

HORIZON EQUITY PARTNERS (PTY) LIMITED

(“Company”)

Section 51 Manual required by the Access to information Act

1. CONTACT DETAILS FOR THE HEAD OF THE COMPANY

- 1.1 Postal Address Suite 228, Private Bag X9, Benmore, 2010, RSA
1.2 Street Address C/o Tichauer and Bloch, 21 7th Avenue, Parktown
North, 2193, RSA
1.3 Email shelley@horizonequity.co.za

2. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 51(1)(b)

- 2.1 Section 10 of the Access to Information Act (the “Act”) contains information as to how a person may exercise their rights, which are conferred in terms of the Act, to access information.
- 2.2 The guide is available for inspection at the office of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Park Town, and on its website www.sahrc.org.za. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700

Telephone: +27 11 484 8300

Website: www.sahrc.org.co

E-mail: PAIA@sahrc.org.co

3. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

- Basic Conditions of Employment No. 75 of 1997
- Company act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Financial Advisory and Intermediary Services act of 2002
- Financial Intelligence Centre Act of 2001
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Pension Fund Act No. 24 of 1956
- Skills Development Act No. 9 of 1999
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

4. ACCESS TO RECORDS CURRENTLY AVAILABLE

The following information pertaining to the Company is available on its website:

- Corporate profile
- FAIS disclosure
- Complaints resolution policy

5. LATEST NOTICE IN TERMS OF SECTION 52(2)

Currently no notice has been published on categories that are automatically available without request. Only the information detailed in clause 4 above is available without request from the Company.

6. CATEGORIES OF RECORDS HELD BY THE COMPANY: SECTION 51(1)(e)

Category	Records
Company Act Records	<ul style="list-style-type: none">• Minutes of Directors meetings• Certificate of registration• Memorandum and Articles of Associates• Share register• Other statutory registers and documents
Human Resource Documents & Records	<ul style="list-style-type: none">• Employment contract• Medical aid records• Provident fund records• Payroll records• Disciplinary records• Leave records
Financial Records	<ul style="list-style-type: none">• Payroll records• Asset register• General accounting ledger• Management Accounts• Audited financial statements• Bank Statements• Tax Return: income tax, PAYE, VAT, SDL• IUF records
Operational Records & Contracts	<ul style="list-style-type: none">• Fund management/advisory contracts• Records of investment made by funds under management/advisement• Records of capital drawn and distributed to investors in funds under management/advisement• Records of companies seeking finance from funds under management/advisement• Legal agreements

The above mentioned records are of confidential nature and only accessible to authorised people.

7. REQUEST PROCEDURES: SECTION 51(e)

7.1 Form of Request:

- 7.1.1 The requester must use prescribed form to make the request for access to a record. This must be made to the head of the Company. This request must be made to the address, fax number or electronic mail address listed above.
- 7.1.2 The request must provide sufficient detail on the request form to enable the head of the Company body to identify the record and the register. The requester should also indicate which form of access is requested. The requester should also indicate if any other matter should be used to inform the requester and state the necessary particulars to be informed
- 7.1.3 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of the right.
- 7.1.4 If the request is made on the behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Company.

7.2 Fees

- 7.2.1 A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- 7.2.2 The head of the Company shall notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- 7.2.3. The fee that the requester must pay to a private body is R50. The requester may lodge an application to a competent court against the tender or payment of the request fee.
- 7.2.4 After the head of the Company has made a decision on the request, the requester must be notified in the required form.
- 7.2.5 If the request is granted then a further access fee must be paid for the search, reproduction, preparation and any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

8. OTHER PRESCRIBED INFORMATION

The Minister of Justice and Constitutional Development had not made any regulations in this regard.

9. AVAILBILITY

The manual is available for inspection at:

- the Company's physical address referred to above,
- the Human Rights Commission, the address whereof appears above,
- on the Company's website www.horizonequity.co.za to the extent that this website is maintained.