

# INFORMATION MANUAL

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

## SBV SERVICES (PTY) LTD

### CONTACT INFORMATION

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### GUIDE ON HOW TO USE THE ACT

Should you wish to obtain a copy of the Act, please advise the Legal and Compliance Manager.

## **RELATED INFORMATION RETENTION LEGISLATION**

Administration of Estates Act, No. 66 of 1965  
Basic Conditions of Employment No. 75 of 1997  
Currency and Exchanges Act No. 9 of 1933  
Debtor Collectors Act No. 114 of 1998  
Arbitration Act No. 42 of 1965  
Closed Corporations Act No. 69 of 1984  
Companies Act No. 61 of 1973  
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993  
Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988  
Copyright Act No. 98 of 1978  
Credit Agreements Act No. 75 of 1980  
Employment Equity Act No. 55 of 1998  
Finance Act No. 35 of 2000  
Financial Services Board Act No. 97 of 1990  
Financial Relations Act No. 65 of 1976  
Harmful Business Practices Act No. 23 of 1999  
Income Tax Act No. 95 of 1967 Insolvency Act No. 24 of 1936  
Insurance Act No 27 of 1943  
Intellectual Property Laws Amendments Act No. 38 of 1997  
Labour Relations Act No. 66 of 1995  
Long Term Insurance Act No. 52 of 1998  
Medical Schemes Act No. 131 of 1998  
Occupational Health & Safety Act No. 85 of 1993  
Pension Funds Act No. 24 of 1956 Post Office Act No. 44 of 1958  
Regional Services Councils Act No. 109 of 1985  
SA Reserve Bank Act No. 90 of 1989  
Short Term Insurance Act No. 53 of 1998  
Skills Development Levies Act No. 9 of 1999  
Skills Development Act No. 97 of 1998  
Stamp Duties Act No. 77 of 1968  
Stock Exchange Control Act No. 1 of 1985  
Tax on Retirement Funds Act No. 38 of 1996  
Trade Marks Act No. 194 of 1993 Unemployment Contributions Act No. 4 of 2002  
Unemployment Insurance Act No. 63 of 2001  
Usury Act No 73 of 1968  
Value Added Tax Act No. 89 of 1991

## **INFORMATION FREELY AVAILABLE**

Pamphlets and Annual Reports. Please contact the Legal and Compliance Manager for information.

## **INFORMATION AVAILABLE ON REQUEST**

Administration: Licences (categories), Minutes of management meetings, Minutes of staff meetings and Correspondence. Human Resources: Staff recruitment policies, Employment contracts and Remuneration records and policies. Finances: Financial statements, Annual financial statements, Vouchers, Stock records and Assets inventory. Please contact the Compliance and Ethics Officer for information.

## **INFORMATION REQUEST PROCEDURE AND FORMS**

Information is available on request from the Legal and Compliance Manager.

## **INFORMATION COSTS**

Information is available on request from the Legal and Compliance Manager.