



Syner-G Wealth
Providing for Your Financial Security

Gary Hedger Financial Services CC

CK No. 2001/020346/23

T/A Syner-G Wealth

Authorised Financial Services Provider: FSB Licence No. 14597

Shop 3, Marine Vista Flats, Main Road, GONUBIE, 5257
P.O. Box 890, Gonubie, 5256

Telephone: (043) 740 2396
Email: admin@synergwealth.co.za
Facsimile: 086 613 3616
www.synergwealth.co.za

*Estate Planning - Retirement Planning - Education Planning - Investment Planning - Disability Planning
Income Protection - Personal Income Tax - Wills - Health Care*

Gary Hedger Financial Services CC T/A

Syner-G Wealth

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

May 2021

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1. INTRODUCTION

Syner-G Wealth conducts business as Financial Services Provider. We are an Authorized Service Provider in terms of the Financial Advisory & Intermediary Service Act. Our FSP licence number is FSP 14 597. Our services include Estate Planning, Retirement Planning, Investments, Will drafting, Health care and Short Term Insurance (Personal Lines).

Under the FAIS and FIC Acts, we are obligated to gather client's/prospect's personal information, relevant to conduct an analysis pertaining to the need identified of that client/prospect.

We do request this person's consent beforehand, and have security measures in place within the office space and among employees/3rd party contractors, to protect this personal information at all times and in accordance with the POPI Act.

2. COMPANY CONTACT DETAILS

Members: Mr. Gary Wayne Hedger (Manager, Key Individual and Compliance Officer)

Office Manageress: Mrs. Carmen Van Staden

Representatives: Mr Gary Hedger
Mr Joshua Clayton

Postal Address: P.O. Box 890, GONUBIE, 5256

Street Address: Shop 3 Marine Vista Flats, Main Road, GONUBIE, 5257

Telephone Number: +27 043 740 2396

Fax Number: 086 613 3616

Email: admin@synergwealth.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 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

| <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 |

5. Schedule of Records

| <u>Records</u> | <u>Subject</u> | <u>Availability</u> |
|----------------|--|---|
| Financial | <ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts | Upon request in terms of PAIA. |
| Marketing | <ul style="list-style-type: none">• Market Information• Public Customer Information:<ul style="list-style-type: none">○ Product Brochures○ Owner Manuals• Field Records• Performance Records• Product Sales Records• Marketing Strategies• Customer Database• Dealer Franchise Documents | Limited Information available on web site. (see above) N/A Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA N/A |

6. FORM OF REQUEST

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 (Manager).

6.3 Provide sufficient details to enable the COMPANY to identify:

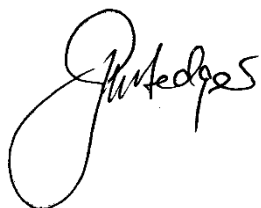
- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in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

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.

Signed on this 19th Day of May 2021

A handwritten signature in black ink, appearing to read 'Gary Hedger', with a large, stylized initial 'G'.

Gary Hedger CFP®