



Promotion of Access to Information Act

(Act 2 of 2000)

SABLE
INTERNATIONAL

SECTION 51 MANUAL

Sable International FX, FSP number 41900

This entity – Sable International FX – is an authorised financial services provider that provides financial advice and renders intermediary services to clients on financial products under a licence issued in terms of the Financial Advisory and Intermediary Services Act, Act 37 of 2002.

Promotion of Access to Information Act (Act 2 of 2000)



Particulars in terms of the Section 51 Manual

1 Contact details

Name of business	Sable International FX
Designated contact person	Gary Kockott, Information Officer
Physical address	Ground Floor, Block B1, Regent Square Doncaster Road, Kenilworth ,7708, Cape Town
Postal address	Postnet Suite 2, Private Bag X3 Glossderry, 7702
Telephone number	+27 (0) 21 657 2153
Email address	saforex@sableinternational.com

The section 10 guide on how to use the Act

2 This guide is available in hard copy from the South African Human Rights Commission or can be accessed on their website. The details are as follows:

Postal address	The South African Human Rights Commission – PAIA Unit The Research and Documentation Department Private Bag 2700, Houghton 2041
Telephone number	+27 (0) 11 877 3600
Fax number	+27 (0) 11 403 0625
Email address	paia@sahrc.org.za lidlamini@sahrc.org.za
Website	www.sahrc.org.za

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500
13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

Promotion of Access to Information Act (Act 2 of 2000)



Records available in terms of any other legislation

3

Records available in terms of any other legislation

Act No.	Act
75 of 1997	Basic Conditions of Employment
45 of 2002	Collective Investments Schemes Control
71 of 2008	Companies
130 of 1993	Compensation for Occupational Injuries and Health Diseases
68 of 2008	Consumer Protection
55 of 1998	Employment Equity
37 of 2002	Financial Advisory and Intermediary Services
38 of 2001	Financial Intelligence Centre
28 of 2001	Financial Institutions (Protection of Funds)
97 of 1990	Financial Services Board
37 of 2004	Financial Services Ombud Schemes
25 of 1956	Friendly Societies
58 of 1962	Income Tax
27 of 2008	Insurance Laws Amendment
66 of 1995	Labour Relations
52 of 1998	Long-term Insurance
131 of 1998	Medical Schemes
85 of 1993	Occupational Health and Safety
24 of 1956	Pension Funds
121 of 1998	Prevention of Organised Crime
33 of 2004	Protection of Constitutional Democracy against Terrorist and Related Activities
36 of 2004	Security Services
53 of 1998	Short-term Insurance
97 of 1998	Skills Development
4 of 2002	Unemployment Contributions
63 of 2001	Unemployment Insurance
89 of 1991	Value Added Tax

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500
13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

Promotion of Access to Information Act (Act 2 of 2000)



Records available in terms of any other legislation

4

The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of **section 52 (2) of this Act**, and at no cost:

Brochures, pamphlets, documents related to business activities

Records which may be requested in terms of this Act:

- Administration**
 - Licence of product categories
 - Minutes of management meetings
 - Minutes of staff meetings
 - Correspondence
- Human resources**
 - Employment contracts
 - Mandates
 - Policies and procedures
 - Training
 - Remuneration and benefits policies, and records thereof
- Operations**
 - Production records
 - Compliance manual – FAIS
 - Compliance reports
 - Complaints procedures
 - Contractual agreements with suppliers
 - Procedures manual - FICA
 - Records of advice
 - Register of key individuals
 - Register of representatives
 - Register of non-compliance
 - Record of continued compliance by representatives
 - Register of premature
- Finances**
 - Accounting and audit records
 - Financial statements
 - Assets inventory

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500

13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

4

The request procedures

Form of request Annexure A

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head 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.
- 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.
- 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 head of the private body.

Fees payable for request Annexure B

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head 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.
- 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.
- 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 head of the private body.

Other
information
as may be
prescribed

5

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Availability
of the PAIA
manual

6

The manual is available for inspection at the offices of the relevant private body free of charge. Copies are also available with the SAHRC and on the private body's website (if any).

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500
13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

ANNEXURE A

Request for access to record of Sable International FX

Particulars of private body
SABLE INTERNATIONAL FX, FSP NUMBER 41900

Particulars of person requesting access to the record

Instructions:

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Full name and surname	
Identity number	
Postal address	
Telephone number	
Fax number	
Email address	
Capacity in which request is made, when made on behalf of another person	

Particulars of person on whose behalf request is made

Instructions:

- This section must be completed ONLY if a request for information is made on behalf of another person.

Full name and surname	
Identity number	

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500
13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

Promotion of Access to Information Act (Act 2 of 2000)



Particulars of record

Instructions:

- 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.
- 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.

Description of record or relevant part of the record

Reference number, if available

Any further particulars of record

Fees

Instructions:

- A request for access to a record, other than records containing personal information about you, will be processed only after a request fee has been paid.
- You will be notified of the amount required to be paid as the request fee.
- 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.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500

13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

Promotion of Access to Information Act (Act 2 of 2000)



Form of access to record

Instructions:

- 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 hereunder, state your disability and indicate in which form the record is required.

Disability	
Form in which record is required	

Instructions:

- Mark the appropriate box with an X
- Compliance with your request in the specified form may depend on the form in which the record is available.
- 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.
- 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	<input type="checkbox"/> Copy of record	<input type="checkbox"/> Inspection of record
2	If record consists of visual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	<input type="checkbox"/> View images <input type="checkbox"/> Transcription of images	<input type="checkbox"/> Copy of images
3	If record consists of recorded words or information which can be reproduced in sound	<input type="checkbox"/> Listen to soundtrack <i>(audio cassette)</i>	<input type="checkbox"/> Transcription of soundtrack <i>(written or printed document)</i>
4	If record is held on computer or in an electronic or machine-readable form	<input type="checkbox"/> Printed copy	<input type="checkbox"/> Printed copy of information derived from record <input type="checkbox"/> Copy in computer-readable form <i>(USB flash drive or compact disc)</i>
<p>If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <i>Postage is payable.</i></p>			

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500
 13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

Promotion of Access to Information Act (Act 2 of 2000)



Particulars of right to be exercised or protected

Instructions:

- 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.

Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right	

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 _____ on this _____ day of _____ 20 _____

Full name of requester

Person on whose behalf the request is made

Signature of requester

Person on whose behalf the request is made

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500

13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

ANNEXURE B Fees in respect of private bodies

Regulation 9(2) (c)

1

R1.10

The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1.10 for every photocopy of an A4-size page or part thereof.

Regulation 11(1)

2

The fees for reproduction referred to in regulation 11(1) are as follows

R1.10

A For every photocopy of an A4-size page or part thereof

R0.75

B For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form

R7.50
R70.00

C For a copy in a computer-readable form on:
i. USB flash drive
ii. Compact disc

R40.00
R60.00

D For a transcription of visual images:
i. A4-size page or part thereof
ii. A copy of visual images

R20.00
R30.00

E For a transcription of an audio record:
i. A4-size page or part thereof
ii. A copy of an audio record

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500
13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)

Promotion of Access to Information Act (Act 2 of 2000)



Regulation 11(2)

3

R50.00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

Regulation 11(3)

4

R11.10

The access fees payable by a requester referred to in regulation 11(3) are as follows:

A For every photocopy of an A4-size page or part thereof

R0.75

B For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form

R7.50
R70.00

C For a copy in a computer-readable form on:

- i. USB flash drive
- ii. Compact disc

R40.00
R60.00

D For a transcription of visual images:

- i. A4-size page or part thereof
- ii. A copy of visual images

R20.00
R30.00

E For a transcription of an audio record:

- i. A4-size page or part thereof
- ii. A copy of an audio record

Section 54(2) of the Act

5

For purposes of section 54(2) of the Act, the following applies:

A Six hours as the hours to be exceeded before a deposit is payable; and

B One-third of the access fee is payable as a deposit by the requester

The actual postage is payable when a copy of a record must be posted to a requester.

Forex

SA: +27 (0) 21 657 2153 | UK: +44 (0) 20 7759 7554 | AUS: +613 (0) 86 514 500
13th Floor, One Croydon, 12-16 Addiscombe Road, Croydon, CR0 0XT | E: forex@sableinternational.com | W: www.sableinternational.com/forex

Sable International FX Limited is registered with HM Revenue & Customs (HMRC) in the UK as a Money Services Business (MSB registration number 12148630) and also with the Financial Conduct Authority (FCA) as an authorised payment institution (Authorisation number 517570). We hold an Australian Financial Services Licence (AFSL) issued by ASIC to deal in foreign exchange (AFSL number 335126) and we are registered with the Financial Sector Conduct Authority (FSCA) in South Africa (FSP no. 41900)