field Records• Performance Records• Marketing Strategies• Customer Database	Limited information available on web site. (see above) Not readily available Request in terms of PAIA In our annual report freely available Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST

Any requester who requires access to information held by the firm must complete the prescribed PAIA Form C, annexed hereto. A written request, attaching the completed Form C, must then be directed to the Information Officer of the firm at the address or email address provided for in paragraph 2 above.

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) together with the Form C 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.

8. GROUNDS FOR REFUSAL OF ACCESS

All requests properly submitted as provided for in PAIA are considered, but may be refused, *inter alia*, on the following grounds:

- a. Privacy;
- b. Privilege;
- c. Breach of confidentiality;
- d. Unreasonable nature of request;
- e. Vexatious or frivolous request

9. DESCRIPTION OF REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE FIRM

If a request for information in terms of PAIA has been refused by the firm, the requester may, within 60 days, and in the prescribed form and against payment of the prescribed appeal fee, lodge an internal appeal against the decision of the Information Officer in accordance with the provisions of Section 75 of PAIA. If an internal appeal is lodged after expiry of the prescribed period, the firm may, on good cause shown, allow such late lodging.

Kathryn Deborah Le Roux
Director

Sandy John Le Roux
Director

Graydon Robert Morris
Director

D. Particulars of record

- (a) 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.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (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 for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at this day..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE