

Virtus Financial Services (Pty) Ltd

*Manual in terms of section 51 of the
Promotion of Access to Information Act 2 of 2000*

Promotion of Access to Information Act, Act 2 of 2000 (The Act)

Section 51 Manual of Virtus Financial Services (Pty) Ltd (Registration number: 1996/011877/07)

1. Contact particulars

Head of business:	JHP Engelbrecht	Information officer:	JPJ Louw
Postal address:	PO Box 12022 Centurion Pretoria 0046	Physical address:	3rd Floor, Lakeside Bld A 2004 Gordon Hood Rd Centurion 0157
Telephone number:	012 643-7400	Fax number:	012 663-2914
E-mail address:	kobus@stratcorp.co.za	Website:	www.virtusfs.co.za

2. Introduction

Virtus is an Authorised Financial Services Provider (FSP 2421) with full discretion to manage client investments in listed shares, listed property instruments, bonds, money market instruments and participatory interests in collective investment schemes.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 484-8300, fax (011) 484-7149.

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Virtus Financial Services (Pty) Ltd.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Companies Act 61 of 1973
- 5.3 Electronic Communications and Transactions Act 25 of 2002
- 5.4 Employment Equity Act 55 of 1998
- 5.5 Financial Advisory and Intermediary Service Act 37 of 2002
- 5.6 Financial Intelligence Centre Act 38 of 2001
- 5.7 Income Tax Act 58 of 1962
- 5.8 Labour Relations Act 66 of 1995
- 5.9 Occupational Health and Safety Act 85 of 1993
- 5.10 Prevention of Organised Crime Act 121 of 1998
- 5.11 Promotion of Access to Information Act 2 of 2000
- 5.12 Skills Development Levies Act 9 of 1999
- 5.13 Skills Development Act 97 of 1998
- 5.14 Stamp Duties Act 77 of 1968
- 5.15 Trade Marks Act 194 of 1993
- 5.16 Transfer Duty Act 40 of 1949
- 5.17 Uncertificated Securities Tax Act 31 of 1998
- 5.18 Unemployment Contributions Act 4 of 2002
- 5.19 Unemployment Insurance Act 63 of 2001
- 5.20 Value Added Tax Act 89 of 1991
- 5.21 Companies Act 71 of 2008
- 5.22 Consumer Protection Act 68 of 2008
- 5.23 National Credit Act 34 of 2005

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters

- 6.2 Pamphlets / Brochures
- 6.3 Posters
- 6.4 Pricelists
- 6.5 Reports
- 6.6 Marketing and promotional material
- 6.7 www.virtusfs.co.za Website

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Tax returns and assessments
- 7.1.9 VAT returns
- 7.1.10 Lease or instalment sale agreements
- 7.1.11 Budgets and business plans
- 7.1.12 Insurance records
- 7.1.13 Investment records
- 7.1.14 Auditor's reports
- 7.1.15 Inventory records
- 7.1.16 Systems documentation
- 7.1.17 Management reviews
- 7.1.18 Credit agreements

7.2 Environment, Health and Safety

- 7.2.1 Emergency response plans
- 7.2.2 Employee public health emergency action plans

7.3 Information Technology

- 7.3.1 Agreements
- 7.3.2 Audits
- 7.3.3 Capacity and utilisation of current systems
- 7.3.4 Client database
- 7.3.5 Development or investment plans
- 7.3.6 Disaster recovery processes and procedures
- 7.3.7 Hardware
- 7.3.8 Internet
- 7.3.9 Intranet
- 7.3.10 Licenses
- 7.3.11 Systems support, programming and development
- 7.3.12 LAN Installations
- 7.3.13 Operating systems
- 7.3.14 Software packages
- 7.3.15 Telephone exchange equipment
- 7.3.16 Telephone lines, leased lines and data lines

7.4 Insurance

- 7.4.1 Claim records
- 7.4.2 Details of coverage, limits and insurers
- 7.4.3 Insurance policies

7.5 Intellectual Property



- 7.5.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 7.5.2 Copyrights
- 7.5.3 Patents, patent applications and inventions
- 7.5.4 Designs, trademarks, trade names and protected names

7.6 Legal, Agreements and Contracts

- 7.6.1 Acquisition or disposal documentation
- 7.6.2 Agreements with contractors, suppliers and clients
- 7.6.3 Agreements with customers
- 7.6.4 Agreements with governmental agencies
- 7.6.5 Agreements with shareholders, officers or directors
- 7.6.6 Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- 7.6.7 Distributor, dealer or agency agreements
- 7.6.8 Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- 7.6.9 Material agreements relating to provision of services or materials
- 7.6.10 Material licenses, permits and authorisations
- 7.6.11 Contracts, including lease agreements and finance agreements
- 7.6.12 Restraint agreements
- 7.6.13 Sale agreements

7.7 Personnel Records

- 7.7.1 Attendance register
- 7.7.2 Disciplinary records
- 7.7.3 Employee evaluation and performance records
- 7.7.4 Employee information records
- 7.7.5 Employee loans
- 7.7.6 Employment applications
- 7.7.7 Employment contracts
- 7.7.8 Employment equity plan
- 7.7.9 Incentive schemes
- 7.7.10 IRP 5 and IT 3 certificates
- 7.7.11 Letters of appointment
- 7.7.12 Leave applications
- 7.7.13 Maternity leave policy
- 7.7.14 Medical aid records
- 7.7.15 Organisational design
- 7.7.16 Payroll
- 7.7.17 Personnel file
- 7.7.18 Policies and procedures
- 7.7.19 Recruitment and appointments
- 7.7.20 Salary and wage registers
- 7.7.21 Salary slips and wage records
- 7.7.22 Study assistance schemes
- 7.7.23 Time records
- 7.7.24 Training and development
- 7.7.25 UIF, PAYE and SDL returns
- 7.7.26 Workmen's Compensation documents

7.8 Sales and Marketing

- 7.8.1 Brochures, newsletters and marketing material
- 7.8.2 Customers
- 7.8.3 Media releases
- 7.8.4 Products
- 7.8.5 Public relations policies and procedures
- 7.8.6 Sales
- 7.8.7 Service and product information

7.9 Statutory Company Records




- 7.9.1 Certificate of Change of Name
- 7.9.2 Certificate of Incorporation
- 7.9.3 Certificate to Commence Business
- 7.9.4 Directors' attendance register
- 7.9.5 Memorandum and Articles of Association
- 7.9.6 Minutes of shareholders' meetings
- 7.9.7 Minutes of directors' meetings
- 7.9.8 Other minute books
- 7.9.9 Register of Allotments
- 7.9.10 Register of debenture holders and mortgages
- 7.9.11 Register of directors and officers
- 7.9.12 Register of directors' shareholding
- 7.9.13 Resolutions
- 7.9.14 Shareholders' agreements

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of Virtus Financial Services (Pty) Ltd, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Virtus Financial Services (Pty) Ltd, from the South African Human Rights Commission, and at www.virtusfs.co.za.


13/12/2011