



RMB Holdings Limited

(Registration number: 1987/005115/06)

**Manual in terms of section 51(1)
of the
Promotion of Access to Information Act, 2000**

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1. INTRODUCTION

- 1.1 RMB Holdings Limited (RMH) is a South African financial services holding company listed on the Johannesburg Stock Exchange with share code RMH ISIN ZAE00002450.
- 1.2 This is RMH's manual in terms of section 51(1) of the Promotion of Access to Information Act, 2000 (PAIA), which contains details records which can be requested from RMH and the process to do so.

2. CONTACT DETAILS

Physical address	3rd Floor, 2 Merchant Place Corner Fredman Drive & Rivonia Road Sandton, 2196
Postal address	PO Box 786273 Sandton, 2146
Information Officer	Ellen Marais Phone number +27 11 282 1824 Fax number +27 11 282 4210 Email address ellen.marais@rmbh.co.za
Chief Executive Officer	Herman Bosman Phone number: +27 11 282 8880 Fax number: +27 11 282 4210 Email address: herman.bosman@rmh.co.za

3. MANAGEMENT DETAILS

- 3.1 RMH conducts business from the physical address stated in section 2.
- 3.2 Board of directors: JJ Durand (chairman), HL Bosman, JP Burger, P Cooper, LL Dippenaar, PK Harris, A Kekana, P Lagerström, MM Mahlare, MM Morobe, R Mupita, O Phetwe, JA Teegeer, SEN de Bruyn, DA Frankel (alternate), F Knoetze (alternate), DR Wilson (alternate).

4. GUIDE IN TERMS OF SECTION 10 OF PAIA

- 4.1 PAIA grants a requester access to records of a private body (like RMH), 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.
- 4.2 Requests in terms of PAIA must be made in accordance with the prescribed procedures, at the rates provided. The forms and rates are set out in section 7 below.
- 4.3 Requesters are referred to the guide in terms of section 10 of PAIA which has been compiled by the South African Human Rights Commission (SAHRC), which will contain information for the purposes of exercising their rights under PAIA. The guide is available from the SAHRC:

Postal address	Private Bag 2700, Houghton, 2041
Phone number	+27 11 877 3600
Fax number	+27 11 403 0625
Website	www.sahrc.org.za

5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records are available from RMH in terms of the following legislation:

Administration of Estates Act	66 of 1965
Basic Conditions of Employment Act	75 of 1997
Companies Act	71 of 2008
Compensation of Occupational Injuries and Diseases Act	130 of 1993
Competition Act	89 of 1998
Copyright Act	98 of 1978
Electronic Communications and Transaction Act	25 of 2002
Employment Equity Act	55 of 1998
Financial Advisory and Intermediary Services Act	37 of 2002
Financial Intelligence Centre Act	38 of 2001
Income Tax Act	58 of 1991
Labour Relations Act	66 of 1995
Prevention of Organised Crime Act	121 of 1998
Promotion of Access to Information Act	25 of 2000
Protection of Constitutional Democracy against Terrorist and Related Activities Act	33 of 2004
Unemployment Insurance Act	30 of 1996
Value-added Tax Act	89 of 1991

6. RECORDS AVAILABLE FOR REQUEST UNDER PAIA

The following categories of records are available for request from RMH under PAIA:

Subject	Record types
Company	Secretariat records Director records Shareholder records
Operational	Contractual records
Financial	Financial statements Financial and tax records Asset register Management accounts Investment records
Other parties	Records relating to third parties not listed above

7. MANNER AND FORM OF REQUEST UNDER PAIA

7.1 To request a record under PAIA from RMH:

- (1) Complete and sign the prescribed form, which is available here or in **Annexure A** to this manual. Please include as much detail as possible to enable RMH to identify the:
 - (a) record requested;
 - (b) identity of the requestor (and if an agent is lodging the request, proof of capacity);
 - (c) form of access required;
 - (d) postal address or fax number of the requester in the Republic;
 - (e) the manner and particulars of any manner (in addition to written) in which the requester wishes to be informed of RMH's decision on the request; and
 - (f) the right which the requester is seeking to exercise or protect with an explanation why the record is required to exercise or protect that right.

If you attach any other documents to the form, please sign them as well.

- (2) Send the form by post, fax or email or hand deliver it to the Information Officer using the Information Officer's details in section 2 of this manual.

7.2 RMH will only process your request if you follow steps (1) and (2) above.

7.3 On receipt of a PAIA request, RMH's Information Officer will make a decision based on the information provided and notify the requester in writing of the decision within the periods prescribed in PAIA.

8. PRESCRIBED FEES

The following prescribed fees apply to requests for copies of this manual and requests for access to records:

Item	Prescribed fees
Postage of any item	Actual postage
Electronic PDF copy of this manual	Free
Physical copy of this manual (per A4 page)	R1.10
Request fee (unless the requestor is seeking records containing their own personal information)	R50.00
Access fee: electronic records (per A4 page) Reproduction fee: electronic records (per A4 page)	R0.75 R0.75
Access fee: photocopied records (per A4 page) Reproduction fee: photocopied records (per A4 page)	R1.10 R1.10
Access fee: electronic copy on CD Reproduction fee: electronic copy on CD	R70.00 R70.00
Access fee: transcription of visual images (per A4 page) Reproduction fee: transcription of visual images (per A4 page)	R40.00 R40.00
Access fee: copy of visual images Reproduction fee: copy of visual images	R60.00 R60.00
Access fee: transcription of audio record (per A4 page) Reproduction fee: transcription of audio record (per A4 page)	R20.00 R20.00
Access fee: copy of audio record Reproduction fee: copy of audio record	R30.00 R30.00

8.2 In terms of section 54(2) of PAIA, RMH may require a deposit before processing a request (other than one for your own personal information) where it will take RMH longer than 6 hours to prepare the record. The deposit will be one third of the access fee payable by the requester.

Annexure A – Form of request for access to records

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)
(Regulation 10)

A. PARTICULARS OF PRIVATE BODY

The Head:

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

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:

2. Reference number, if available:

3. Any further particulars of record:

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:

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 hereunder, state your disability and indicate in which form the record is required.

Disability: Form in which record is required:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <ul style="list-style-type: none"> (a) Compliance with your request 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 for 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

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

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?

Signed at _____ This _____ day of _____ 20____

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