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REWARDSCO INVESTMENTS

FSP 31350

Promotion of Access to Information Act

Manual

(In accordance with section 51 of the Promotion of Access to Information act, No 2 of 2000)

Introduction to Rewardsco

Rewardsco is a company that sells products on behalf of Blue-Chip South African companies across the Telecommunications and Insurance sectors. We establish trust with our customers, using world-class technology and quality management processes by staff members who are passionate about who they represent and what they do. Our PAIA manual refers to the Promotion of Access to Information as per legislation and confirms our commitment to ensuring that we continue to operate in an environment that is transparent and we will remain accountable to our Stakeholders.

Contact details

Information Officer : Trevor Christian
Physical address : 2 Ncondo Place, Umhlanga,4300
Postal address : P.O.Box 1885, Umhlanga,4320
Telephone number : 031 533 3000
Fax number : 086 673 7960
Email address : hr@rewards.co.za
Web address : www.rewardsco.co.za

The section 10 Guide on how to use the Act

Should you require greater clarity you are referred to the Guide that will be published by The South African Human Rights Commission.

The Guide will be printed in the Government Gazette and be available for inspection by the public at the offices of the Human Rights Commission. Direct any queries to: The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton. 2041 Tel no. 011 484 8300; Fax no. 011 484 7146; www.sahrc.org.za

Records available in terms of any other legislation

Basic Conditions of Employment Act, No. 97 of 1997

Unemployment Contributions Act, No. 4 of 2002

Unemployment Insurance Act, No. 63 of 2001

Skills Development Act, No. 97 of 1998

Skills Development Levies Act, No. 9 of 1999

Value Added Tax Act, No. 89 of 1991

Long Term Insurance Act, No. 52 of 1998

Short Term Insurance Act, No. 53 of 1998

Medical Schemes Act, No. 131 of 1998

Financial Advisory and Intermediary Services Act, No. 37 of 2002

Financial Intelligence Centre Act, No. 38 of 2002

Types of records that can be accessed from Rewardsco

STATUTORY

Registers

Annual report

Statutory records & returns

Agreements

HUMAN RESOURCES

Policies & procedures

HR disciplinary & grievance procedures

ADMIN, FINANCE

Accounting records

Supplier's records
Policies & procedures - store records

WEBSITE SERVICES

Application forms
Terms & conditions

The request procedures

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Rewardsco. This request must be made to the address, fax number or electronic mail address mentioned above.
- The requester must provide sufficient detail on the request form to enable the head of Rewardsco 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.
- 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.
- 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

FEES

- Once your request is made, you will receive notice from us to pay the prescribed fee of R50.00.
- This prescribed fee must be paid before your request will be processed.
- Payment of this fee is to be made as directed by the Information Officer.
- If you are making a request in your personal capacity, payment of the prescribed fee of R50.00 may not be required.
- We will then make a decision in respect of your request and will notify you of our decision
- Should your request be refused, you may lodge an application at court against the tender or payment of the requested fee as will be advised in the Notice to you (in terms of (sec 54(3)(b) of the Act).

Other information as may be prescribed

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

Availability of the manual

This manual is available for inspection at the offices of the head of Rewardsco free of charge at the above mentioned address; and copies are available with the SAHRC, as well as published in the Government Gazette and website of Rewardsco www.rewardsco.co.za .