



VARNFIELD & MARITZ
MOTORS

2020/092091/07

VARNFIELD EN MARITZ MOTORS
(PTY) LTD

MANUAL
In terms of
Section 51 of

The Promotion of Access to Information Act
2/2000

(the "ACT")

DATE OF COMPILATION: 05/12/2011
DATE OF REVISION: 30/6/2021

Driving you in the right direction

VARNFIELD & MARITZ MOTORS (Pty) Ltd | Reg No. 2020/092091/07 | VAT No. 4190106684 | Directors: AD Varnfield, D Malan

| T | 012 546 0420 / 012 546 7158 | F | 012 546 4445 / 012 546 7158 | ✉ | sales@varnfield.co.za

PO Box 17128, Pretoria North, 0116 | 429 Rachel De Beer Str, Pretoria North, 0182 | www.varnfield.co.za



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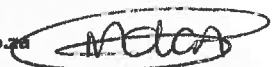
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1. INTRODUCTION

Varnfield en Maritz Motors (PTY) Ltd, conducts business as a retailer for used vehicles. We provide clients and prospected clients with applications to several financial institutions as ABSA Vehicle Finance, Wesbank, MFC a Division of Nedbank Ltd, Marques Finance and Standard Bank. We are an authorized intermediary and operate under FSP 28260 in terms of the Financial Advisory and Intermediary Service Act.

2. CONTACT DETAILS (Section 51 (1) (a))

Persons designated/ duly authorized persons:

Directors:	Mrs D Malan Mr AD Varnfield
Information Officer in Terms of PAIA:	Mrs D Malan (sales@varnfield.co.za)
Deputy Information Officer	Mrs I Anderson (ilze@varnfield.co.za)
Postal Address:	PO Box 17128 Pretoria North 0118
Street address:	429 Rachel de Beer Street Pretoria North Gauteng 0182
Telephone number:	0125467158
Fax number:	0866675754
Email address:	sales@varnfield.co.za
Website:	www.varnfield.co.za

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3. THE ACT (Section 51 (1) (b))

(Section 51(1) (b))

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 paragraph 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 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 (Section 51 (1) (c))

1	NO 72 OF 2002	AARTO and amendment.
2	No 61 of 1973	Companies Act
3	No 71 of 2008	Companies Act
4	No 68 of 2008	Consumer protection Act
5	No 55 of 1998	Employment Equity Act
6	No 37 of 2002	FAIS. Financial Advisory and Intermediary Services Act
7	No 38 of 2001	FICA- Financial Intelligence Centre Act and amendments
8	No 181 of 1993	Occupational Health and Safety Act and amendments
9	No 34 of 2005	NCA- National Credit Act and amendments
10	No 20 of 1999	Road Traffic Management Corporation Act and amendments
11	No 23 of 2007	Tobacco Products Control Amended Act
12	No 98 of 1978	Copyright Act
13	No 95 of 1967	Income Tax Act
14	No 66 of 1995	Labour Relations Act
15	No 89 of 1991	Value Added Tax Act
16	No 75 of 1997	Basic Conditions of Employment Act
17	No 69 of 1984	Close Corporations Act
18	No 25 of 2002	Electronic Communications and Transactions Act
19	No 2 of 2000	Promotion of Access of Information Act
20	No 30 of 1996	Unemployment Insurance Act
21	No 6 of 2009	Second Hand Goods Act
22	No 83 of 1993	Tobacco products Control Act
23	No 57 of 2002	Disaster management Act

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5. SCHEDULE OF RECORDS (Section 51 (1) (d))

<u>RECORD</u>	<u>SUBJECT</u>	<u>AVAILABILITY</u>
Public Affairs	# Public Product Information	Freely available on website www.varnfield.co.za
Financial	# Financial Statements # Financial and Tax records (Company and Employees) # Asset Register # Management Accounts	Request in terms of PAIA Not Available
Displayed compliance Records as required per legislation.	# Representative certificate IDA Risk Management Services FSP 28260 # Financial Service Board License no 28260 # NCR Credit Provider Certificates from Wesbank, Absa, Motor Finance Corporation # Certificate of registration/Licence as Second-hand goods dealer. # Regulatory Examination Certificate RE5 for Representatives	Displayed in full view in office. Request in terms of PAIA

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6. FORM OF REQUEST S(Section 51 (1) (e))

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.

And copies also attached at the end of this document.

6.2 Address your request to the head of the closed corporation

6.3 Provide sufficient details to enable the Closed Corporation to identify:

- The record(s) requested;
- The requester (and if an agent is lodging a request, proof of capacity);
- The form of access required;
- The postal address or fax number of the requester in the Republic;
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

The right which the requester is seeking to exercise or protect with an explanation of the reason is required to exercise or protect the right.

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7. PRESCRIBED FEES (Section 51 (1) (f))

PLEASE SEE THE FEE SCHEDULE AND APPLICABLE REQUEST FORM (AS PRINTED FROM sahrC WEBSITE. ATTACHED AT THE END OF THIS DOCUMENT.

The following applies to requests (other than personal requests);

- A requestor is required to pay the prescribed fees (R50-00) before a request will be processed;
- 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);
- A requestor may lodge an application with a court against the tender/ payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid
- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION AT www.sahrc.org.co.za

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Signed on this 130th day of June 2021 at 429 Rachel de Beer Street, Pretoria North



Desire Malan

Information Officer in terms of PAIA
Owner/ Director

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D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE