

SIZWE MEDICAL FUND
REGISTRATION NO: 1486

MANUAL

(In terms of Section 51 of the Promotion of Access to Information Act, 2000)

1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act, 2000 (“the Act”) was enacted to give effect to the constitutional right of access to any information held by the State and held by any other person and that is required for the exercise or protection of any rights.
- 1.2 The purpose of this Manual is to assist any person (“requester”) who wishes to exercise his right of access to information under the Act as to the procedure to follow when requesting records from Sizwe Medical Fund (“SMF”).
- 1.3 This Manual is available for inspection at the offices of SMF free of charge. Copies of the Manual may be obtained from SMF at the prescribed fee.
- 1.4 This Manual can also be accessed on the website of the South African Human Rights Commission (“SAHRC”) and will be published in the *Government Gazette*.
- 1.5 Any requester may use the guide to be compiled by the SAHRC for assistance. The guide will be available from the SAHRC for public inspection during August 2003. The SAHRC may be contacted at:

Private Bag 2700, Houghton, 2041

Telephone number: +27 11 (0) 484-8300

Fax number: +27 11 (0) 484-0582

Website: www.sahrc.org.za

E-mail address: PAIA@sahrc.org.za

2. **CONTACT DETAILS OF THE INFORMATION OFFICER**

2.1 The Head of SMF is the Chairman.

2.2 The Chairman or another person duly authorised thereto has been appointed the Information Officer of SMF.

2.3 The contact details of the Information Officer are:

2.3.1 Registered office: 7th Floor
56 Von Wielligh Street
Corner Market & Von
Wielligh Streets
Johannesburg

2.3.2 Postal address: PO Box 260709
Doornfontein
2028

Telephone number: 011 353 0169

Telefax number: 011 353 0318

E-mail address: ge.vermeulen@sizwe.co.za

3. **REQUEST PROCEDURE**

3.1 Any person wishing to exercise his or her right of access to a record under the Act must complete the prescribed form. Please note that the prescribed form has not been attached to this Manual but will be made available on request against payment of the prescribed fee. The prescribed form may also be obtained from the SAHRC website.

3.2 Once completed, the form must be forwarded to the Information Officer at the abovementioned address, telefax number or e-mail address.

3.3 The requester seeking to exercise his or her right of access to information under the Act should:

3.3.1 Provide sufficient particulars to enable the Information Officer to identify the record or records requested and the requester;

3.3.2 Indicate which form of access to the record or records is required;

3.3.3 Specify a postal address or fax number of the requester;

3.3.4 Identify the right the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right;

3.3.5 If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and

3.3.6 If the request is made on behalf of another person, to produce proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.

4. **FEES**

4.1 The Information Officer will notify the requester, other than a requester seeking access to a record containing personal information about himself or herself, before processing the request, of:

4.1.1 the prescribed request fee, if applicable; and

4.1.2 a deposit of the prescribed access fee, if applicable.

4.2 If a deposit has been paid in respect of a request for access to records which is refused, the Information Officer will repay the deposit to the requester.

4.3 The Information Officer may withhold a record until the requester concerned has paid the applicable fees.

4.4 If a request for access to a record has been granted, the requester must pay a prescribed access fee for reproduction, search and preparation of the records and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

4.5 The fees are prescribed by the Act.

4.6 The Information Officer will notify the requester of the decision to grant or refuse the request.

5. **NOTICE IN TERMS OF SECTION 52(2) OF THE ACT**

- 5.1 No notice has been published in the *Government Gazette* in terms of Section 52(2) of the Act of the categories of records that are automatically available without a person having to request access in terms of the Act.

6. **RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION**

- 6.1 Sizwe Medical Services (Pty) Ltd holds records on behalf of SMF , in terms of the following legislation :

6.1.1 Basic Conditions of Employment Act 75 of 1997;

6.1.2 Companies Act 61 of 1973;

6.1.3 Employment Equity Act 55 of 1998;

6.1.4 Income Tax Act 58 of 1962;

6.1.5 Labour Relations Act 66 of 1995; and

6.1.6 Medical Schemes Act 131 of 1998;

7. **RECORDS HELD BY SMF**

- 7.1 Sizwe Medical Services (Pty) Ltd holds following subjects and categories of records on each subject on behalf of SMF:

7.1.1 Human Resources

Employee records

Employment contracts

Personnel Guidelines, Policies and Procedures

Employee Medical Records

7.1.2 Finance

Financial Statements and Records

Audited Financial Statements

Company and Employee Tax records

Management Accounts

Asset Register

Company Registers

7.1.3 Client Records

Treatment, diagnosis and health records

Customer Information and Database

7.1.4 Corporate and Legal Services

Contracts

Company Guidelines, Policies and Procedures

Trade Marks

Statutory Records

7.1.5 Sales and Marketing

Market Information

Product Brochures

Field Records

Performance Records

Marketing and Product Strategies

7.1.6 Quality

Quality Records

7.1.7 General

Correspondence

Title Deeds

Mortgage Bonds

Suretyships

Applications

Valuations