

CAPITAL LINK PARTNERS (PTY) LIMITED (FSP 47485)

(Registration Number: **2011/010341/07**)

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

Capital Link Partners (Pty) Ltd (“CLPSA”) is an Asset Management company founded in 2013 after its founding members had spent over a combined 40 years in trading and investment. It is a licensed financial services provider (FSP number 47485) in terms of section 8 of the Financial Advisory and Intermediary Services Act, 37 of 2002. Its team brings along strong financial, operational risk management capabilities and professional ethics. **The overall team’s combined experience in the investment field is over 80 years.**

Unconstrained investing and solutions are a skill set that we have been building up for a number of years and is reflected in our investment style and solutions to clients.

We’re a licensed financial services provider, by the Financial Sector Conduct Authority (previously the FSB).

We hold the following categories of licenses:

Category I
Category II
Category IIA.

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

Directors: Sithembele Mazotshwandile Manyadu
William Adu Ofosu
Mercedes Koketso Mabe

Postal Address: P.O. Box 786 336 Sandton 2196

Street Address: 1st Floor, 10 Melrose Boulevard, Melrose Arch 2076

Telephone Number: 010001 0150

Email: info@clpsa.co.za

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3. **THE ACT** (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 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** (Section 51 (1) (c)).

No	Ref	Act
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 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

5. Schedule of Records (Section 51 (1) (d))

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"> • Public Product Information • Public Corporate Records 	Freely available on web site www.capitallinkpartners.co.za
Financial	<ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company & Employees) • Asset Register • Management Accounts 	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
Marketing	<p>Market Information</p> <ul style="list-style-type: none"> • Public Customer • Presentations • Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals • Field Records • Performance Records • Product Sales Records • Marketing Strategies • Customer Database 	<p>Limited Information available on web site. (see above)</p> <p>Request in terms of PAIA In our annual report freely available</p> <p>Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA</p>

6. FORM OF REQUEST (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.

6.2 Address your request to the Head of the Company (Sithembele Mazotshwandile Manyadu).

6.3 Provide sufficient details to enable CLPSA to identify:

(a) The record(s) requested;

(b) The requester (and if an agent is lodging the request, proof of capacity);

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- (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.