



**DOVALE & ASSOCIATES**  
WEALTH AND RISK MANAGEMENT

Jules Marcellus Dovale t/a Dovale & Associates

# Information Manual in terms of the Promotion of Access to Information Act (Act 2 of 2000)

May 2021



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### **Abbreviations**

PAIA	Promotion of Access to Information Act
SAHRC	South Africa Human Rights Commission

## **1. Introduction to Dovale & Associates**

Jules Marcellus Dovale trading as Dovale & Associates conducts business as a Long-Term and 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 9599

## **2. Particulars in terms of Section 51**

### **2.1. Contact Details**

<b>Name of Company</b>	Dovale & Associates
<b>Company Type</b>	Sole Proprietor
<b>Postal Address</b>	Suite 026, Private Bag X2, Witkoppen, 2068.
<b>Physical Address</b>	Regus Business Centre, 1 <sup>st</sup> Floor, Dainfern Square Cnr William Nicol & Broadacres Drive, Dainfern, Gauteng, 2191
<b>Telephone Number</b>	+27 (0) 10 492 6567
<b>Web Address</b>	<a href="http://www.dovale.co.za">www.dovale.co.za</a>
<b>The Head/Information Officer</b>	Jules Dovale
<b>Email Address</b>	<a href="mailto:jules@dovale.co.za">jules@dovale.co.za</a>
<b>Mobile Number</b>	082 555 2439

### **2.2. Section 10 Guide**

The South African Human Rights Commission (SAHRC) published a “Guide on how to use the Promotion of Access to Information Act 2 of 2000” which is available on the SAHRC website [www.sahrc.org.za](http://www.sahrc.org.za). Queries are to be directed to:

The South African Human Rights Commission  
PAIA Unit – The Research and Documentation Department

<b>Postal Address</b>	Private Bag 2700, Houghton, 2041
<b>Telephone Number</b>	+27 (0) 11 877 3600
<b>Fax Number</b>	+27 (0) 11 484 7146
<b>Wed Address</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
<b>Email Address</b>	<a href="mailto:paia@sahrc.org.za">paia@sahrc.org.za</a>

### 2.3. Other Legislation Records



Records that are available in terms of other legislation are as follows:-

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Copyright Act No. 98 of 1978
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Value Added Tax Act No. 89 of 1991
- Financial Advisory and Intermediary Services Act No. 37 of 2002
- Electronic Communications and Transactions Act No. 25 of 2002
- Promotion of Access to Personal Information Act No. 2 of 2000
- Unemployment Insurance Act No. 30 of 1996
- Protection of Personal Information Act No. 4 of 2013

### 2.4. Access Dovale & Associates records

#### 2.4.1. Records Freely Available

The following records are freely available on the Dovale & Associates website at [www.dovale.co.za](http://www.dovale.co.za) without having to request access in terms of the PAIA Act section 52(2):

- Profile of Dovale & Associates and it's staff
- Descriptions of Services Offered
- Location of Offices and contact details

#### 2.4.2. Requested Records

The following records may be requested:

#### **Corporate Records**

- Registers required in terms of the Companies Act
- Financial Records and Management Accounts
- Audit Statements and Tax Records
- Legal and Contractual Records
- Corporate Policies and Procedures
- Insurance Policies
- Purchasing Records
- Employee Records
- Skills Development and Training Records

- Correspondence

### **Operational Records**

- Client Records
- Contracts
- Correspondence
- Commission Records



### 2.4.3. Request Procedure

#### **Form of Request:**

- The Requester must use the prescribed form ([J752 Form C](#)) to make the request for access to a record. This request must be made to the Information Officer of the private body. This request must be made to the address or electronic mail address of the body concerned [section 53(1)].
- The Requester must provide sufficient detail on the request form to enable the Information Officer of the private body to identify the record and the requester. The Requester should also indicate which form of access is required. The Requester should also indicate if any other manner is to be used to inform the Requester and state the necessary particulars to be so informed [section 53(2)(a) and (b) and (c)].
- The Requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [section 53(2)(d)].
- If a request is made on behalf of another person, the Requester must then submit proof of the capacity in which the Requester is making the request to the satisfaction of the Information Officer of the private body [section 53(2)(f)].

#### **Fees:**

A Requester who seeks access to a record containing personal information about that Requester is not required to pay the request fee. Every other Requester, who is not a personal requester, must pay the required request fee:

- The Information Officer of the private body must notify the Requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [section 54(1)].
- The fee that the Requester must pay to a private body is R50 (listed in the Guide referred to in Section 2.2 above). The requester may lodge an application to the court against the tender or payment of the request fee [section 54(3)(b)].
- After the Information Officer of the private body has made a decision on the request, the Requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [section 54(6)].
- The [fee structure](#) is available on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za).



## 2.5. Manual Availability

This manual is available for inception free of charge at the offices of Dovale & Associates at Regus Business Centre, 1<sup>st</sup> Floor, Dainfern Square, Cnr William Nicol & Broadacres Drive, Dainfern.

Copies are available through the SAHRC, in the Government Gazette and via email when requested.

A handwritten signature in black ink, consisting of a stylized 'D' and 'A' intertwined, with a horizontal line through the middle.