

Act 2 of 2000, The Promotion of Access to Information

Prepared in accordance with Section 51 of the Promotion of Access
to Information Act No. 2 of 2000



1. **Part I: Particulars of the Private Body –**
(Information required under section 51(1)(a) of the Act):
 - a. Name of the Body
 - i. Heritage Financial Services PTY LTD
 - b. Head of the Body (Information Officer)
 - i. Anthony Cohen
 - ii. anthonyc@heritagegroup.co.za
 - c. Postal Address
 - i. Private Bagg
Benmore
2910
 - d. Street Address
 - i. Fountain Grove Block 3, First Floor
5 Second Avenue c/o William Nicol
Hyde Park
 - e. Telephone Number
 - i. 011 021 4651
 - f. Fax Number
 - i. 011 326 5024
 - g. Web address
 - i. www.heritagefc.co.za

2. Part II - Description and Access to the Guide –

(Information required under section 51(1)(b) of the Act):

a. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.

b. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.

c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Rights Commission should make the guide available.

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records –

(Copy of notice, if any, required under section 51(1)(c) of the Act):

a. Not applicable.

b. b. Automatically available Chartered Wealth Solutions (Pty) Ltd Internet Website – www.charteredwealth.co.za 4. Part IV -Records available in accordance with any other legislation – (Information required under section 51(1)(d) of the Act)

4. Part IV - Records available in accordance with any other legislation –
(Information required under section 51(1)(d) of the Act):

Legislation	
Administration of Estates Acts, No. 66 of 1965	x
Arbitration Act No.42 of 1965	x
Basic Conditions of Employment No. 75 of 1997	✓
Companies Act No. 61 of 1973	✓
Compensation of Occupational Injuries and Health Diseases Act No. 130 of 1993	✓
Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988	x
Copyright Act No.98 of 1978	x
Credit Agreement Act No. 75 of 1980	x
Currency and Exchanges Act No. 9 of 1933	x
Debtor Collectors Act No. 114 of 1988	x
Employment Equity Act No. 55 of 1998	✓
Finance Act No. 35 of 2000	x
Financial Services Board Act No. 97 of 1990	✓
Financial Relations Act No. 65 of 1976	x
Harmful Business Practices Act No 23 of 1999	x
Income Tax No. 95 of 1967	✓
Insolvency Act No. 24 of 1936	x
Insurance Act No. 27 of 1943	✓
Intellectual Property Laws Amendments Act No.38 of 1997	x
Labour Relations Act No. 66 of 1995	✓
Long Term Insurance Act No. 52 of 1998	✓
Medical Schemes Act No. 131 1998	x
Occupational Health & Safety Act No. 85 of 1993	✓
Pension Funds Act No. 24 of 1956	✓
Post Office Act No. 44 of 1958	x
Protection of Businesses Act No. 99 of 1978	x
Regional Services Councils Act No. 109 of 1985	x
SA Reserve Bank Act No. 90 of 1989	x
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	x
Stock Exchange Control	x
Tax on Retirement Funds Act No. 38 of 1996	✓
Trade Marks Act No. 194 of 1993	x
Unemployment Contributions Act No. 4 of 2002	✓
Unemployment Insurance Act No. 63 of 2001	✓
Usury Act No.73 of 1968	x
Value Added Tax Act No. 89 of 1991	✓

5. Part V - Access to Information
(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. Government Gazette to be published
- b. Human Rights Commission – a copy will be made available to the Commission
- c. Heritage Financial Consultants (PTY) Ltd Web Page - www.heritagefc.co.za
 - i. The .Heritage Financial Consultants (PTY) Ltd Web Page is accessible to anyone who has access to the Internet.

5.2 Description of Records

The Heritage Financial Consultants (PTY) Ltd Web Page consists of the following categories:

- Home
- About us
- Our Solutions
- Contact Us

Other Record Categories –

- ii. Commercial and Legal
 1. Contracts and Agreements
 2. Company Confidential – Historical significance
 3. Meeting Minutes
 4. Shareholders
 5. Property Leases and Agreements
 6. Trademark
 7. Insurance
 8. Resolutions – Directors
 9. Correspondence
- iii. Financial
 1. Financial Year-end Results
 2. Financial Analysis and Reports
 3. Budgets
 4. Tax and Levies
- iv. Human Resources
 1. Employees Personnel Information
 2. Employees History (skills and experience)
 3. Educational Background
 4. Training and Development
 5. Health
 6. Salaries and Wages
 7. Contracts and Agreements
 8. Employment Equity

v. Marketing

1. Advertising
2. Contracts with Suppliers
3. Product Ranges and Pricing

vi. Health & Safety

1. Policies
2. Accidents and Incidents Reports