

# **Promotion of Access to Information Act (PAIA)**

## **Quince Capital (Pty) Ltd**

**Effective Date:** [1 February 2017](#)

**Document Version:** [1.3](#)

### **MANUAL IN TERMS OF SECTION 51**

**OF**

### **THE PROMOTION OF ACCESS TO INFORMATION ACT**

**(ACT 2 OF 2000)**

**(the "Act")**

**QUINCE CAPITAL (PTY) LTD**

**Registration No. 1972/000393/07**

**("the Company")**

#### **PURPOSE**

The purpose of this document is to serve as the manual of the Company as required in terms of the Act, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

## 1 INTRODUCTION

Quince Capital (Proprietary) Limited was established in 1988 as Barcep Finance to provide in-house Finance solutions through asset backed finance to Nashua and Panasonic franchises. Since then, the Company has become a major reputable asset back finance house in the office automation industry. In 1994 Rohnert Limited acquired controlling interests in Barcep Finance, Nashua and Panasonic. The registered name was subsequently changed from Barcep Finance to RC&C Finance Company (Pty) Ltd. The company initially traded as RC&C Finance and in 2001 changed to Nashua Finance. In November 2009, the name was changed to Quince Capital (Pty) Ltd in order to provide greater flexibility to capitalize on possibly future opportunities, not only within the Reunert Limited Group, but also outside of the Group. Quince Capital (Pty) Ltd is a wholly owned subsidiary of Reunert Limited.

## 2 CONTACT DETAILS (Section 51(1) (a))

Managing Director: Zahir Mahomed

Physical Address : Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Sandton

Postal Address : PO Box 39524, Bramley, 2018 South Africa

Tel : +27 11 232 8213

Fax : n/a

E-mail : [zahirm@quincecapital.co.za](mailto:zahirm@quincecapital.co.za)

Website : [www.quincecapital.co.za](http://www.quincecapital.co.za)

## 3 GUIDE ON HOW TO USE THE ACT (Section 51(1) (b) read with Section 10)

3.1 The South African Human Rights Commission has compiled a guide, in terms of Section 10 of the Act, containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide was published in the first half of 2005 and access to it, and to any amended versions thereof, can be found on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za), or a hard copy can be obtained from the South African Human Rights Commission offices at 29 Princess of Wales Terrace, Cnr York and St Andrews Street, Parktown, Johannesburg, Tel No (011) 484-8300.

3.2 The Human Rights Commission may be contacted directly at:

The South African Human Rights Commission EAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone: +27(11) 877 3600

E-mail address: [info@sahrc.org.za](mailto:info@sahrc.org.za)

Web site: [www.sahrc.org.za](http://www.sahrc.org.za)

### **3 CATEGORIES OF RECORDS AVAILABLE (Section 51(1)(c))**

The following categories of records are automatically available from Quince Capital without a person having to request access in terms of this Act:

- 4.1 Statutory records
  - 4.1.1 Memorandum of Incorporation
  - 4.1.2 Register of Directors
  - 4.1.3 Register of Members
- 4.2 Corporate communications
  - 4.2.1 Media releases
  - 4.2.2 An overview of group operations

### **5 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION (Section 51(1) (d))**

5.1 Records are available in accordance with the following South African legislation (only to the extent that the relevant Act makes provision for the disclosure of records and only to the person or persons to whom and in the circumstances in which disclosure is compulsory):

- Insolvency Act No 24 of 1936
- Pension Funds Act No 24 of 1956
- Income Tax Act No 58 of 1962
- Customs and Excise Act No 91 of 1964
- Copyright Act No 98 of 1978
- Value Added Tax Act No 89 of 1991
- Occupational Health and Safety Act No 85 of 1993
- Trademark Act No 194 of 1993
- Compensation for Occupation Injuries and Diseases Act No 130 of 1993
- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act No 75 of 1997
- Employment Equity Act No 55 of 1998
- Competition Act No 89 of 1998
- Skills Development Act No 97 of 1998
- ICASA Act 13 of 2000
- National Environmental Management Act No 107 of 1998
- Prevention of Organised Crime Act No 121 of 1998
- Financial Intelligence Centre Act No 38 of 2001
- Unemployment Insurance Act No 63 of 2001
- Electronic Communications Act 36 of 2005

- Electronic Communications and Transactions Act No 25 of 2002
- Financial Advisory and Intermediary Services Act No 37 of 2002
- Broad-Based Black Economic Empowerment Act No 53 of 2003
- Prevention & Combating of Corrupt Activities Act No 12 of 2004
- National Credit Act No 34 of 2005
- Consumer Protection Act No 68 of 2008
- Companies Act No 71 of 2008
- Tax Administration Act No 28 of 2011
- Protection of Personal Information Act No 4 of 2013

## 6 FORM OF REQUEST (Section 51(1) (e))

6.1 To facilitate the processing of your request, kindly:

6.1.1 Use the prescribed form, available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za);

6.1.2 Address your request to the Head of the Company as per the contact details in 2 above;

6.1.3 *Please provide sufficient details to enable the Company to identify:*

6.1.3.1 The record(s) requested;

6.1.3.2 The requester (and if an agent is lodging the request, proof of capacity);

6.1.3.3 The form of access required;

6.1.3.4 The postal address or fax number of the requester in the Republic;

6.1.3.5 If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

6.1.3.6 The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

6.2 Subjects on which records are held and categories of records:

6.2.1 *Chief Executive's office:*

6.2.1.1 Administration Records

6.2.1.2 Research Records

6.2.1.3 Sponsorship Records

6.2.1.4 Internal Reports and Communications

6.2.1.5 Tender documents submitted

6.2.1.6 General Correspondence

6.2.2 *Accounting:*

6.2.2.1 Accounting Records

6.2.2.2 Financial Reports

- 6.2.2.3 Internal Audit Records
- 6.2.2.4 Risk Reports and Group Risk Management Records
- 6.2.2.5 Tax Records
- 6.2.2.6 Management Reports
- 6.2.2.7 Treasury Dealing and Settlement Records
- 6.2.2.8 Transactional Records
- 6.2.2.9 VAT Records
- 6.2.2.10 PAYE Records
- 6.2.2.11 Internal Reports and Communications
- 6.2.2.12 General Correspondence
- 6.2.3 *Company Secretary:*
  - 6.2.3.1 Secretarial Records
  - 6.2.3.2 General Correspondence
- 6.2.4 *Human Resource (HR) Department*
  - 6.2.4.1 Employee Records
  - 6.2.4.2 General HR Policies and Procedures
  - 6.2.4.3 Training Records
  - 6.2.4.4 Pension Records
  - 6.2.4.5 Employee benefit Records
  - 6.2.4.6 Labour Relations Records
  - 6.2.4.7 Statutory HR Records
  - 6.2.4.8 Employment Equity Records
  - 6.2.4.9 Employment Contracts
  - 6.2.4.10 General Correspondence
- 6.2.5 *Information Technology Department*
  - 6.2.5.1 IT Contracts and Agreements
  - 6.2.5.2 Operational IT Records
  - 6.2.5.3 IT Equipment Records
  - 6.2.5.4 IT Policy Records
  - 6.2.5.5 General Correspondence
- 6.2.6 *Legal Department*
  - 6.2.6.1 Litigation Records
  - 6.2.6.2 Internal Reports and Communications
  - 6.2.6.3 General Correspondence
- 6.2.7 *Marketing and Product Information*
  - 6.2.7.1 Product Brochures

- 6.2.7.2 Product Performance Records
- 6.2.7.3 Customer/Client Data Records
- 6.2.7.4 Product Sales Records
  
- 6.2.7.5 General Correspondence
- 6.2.8 *Occupational Health and Safety (OHS)*
  - 6.2.8.1 OHS-related Agreements
  - 6.2.8.2 Appointment Records
  - 6.2.8.3 General Correspondence
- 6.2.9 *Procurement Department*
  - 6.2.9.1 Procurement Agreements
  - 6.2.9.2 Quotes and invoices
  - 6.2.9.3 General Correspondence

## **7 PRESCRIBED FEES (Section 51(1) (f))**

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

**SIGNED AT WOODMEAD ON THIS \_\_\_\_\_ DAY OF FEBRUARY 2017**

\_\_\_\_\_  
Managing Director

**Quince Capital (Pty) Ltd**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
**(Section 53(1) of the Promotion of Access to Information Act, 2000)**  
**(Act No. 2 of 2000)**

[Regulation 10]

**A. Particulars of private body: Quince Capital (Pty) Ltd**

Managing Director: Zahir Mahomed  
Physical Address: Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Sandton  
Postal Address: PO Box 39524, Bramley, 2018, South Africa  
Tel: +27 11 232 8213  
Fax: n/a  
E-mail: [zahirm@quincecapital.co.za](mailto:zahirm@quincecapital.co.za)  
Website: [www.quincecapital.co.za](http://www.quincecapital.co.za)

**B. Particulars of person requesting access to the record**

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

This section must be completed **ONLY** if a request for information is made on behalf of another person.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form the requester must sign all the additional folios.

**Description of record or relevant part of the record:**

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**Reference number, if available:**

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**Any further particulars of record:**

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**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

**Reason for exemption from payment of fees:**

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**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.



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**Disability:**

**Form in which record is required:**

(Mark the appropriate box with an X)

**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

copy of record  inspection of record

2. If record consists of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

view the images  copy of the images  transcription of the images

3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack audio cassette  transcription of soundtrack  ,written or printed document

4. If record is held on computer or in an electronic or machine-readable form:

printed copy of record  printed copy of information derived from the record  copy in computer readable form  (memory stick or compact disc)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable YES  NO

**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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**Indicate which right is to be exercised or protected:**

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**Explain why the record requested is required for the exercise or protection of the aforementioned right:**

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**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

**How would you prefer to be informed of the decision regarding your request for access to the record?**

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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**SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE**