# Promotion of Access to Information Act Manual

Version 1
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# INTRODUCTION

Olico:
The Online Lending and Innovations Company (Pty) Ltd started in 2011 and  is now a group of FinTech Companies who's primary focus is the creation of authorised financial services leads.

Olico is a member of the Direct Marketing Association of South Africa.

Olico seeks:
1 to protect people from harm
2 to stop their money being stolen
3 to stop identity theft
4 to protect their privacy

Simultaneously we believe in direct marketing in that it brings choice to consumers that they would not ordinarily have.

This Document:
This manual serves to provide a mechanism for individuals and groups to request records that pertain to them from Olico.

CONTACT DETAILS

CIPC Registration: 2011/112041/07

VAT Number: 4180260517

Address: 38 Dover Street, Ferndale, Randburg, 2195

Email: info@olico.co.za

Web: www.olico.co.za

Directors: Michael Kann
Gareth Mountain

Information Officer: Simon Boshoff

3.1 The Promotion of Access to Information Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, it contains information for the purposes of exercising their Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

# APPLICABLE LEGISLATION

| No | Ref | Act |
|---|---|---|
| 1 | No 61 of 1973 | Companies Act |
| 2 | No 98 of 1978 | Copyright Act |
| 3 | No 55 of 1998 | Employment Equity Act |
| 4 | No 95 of 1967 | Income Tax Act |
| 5 | No 66 of 1995 | Labour Relations Act |
| 6 | No 89 of 1991 | Value Added Tax Act |
| 7 | No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| 8 | No 75 of 1997 | Basic Conditions of Employment Act |
| 9 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 10 | No 2 of 2000 | Promotion of Access of Information Act |
| 11 | No 30 of 1996 | Unemployment Insurance Act |

# SCHEDULE OF RECORDS

| Type | Name | Availablity |
|---|---|---|
| | | |
| Financial | Annual Financial Statements | Private, request via PAIA |
| Financial | Company Tax Records | Private, request via PAIA |
| Financial | Company Employee Tax Records | Private, request via PAIA |
| Financial | Management Accounts | Private, request via PAIA |
| | | |
| Marketing | Short Message Service Records | Private, request via PAIA |
| Marketing | Email Records | Private, request via PAIA |
| | | |
| Individuals | Basic Information | Private, request via PAIA |
| Individuals | Leads Created | Private, request via PAIA |
| Individuals | Credit Information | Private, request via PAIA |

FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

6.2 Address your request to the Information Officer of the Company.

6.3 Provide sufficient details to enable the Olico to identify:
(a) The record(s) requested;
(b) The requester (and if an agent is lodging the request, proof of capacity);
(c) The form of access required;
(d) The postal address of the requester in the Republic;
(e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
(f) 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.

PRESCRIBED FEES

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.