

FIDELITY SENTRY (PTY) Ltd

(Registration number: 1996/017820/07)

ACCESS TO INFORMATION ACT

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 ('the Act')
FOR FIDELITY SECURITY GROUP (PTY) LTD ("FIDELITY")**

Company overview

Fidelity is a provider of security systems and related services to the residential and commercial markets.

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B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details (51(1)(a)).

-NAME OF BODY : Fidelity Sentry (Pty) Ltd
-REGISTRATION NUMBER: 1996/017820/07

And the following subsidiaries:

-HEAD OF BODY : Mr Wahl Justice Bartmann (ID:6306135171085)
-POSTAL ADDRESS : Private Bag x5, Westgate, 1734
-STREET NUMBER: 104D Mimosa Street, Helderkruijn, Roodepoort
-PHONE NUMBER: 011 763 9000
-FACSIMILE NUMBER: 011 768 5029
-WEBSITE : www.fidelitysecurity.co.za
-EMAIL ADDRESS HEAD OF BODY : [REDACTED]

2. The section 10 Guide on how to use the Act .[Section (51(1)(b))]

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION : PAIA UNIT
RESEARCH AND DOCUMENTATION DEPARTMENT

Website : www.sahrc.org.za
Email: PAIA@sahrc.org.za
Telephone: +27 11 484-8300
Fax : +27 11 484-0582
Postal Address : Private Bag 2700
Houghton
2041

3. Records available in terms of any other Legislation [Section 51(1)d)].

(Delete those not applicable)

Administration of Estates Act, No 66 of 1965
Arbitration Act No. 42 of 1965
Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
New Companies Act 71 of 2008
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Consumer Affairs (Unfair Business Practices) Act No. 71 of 1998
Copyright Act No. 98 of 1978
Credit Agreements Act No. 75 of 1980
Criminal Procedure Act 1997
Currency and Exchanges Act No. 9 of 1933

Debtor Collectors Act No. 114 of 1998
 Employment Equity Act No. 55 of 1998
 Finance Act No. 35 of 2000
 Financial Intelligence Centre Act No.38 of 2001
 Financial Services Board Act. No 97 of 1990
 Financial Relations Act No. 65 of 1976
 Firearms Control Act No. 60 of 2000
 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. 38 of 1997
 Labour Relations Act No. 66 of 1995
 Long Term Insurance Act No.52 of 1998
 Medical Schemes Act No. 131
 National Credit Act No.34 of 2005
 Occupational Health & Safety Act No.85 of 1993
 Pension Funds Act. No 24 of 1956
 Post Office Act No.44 of 1958
 Private Security Industry Regulation Act No.56 of 2001
 Protection Of Businesses Act No.99 of 1978
 Regional Services Councils Act No. 109 of 1985
 SA Reserve Bank Act No. 90 Short Term Insurance Act No.53 of 1998
 Skills Development Levies Act No9. 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. 89 of 1991

4. Access to the records held by the private body in question. [Sections 51(1)(c) and 51(1)(e)].

4.1. The latest notice regarding the categories of record of the body which are available without a person having to request access in terms of this ACT in terms of Section 52(2) [Section 51(1)c].

TITLE	CONTENTS	AVAILABLE
Product Guide	List of Products/Services offered	WEBSITE : www.fidelitysecurity.co.za

Marketing Material	Fidelity Focus Newsletter / Information	WEBSITE: www.fidelitysecurity.co.za
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4.2 Records that may be requested. A Description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

- The company keeps information on:

CATEGORY	RECORDS	
Administration	-Licenses -Correspondence	
Human Resources	-Staff Recruitment Policies -Employment Contracts -Remuneration Records and Policies -Conditions of Service. -Labour Relations. -Pension Fund. -Remuneration & Benefits. -Provident Fund. -Skills Requirements. -Training.	
Operations	-Sales Records. -Production Records. -OB reports -Clients Registry	
Finances	-Financial Statements -Annual Financial Statements -Vouchers -Stock Records -Assets Inventory	
Personal Related Issues	-Employee records. -Conditions of Employment. -Company Policy. -Address lists.	

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

4.3. The request procedures

4.3.1 FORM OF REQUEST

- a. The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned. ((S53(1))
- b. The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed. ((S53(2)(a) and (b) and (c))).
- c. 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 that right. (S53(2)d).
- d. If a request is made on 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 private body. ((S53(2)f)).
- e. Request forms can be downloaded on <http://www.justice.gov.za/forms/formpaia.htm>.

4.3.2 FEES

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 of R50.00:

- a. The Head of the private body must 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. (S54(1)).
- b. The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee. ((s54(3)b)).
- c. After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- d. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. ((s54(6)).

5. Other information as may be described. [Section 51(1)(f)]

The minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual. [Section 51(3)]

The Manual is also available for inspection at the offices of the relevant private body free of charge; and copies are available with the South African Human Rights Commission, in the Gazette and on the private body's website.

Signed on the _____ day of _____ at _____

MR WJ BARTMANN

FIDELITY SECURITY GROUP (CEO)