

MANUAL

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

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

Quantec Capital Management (Proprietary) Limited

Quantec Capital Management (Pty) Ltd is a licensed financial services provider (Category I and II) approved by the Financial Sector Conduct Authority (<http://www.fsca.co.za/>) and is approved to provide intermediary services and advice in terms of the Financial Advisory and Intermediary Services Act 37 of 2002.

Registration No. 2010/005981/07

FSP No. 42393

1. INTRODUCTION

The Act	The Promotion of Access to Information Act ("the Act") was enacted to give effect to the constitutional right of access to information, held by any public or private body, which is required for the exercise or protection of any rights. The Act sets out procedures to be followed when requesting information, after which the requested information must be released, unless the Act specifically provides that it is privileged.
The Manual	The manual is designed to assist potential requesters with the procedure to be followed when requesting information from Quantec Capital Management (Pty) Ltd, as contemplated in the Act. It may be amended from time to time, and such amendments will be published.
The Company	<p>Quantec Capital Management (Pty) Ltd (Registration no 2010/005981/07) is a Financial Services Provider (FSP) authorised by the Financial Sector Conduct Authority.</p> <p>In terms of the Financial Advisory and Intermediary Services Act, 37 of 2002, the Company carries the license number 42393. The Company focuses on the management of institutional investment portfolios.</p>

2. CONTACT DETAILS

Director & Information Officer:	Geoff Young
Business Address:	Loft 4, The Cellars Village Lane Noordhoek 7979
Postal Address:	PO Box 597 Noordhoek 7979
Telephone Number:	+27 (0)21 200 7668
Email:	admin@quantec-capital.co.za
Website:	www.quantec-capital.co.za

3. DESCRIPTION OF GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of section 10 of the Act, a guide will be compiled by the South African Human Rights Commission ("the SAHRC") containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The contact details of the SAHRC are as follows:

Address:	PAIA Unit The Research and Documentation Department Private Bag 2700 Houghton 2041
Telephone Number:	+27 11 484 8300
Fax Number:	+27 11 484 0582
Email Address:	PAIA@sahrc.org.za
Website Address:	www.sahrc.org.za

4. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Quantec Capital Management (Pty) Ltd keeps records in accordance with other legislation including, but not limited to, the following:

- Income Tax Act (58 of 1962)
- Value-Added Tax Act (89 of 1991)
- Financial Intelligence Centre Act (38 of 2001)
- Financial Advisory and Intermediary Services Act (37 of 2002)
- Pension Funds Act (24 of 1956)

5. DETAILS OF RECORDS HELD BY QUANTEC CAPITAL MANAGEMENT (PTY) LTD

The following records are held by Quantec Capital Management (Pty) Ltd:

- **Operational Information**
 - internal phone and address lists
 - statutory company documentation and returns to appropriate authorities
 - financial records, including audited statements and invoices
 - employee records, including contracts, salary, leave & UIF returns
 - computer software & licences
 - records relating to insurance, contracts for the supply of services, leases etc.
- **Communications**
 - internal memoranda
 - external correspondence with clients
- **Other sources of information**
 - client files including mandates
 - research conducted

6. AVAILABILITY OF THE MANUAL

This manual is available as follows:

- In hard copy, to be viewed free of charge at the offices of Quantec Capital Management (Pty) Ltd;
- At the offices of the SAHRC;
- On the Quantec Capital Management (Pty) Ltd website.

7. REQUESTS FOR INFORMATION

Any request must be made on the prescribed form to the facsimile number, postal or email address of Quantec Capital Management (Pty) Ltd, and must include:

- the prescribed fees which are available on the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za);
- particulars of the requester, or if the request is made on behalf of another person, proof of the capacity in which the requester is making the request;
- the postal address or fax number of the requester;
- a description of the information required;
- an indication of what form of access is required;
- identification of the right the requester is seeking to protect or exercise; and
- an explanation of why the requested information is required for the protection or exercise of that right.