

INFORMATION MANUAL

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

SBV SERVICES (PTY) LTD

CONTACT INFORMATION

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GUIDE ON HOW TO USE THE ACT

Should you wish to obtain a copy of the Act, please advise the Legal and Compliance Manager.

RELATED INFORMATION RETENTION LEGISLATION

Administration of Estates Act, No. 66 of 1965
Basic Conditions of Employment No. 75 of 1997
Currency and Exchanges Act No. 9 of 1933
Debtor Collectors Act No. 114 of 1998
Arbitration Act No. 42 of 1965
Closed Corporations Act No. 69 of 1984
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
Copyright Act No. 98 of 1978
Credit Agreements Act No. 75 of 1980
Employment Equity Act No. 55 of 1998
Finance Act No. 35 of 2000
Financial Services Board Act No. 97 of 1990
Financial Relations Act No. 65 of 1976
Harmful Business Practices Act No. 23 of 1999
Income Tax Act No. 95 of 1967 Insolvency Act No. 24 of 1936
Insurance Act No 27 of 1943
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Long Term Insurance Act No. 52 of 1998
Medical Schemes Act No. 131 of 1998
Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956 Post Office Act No. 44 of 1958
Regional Services Councils Act No. 109 of 1985
SA Reserve Bank Act No. 90 of 1989
Short Term Insurance Act No. 53 of 1998
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Stamp Duties Act No. 77 of 1968
Stock Exchange Control Act No. 1 of 1985
Tax on Retirement Funds Act No. 38 of 1996
Trade Marks Act No. 194 of 1993 Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Usury Act No 73 of 1968
Value Added Tax Act No. 89 of 1991

INFORMATION FREELY AVAILABLE

Pamphlets and Annual Reports. Please contact the Legal and Compliance Manager for information.

INFORMATION AVAILABLE ON REQUEST

Administration: Licences (categories), Minutes of management meetings, Minutes of staff meetings and Correspondence. Human Resources: Staff recruitment policies, Employment contracts and Remuneration records and policies. Finances: Financial statements, Annual financial statements, Vouchers, Stock records and Assets inventory. Please contact the Compliance and Ethics Officer for information.

INFORMATION REQUEST PROCEDURE AND FORMS

Information is available on request from the Legal and Compliance Manager.

INFORMATION COSTS

Information is available on request from the Legal and Compliance Manager.