

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

PRIVATE BODY MANUAL

1. CONTACT DETAILS OF THE PRIVATE BODY

1.1 Name of Body:

Credit Guarantee Insurance Corporation of Africa Ltd (Reg No: 1956/00368/06)

1.2 Physical Address:

Credit Guarantee House, 31 Dover Street, Randburg, 2194

Postal address:

P O Box 125, Randburg 2125,

Telephone: +27 11 889-7000

Facsimile: +27 11 886-1027

Website: www.creditguarantee.co.za

E-Mail: Info@cgic.co.za

1.3 Head of Body: Mr M.C Truter (CEO)

1.4 Designated Information Officer: Mr W H Lategan (Financial Director/Secretary)

1.5 Who we are:

Registered in 1956, Credit Guarantee Insurance Corporation of Africa Limited is a South African underwriting company operating in the field of credit insurance. The company is owned by leading insurers and financial institutions. Its business is the insurance of trade related domestic and export credit risks and the acceptance as reinsurers of credit, bond and guarantee risks underwritten by South African and foreign insurance companies.

1.6 Inspection of the manual:

This manual may be inspected at our offices. Copies of the manual may be obtained from the Human Rights Commission and from our website.

2. SECTION 10 GUIDE

2.1 In terms of section 10 of the Access to Information Act, a guide containing the following information will be available from the Human Rights Commission from 2003 onwards:-

2.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;

- 2.1.2 how to lodge a court application against a decision of a head of a private body;
- 2.1.3 what fees are payable for accessing documentation; and
- 2.1.4 information that has been voluntarily disclosed by the private body.

2.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Facsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. SECTION 51(C) AND 52(2) NOTICE

3.1 Not applicable.

4. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION

4.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may also request information which is available in terms of other legislation such as the following:-

- 4.1.1 The Short Term Insurance Act 53 of 1998;
- 4.1.2 The Rules of the Short Term Insurance Act 53 of 1998, Part II;
- 4.1.3 The Basic Conditions of Employment Act 75 of 1997;
- 4.1.4 The Companies Act 61 of 1973;
- 4.1.5 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.6 Employment Equity Act 55 of 1998;
- 4.1.7 Financial markets Control Act 55 of 1989;
- 4.1.8 The Financial Services Board Act 97 of 1990;
- 4.1.9 The Income Tax Act 58 of 1962;
- 4.1.10 Labour Relations Act 66 of 1995;
- 4.1.11 Occupational Health and Safety Act 85 of 1993;
- 4.1.12 Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000;
- 4.1.13 Regional Services Councils Act 109 of 1985;

4.1.14 Skills Development Act 97 of 1998;

4.1.15 Skills Development Levies Act 9 of 1999.

5. SUBJECTS AND CATEGORIES OF INFORMATION HELD

5.1 The subject matter on which the private body holds records is the following:-

5.1.1 Short-Term Domestic Credit Insurance;

5.1.2 Short -Term Export Credit Insurance;

5.1.3 Medium to long Term- Export Credit Insurance;

5.1.4 Product and service evaluation.

5.2 The following categories of information are available on the body's website:-

5.2.1 Economic reviews;

5.2.2 Export Flashes of weekly Global Highlights;

5.2.3 Industry Flashes;

5.2.4 Press Releases;

5.2.5 Documentation relating to the private body's business.

5.3 The body also has the following subjects of information:-

5.3.1 Customer related records;

5.3.2 Personnel records;

5.3.3 Records relating to the Private Body;

5.3.4 Operational Information;

5.3.5 Communications.

6. REQUEST FOR ACCESS TO RECORDS HELD BY THE PRIVATE BODY

6.1 A request for information must be made to Credit Guarantee Insurance Corporation of Africa Ltd in the prescribed form, a copy of which is available on our website and at our offices.

6.2 Please note that if all of the information required in the form is not given by the requester, it will delay the process until such time as the requester has given the necessary information.

6.3 The requester must give sufficient information in the prescribed form to:-

6.3.1 identify the record requested and the requester and give contact details of the requester;

6.3.2 indicate the manner which must be used to inform the requester of the outcome of the request for information, and the form in which the requested information must be given;

- 6.3.3 the requester must identify the right that is being exercised or protected, and explain why the record requested will assist in this regard;
- 6.3.4 in the event of a request being made on behalf of another person, the requester must give proof of the capacity in which the requester makes the request, to the satisfaction of the head or the appointed information officer of Credit Guarantee Insurance Corporation of Africa Ltd.
- 6.4 The head or appointed information officer of the private body will decide in accordance with the Access to Information Act whether or not to grant the request for access to information, and will notify the requester accordingly.

7. FEES

- 7.1 All requesters other than a personal requester (which is a requester who wants access to a record containing personal information about the requester), must pay the required request fee:-
 - 7.1.1 Once the head or appointed information officer has received the request, the requester will be notified to pay the required fee. The request will not be processed before such fee has been paid. The fee is R50.
- 7.2 If the request is granted, an access fee based on the schedule of fees, will then be charged to the requester for the reproduction, search and time expended on preparation of the information.
 - 7.2.1 The head or appointed information officer of the body may also require a deposit to be paid if it is the head's or appointed information officer's opinion that the time expended on the preparation of the information would exceed that prescribed. The deposit shall be one third of the access fee.
- 7.3 A schedule of the prescribed fees is available on our website and at our offices. Please note that the head or appointed information officer of Credit Guarantee Insurance Corporation of Africa Ltd may withhold a record until the requester has paid the applicable fees.