

## **PAIA Manual for MoneyTime Financial Planners CC (Reg. 2003/068475/23)**

The purpose of this Manual is to assist people wishing to access information in terms of the Promotion of Access to Information Act 2 of 2000 from MoneyTime Financial Planners CC

### **1. Contact particulars**

Head of business: AL Lamprecht (Information Officer)  
Postal address: PO Box 61562, Pierre Van Ryneveld, 0045  
Physical address: 22 De Camdeboo, 62 Swart Street, Eldoraigne, 0157  
Telephone number: 0833072000 Fax number: 0866140829  
E-mail address: [info@moneytime.co.za](mailto:info@moneytime.co.za) Website: [www.moneytime.co.za](http://www.moneytime.co.za)

### **2. Introduction**

MoneyTime Financial Planners CC ("MoneyTime") owns the copyright and markets an educational board game named "MoneyTime Balance" that teaches the basics of financial planning and the importance of living a balanced lifestyle. MoneyTime is also involved with a variety of internet related products services from building websites to marketing free fax to email services. MoneyTime also owns Jobbies.co.za, a free job classifieds portal, which is currently run as a community service without any significant profit objectives.

### **3. Guide in terms of section 10 of The Act**

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, Fax (011) 484-7149.

### **4. Facilitation of a request for access to information**

Information which is not readily available as indicated in this manual may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request are available from MoneyTime Financial Planners CC.

### **5. Information available in terms of other legislation**

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Closed Corporation Act 69 of 1984
- 5.3 Close Corporations amendment Act 25 of 2005
- 5.4 Copyright Act 61 of 1978
- 5.6 Companies Act 61 of 1973
- 5.7 Electronic Communications and Transactions Act 25 of 2002
- 5.8 Income Tax Act 58 of 1962
- 5.9 Promotion of Access to Information Act 2 of 2000
- 5.10 Value Added Tax Act 89 of 1991
- 5.11 Companies Act 71 of 2008
- 5.12 Consumer Protection Act 68 of 2008

### **6. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Pamphlets
- 6.2 Board Games
- 6.4 Websites: [www.moneytime.co.za](http://www.moneytime.co.za)  
[www.moneytimebalance.com](http://www.moneytimebalance.com)  
[www.jobbies.co.za](http://www.jobbies.co.za)  
[www.nvart.co.za](http://www.nvart.co.za)

### **7. Information available in terms of The Act**

The subjects for which the business holds records and the categories under each subject are listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

## **7.1 Accounting records**

- 7.1.1 Annual financial statements and working papers
- 7.1.2 Bank statements, cheque books, cheques
- 7.1.3 Customer and supplier statements and invoices
- 7.1.4 Tax returns and assessments
- 7.1.5 Budgets and business plans
- 7.1.6 Inventory records

## **7.2 Environment, Health and Safety**

## **7.3 Information Technology**

- 7.3.1 Agreements
- 7.3.2 Capacity and utilisation of current systems
- 7.3.3 Client database
- 7.3.4 LAN Installations
- 7.3.5 Operating systems
- 7.3.6 Software packages

## **7.4 Insurance**

## **7.5 Intellectual Property**

- 7.5.1 Agreements relating to intellectual property,
- 7.5.2 Copyrights, Patents, Patent applications and inventions
- 7.5.4 Designs, trademarks, trade names and protected names

## **7.6 Legal, Agreements and Contracts**

- 7.6.1 Agreements with contractors, suppliers and clients
- 7.6.2 Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- 7.6.3 Contracts, including lease agreements and finance agreements
- 7.6.4 Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation

## **7.7 Personnel Records**

## **7.8 Sales and Marketing**

- 7.8.1 Sales Records
- 7.8.2 Customers
- 7.8.3 Media releases
- 7.8.4 Previous and current products
- 7.8.5 Service and product information

## **7.9 Statutory Company Records**

- 7.9.1 Certificate of Incorporation

## **8. Requesting procedures**

A person who wants access to the records must complete the necessary request form that is available from MoneyTime Financial Planners CC, or which can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

## **9. Availability of the Manual**

Copies of this manual are available for inspection, free of charge, at physical address of MoneyTime Financial Planners CC, from the South African Human Rights Commission, and at [www.moneytime.co.za](http://www.moneytime.co.za)