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Registration Number of Company: 2000/021585/06

**EWING TRUST COMPANY LIMITED MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

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## **1. INTRODUCTION**

Ewing Trust Company provides unique, quality personal service to our clients with a focus on expertise, professionalism and integrity. Ewing Trust Company is a public company, registered as an investment business.

## **2. COMPANY CONTACT DETAILS**

Persons designated/duly authorised persons:

Directors:       Iain Ewing  
  
                      Gareth Collingwood  
  
                      Angela Klynhans

Office Manager/CEO:       Iain Ewing  
  
Postal Address:             PO Box 1, Hillcrest, 3650  
  
Street Address:            Mafavuke House, 28 Old Main Road, Hillcrest, 3610  
  
Telephone Number:        031 765 5937  
  
Fax Number:                031 765 3687  
  
Email:                      [michelle@ewing.co.za](mailto:michelle@ewing.co.za)

## **3. THE ACT**

**3.1** The 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, which will contain information for the purposes of exercising 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

#### **4. APPLICABLE LEGISLATION**

Act Number 2 of 2002: Promotion of Access to Information Act

#### **5. SCHEDULE OF RECORDS**

<b><u>Records</u></b>	<b><u>Subject</u></b>	<b><u>Availability</u></b>
Public Affairs	<ul style="list-style-type: none"><li>• Public Product Information</li><li>• Public Corporate Records</li></ul>	Request in terms of PAIA Request in terms of PAIA
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li><li>• Asset Register</li><li>• Management Accounts</li></ul>	Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

#### **6. 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](http://www.sahrc.org.za).

**6.2** Address your request to the Head of the Company (CEO).

**6.3** Provide sufficient details to enable the COMPANY 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) (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) 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.

#### **7. 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](http://www.sahrc.org.za).

Signed in Hillcrest on this 22nd day of December 2015.

Signature: 

Designation: Director