



INFRASTRUCTURE EMPOWERMENT  
FUND MANAGERS

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Registration Number: 2006/029099/07

## **MANUAL**

**As required in terms of section 51 of the  
PROMOTION OF ACCESS TO INFORMATION ACT No. 2 of 2000  
("the Act")**

**This manual contains information required  
to request access to the records of**

**INFRASTRUCTURE EMPOWERMENT FUND MANAGERS (PTY) LTD  
("IEFM")**

and the following entity managed by IEFM

**KAGISO INFRASTRUCTURE EMPOWERMENT FUND  
("KIEF")**

## CONTENTS

1. Introduction to entity
2. Contact details
3. Section 10 Guide on how to use the Act
4. Types of Records
5. Requesting procedure
6. Prescribed fees
7. Availability of manual

### 1. INTRODUCTION TO ENTITY

Infrastructure Empowerment Fund Managers (Pty) Ltd is a licensed financial services provider in terms of the Financial Advisors and Intermediary Services Act 37 of 2002 and regulated by the Financial Services Board.

Company Registration No. 2005/029099/07, FSP Licence Number 29070

The power for purposes of the Act is delegated to the Chief Executive Officer, who will be referred to as the Information Officer.

### 2. CONTACT DETAILS

<b>Postal address:</b>  The Information Officer IEFM PO Box 23777 Claremont 7735  <b>Tel +27(21) 6701234</b>  <b>Fax +27(21) 6701220</b>	<b>Physical address:</b>  Colinton House The Oval 1 Oakdale Road Newlands 7700  <b>Email address: <a href="mailto:kief-iefm@macquarie.com">kief-iefm@macquarie.com</a></b>
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### **3. SECTION 10 GUIDE ON HOW TO USE THE ACT**

Should you require any clarity about or assistance with the Act, you are referred to the Guide compiled and published by the Human Rights Commission in terms of Section 10 of the Act. This Guide includes the process that needs to be followed in order to request access to records as well as details of prescribed fees payable in respect of requests for records. Any queries in this regard can be directed to:

The South African Human Rights Commission  
PAIA Unit  
Private bag 2700  
Houghton  
2041

Telephone 011 484 8300  
Fax 011 484 0582  
E-mail [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **4. TYPES OF RECORDS**

#### **4.1. Records available in terms of other legislation**

All records kept in terms of legislation applicable to IEFM and its related entities are available in accordance with the said legislation, which includes but is not limited to:

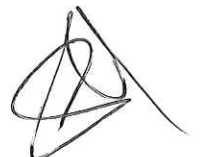
- Companies Act 71 of 2008
- Electronic Communications & Transactions Act 25 of 2002
- Financial Advisory & Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Inspection of Financial Institutions Act 18 of 1998
- Prevention and Combating of Corrupt Activities Act 2 of 2000
- Prevention of Organised Crime Act 121 of 1988
- Trust Property Control Act 57 of 1988
- Value Added Tax Act 89 of 1991
- Promotion of Access to Information Act 2 of 2000
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Occupational Health and Safety 85 of 1993

#### **4.2. Records available without requesting access in terms of the Act**

IEFM has not, in terms of Section 52(2) of the Promotion of Access to Information Act 2 of 2000, submitted categories of records which are automatically available without a request for access.

#### **4.3. Records available on request**

A requester may request access to the following information, subject to the access being denied on grounds set out in the Act:



**Products and Services**

- Financial Services
- Specialist funds management

**Company Records**

- Finance
- Investor relations
- Fund management
- Legal and Compliance Records
- Transaction and asset records
- Prospective transactions
- Information technology
- Human Resources

**Records are held on the following subjects**

- Governing Boards of Trustees
- Investors
- Company & Trust Officials
- Investee Companies/Projects
- Potential Investee Projects
- Consultants & Advisers
- Employees and Contractors
- Banking institutions
- Accountants
- Holding Companies

**Records held on the above subjects include the following**

- Confidential Information
- Personal information
- Commercial
- Financial
- Company Incorporation
- Company Financial
- Contractor Agreements
- Investment Management Agreements
- Adviser Agreements
- Consultant
- Information technology
- Investor Correspondence
- Investee Correspondence
- Products and services
- Scientific
- Research
- Operational
- Trade
- Business
- Group/company structure
- Operational
- External companies
- Trustees
- Employees
- Banking institutions
- Official/legal
- Policy documents
- Contracts

## 5. REQUESTING PROCEDURE

A person wishing to access records of IEFM must complete the necessary request form. This form is available from the Information officer or at <http://www.doj.gov.za/>. The form requires the requester to provide the following information:

- Sufficient information to enable the Information Officer to identify the requester;
- Sufficient information to enable the Information officer to identify the records requested;
- The form of access required;
- The requestor's postal address and fax number;
- Identification of the right sought to be exercised or protected;
- An explanation why the specific record is required to exercise or protect the right;
- The manner in which the requester wishes to be informed of the decision on the request; if the request is made on behalf of a person, the submission of proof of the capacity in which the requester makes the request, to the satisfaction of the Information officer.

Requesters must note that all of the information on the request form should be provided to the satisfaction of the Information Officer, failing which the process will be delayed until such time that the information is complete.

The time periods prescribed by the Act will not commence until such time as the Information officer is satisfied that all pertinent information has been furnished to IEFM by the requester.

It is important to note that access to certain records may or must be denied on grounds set out in the Act. Mandatory grounds for refusal include, but are not limited to:

- Information for the protection of the privacy of a person;
- Information for the protection of the commercial and/or confidential information of third parties;
- Information privileged from production in legal proceedings;
- Commercial information of IEFM;
- Research information;
- Information which can endanger the safety of an individual.

Should the request for information be refused, the requester may lodge a written appeal to the Chairperson of the Board of Directors of IEFM, within 30 calendar days from date of refusal.

## **6. PRESCRIBED FEES**

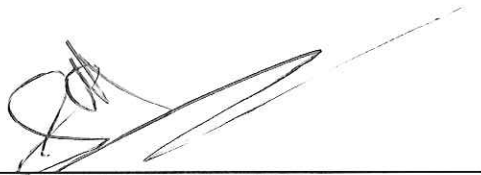
The nominal fee is R500 per request, which fee may be waived upon motivated request to the Information officer.

The prescribed fees are regulated by the Regulations to the Act, also available on request.

## **7. AVAILABILITY OF MANUAL**

This manual is available for inspection at the offices of the Information Officer.

It is also available at the offices of the Human Rights Commission.



**CHIEF EXECUTIVE OFFICER  
INFRASTRUCTURE EMPOWERMENT MANAGERS (PTY) LIMITED**





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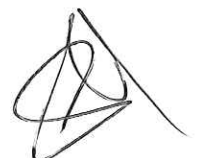
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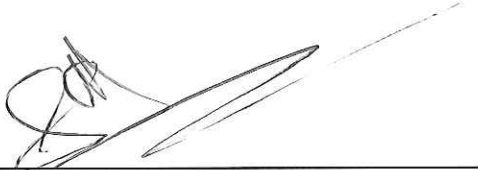
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