



REG NO: 2004/012378/07
AUTHORISED FINANCIAL SERVICE PROVIDER
FSP: NO 21782

MANUAL

in terms of Section 51 of

The Promotion of Access to Information Act

2 of 2000

(the "ACT")

Alonza Investments (Pty) Ltd FSP21782

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1. INTRODUCTION

Alonza Investments (Pty) Limited conducts business as a Short-Term Insurance Broker. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 21782

Alonza Investments (Pty) Limited is authorised to provide Advice and Intermediary services in the following products:

- Short Term Insurance Personal Lines
- Short Term Insurance Commercial Lines



2. COMPANY CONTACT DETAILS

Directors:

Mr. Stephen Henry Werner
Ms. Cecilia Lochner

Information Officer:

Mr. Stephen Werner

Street Address:

Room 307, 318 The Hillside, Lynwood. 0081

Telephone Number:

012 361 2211

Email:

stephenw@alonza.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 information Regulator on inforregulator.org.za
The contact details are:

Toll Free: 0800 017 160

Landline: 010 023 5200

enquiries@inforegulator.org.za



4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
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 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 9 of 2017	Financial Sector Regulation Act
14	No 18 of 2017	Insurance Act
15	No 53 of 1998	Short Term Insurance Act
16	No 4 of 2013	Protection of Personal Information Act
18	Act 38 of 2001	Financial Intelligence Centre Act
19	Act 9 of 2017	Financial Sector Regulation Act Act



5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Company Records Records relating to operational aspects of the business	• Registrations and statutory authorisations and documents • Financial records • Operational records • Regulatory Correspondence • Statutory records • Internal correspondence • Statutory policies and procedures • Internal policies and procedures • Records of contractual agreements between Alonza Investments (Pty) Ltd and third parties • Asset register • Minutes of meetings •	To be requested according to PAIA request procedure if not available on the Authorities public website. To be requested according to PAIA request procedure as set out in this manual
Client Records Employee records	• Client data • Transaction records • Communication and correspondence records • Employment Records • Communications • Training and Competence registers	To be requested according to PAIA request procedure as set out in this manual To be requested according to PAIA request procedure as set out in this manual



6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the Information Regulator www.inforegulator.org.za. (also attached as Annexure B)

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 (attached as Annexure A)

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.



Date: 10 December 2025

Signed:



S Werner
Director