

PAIA MANUAL

OF

PEREGRINE HOLDINGS LIMITED

THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 AND WAS LAST UPDATED IN JUNE 2010

Registered office address

5th Floor Peregrine Building
6A Sandown Valley Crescent
Sandown, 2196, Sandton

PEREGRINE HOLDINGS LIMITED
Registration number: 1994/006026/06
(the "Company")

This manual applies to Peregrine Holdings Limited, its subsidiaries and their divisions. (Hereafter collectively referred to as Peregrine)

Company Name	Nature of business	Registration Number
Chasm Equity Fund (Pty) Limited	investment company	1997/021156/07
Citadel Holdings Limited (including all its subsidiaries)	wealth management	2000/027580/06
Direct Securities (Pty) Limited	financial services	1997/012992/07
Peregrine Capital (Pty) Limited	asset manager	1998/004238/07
Peregrine Collective Investments (Pty) Limited	collective investment scheme management company	2007/017601/07
Peregrine Derivatives (Pty) Limited	derivatives broker	1997/007083/07
Peregrine Financial Products (Pty) Limited	financial products structuring	1998/016750/07
Peregrine Financial Services Holdings Limited	holding company	1996/003288/06
Peregrine Fund Platform (Pty) Limited	asset manager	1958/003551/07
Peregrine Management Services (Pty) Limited	dormant	1996/003532/07
Peregrine Securities (Pty) Limited	financial products structuring	1997/011413/07
Peregrine Strategic Investments (Pty) Limited	investment holding company	1998/004156/07
Peregrine Structuring (Pty) Limited	financial services	1997/006381/07
Peregrine Treasury Solutions (Pty) Limited	dormant	1998/021427/07
PGR 19 Investments (Pty) Limited	investment holding company	1999/015903/07
PGR 33 Investments (Pty) Limited	dormant	1996/003287/07
Taita Holdings (Pty) Limited	investment company	1998/005033/07
TWF Investments (Pty) Limited	investment holding company	1999/006022/07
Vunani Fund Managers (Pty) Limited	asset manager	1999/015894/07

1. INTRODUCTION

The promotion of Access to Information Act, 2000 (the “Act”) gives third parties the right to approach private bodies and the government to request information held by them, which is required in the exercise and/or protection of any rights. On request, the private body or government is obliged to release such information unless the Act expressly states that the records containing such information may or must not be released. This manual informs requestors of procedural and other requirements which a request must meet as prescribed by the Act.

NATURE OF BUSINESS

The Company is a holding company of the Peregrine group which is a wealth and asset management group, the core South African operating companies of which are –

Citadel Holdings Limited;
Peregrine Capital (Proprietary) Limited;
Peregrine Securities (Proprietary) Limited; and
Peregrine Fund Platform (Proprietary) Limited.

2. CONTACT DETAILS

Name of body	Peregrine Holdings Limited
Head of body	Jan Van Niekerk (Chief Executive Officer)
Information Officer	Mandy Yachad
Physical Address	Peregrine Building 6A Sandown Valley Crescent Sandown, 2196 Sandton
Postal Address	PO Box 650361 Benmore 2010
Telephone Number	+27 11 722 7400
Facsimile Number	+27 11 722 7410
Email address	mandyy@peregrine.co.za
Website	www.peregrine.co.za

3. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

A guide to the Act (as contemplated under section 10 of the Act) is available from the South African Human Rights Commission. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide and its contents should be directed to:

The South African Human Rights Commission:

PAIA Unit (the Research and Documentation Department)

Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. ACCESS TO RECORDS HELD BY PEREGRINE

Records held by the Company may be accessed on request only once the requirements for access have been met.

A requester is any person making a request for access to a record of the Company and in this regard, the Act distinguishes between two types of requesters:

Personal Requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester. Subject to the provisions of the Act and applicable law, the Company will provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged by the Company.

Other Requester

This requester (other than a personal requester) is entitled to request access to information pertaining to third parties. However, the Company is not obliged to grant access prior to the requester fulfilling the requirements for access in terms of the Act. The prescribed fee for reproduction of the information requested will be charged by the Company.

5. REQUEST PROCEDURE

A requester must comply with all the procedural requirements contained in the Act relating to a request for access to a record.

A requester must complete the prescribed form enclosed herewith in Appendix 1 and submit same as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail address stated herein.

The prescribed form must be filled in with enough particularity to at least enable the information officer to identify:

The record or records requested;
The identity of the requester;
What form of access is required; and
The postal address or fax number of the requester.

A requester must state that he or she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must also provide an explanation of why the requested record is required for the exercise or protection of that right.

The Company will process a request within 30 days, unless the requestor has stated special reasons which would satisfy the information officer that circumstances dictate that the this time period not be complied with.

The requester shall be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he or she must state the manner and the particulars so required.

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.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally to the information officer.

6. DECISION

The Company will, within 30 days of receipt of a request, decide whether to grant or decline a request and give notice with reasons (if required) to that effect.

The 30 day period within which the Company has to decide whether to grant or refuse a request, may be extended for a further period of not more than 30 days if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company (other than the head office) and the information cannot reasonably be obtained within the original 30 day period. The information officer will notify the requester in writing should an extension be necessary.

7. FEES

The Act provides for two types of fees:

A request fee, (which will be a standard fee) and an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs where applicable.

When a request is received by the information officer of the Company, the information officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The information officer shall withhold a record until the requester has paid the fee or fees as indicated.

A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

If a deposit has been paid in respect of a request for access, which is refused, then the information officer shall repay the deposit to the requester.

8. REMEDIES AVAILABLE IF THE COMPANY REFUSES A REQUEST FOR INFORMATION

Internal Remedies

The Company does not have internal appeal procedures. As such, the decision made by the information officer pertaining to a request is final, and requestors will have to exercise such external remedies at their disposal if a request is refused, and the requestor is not satisfied with the response provided by the information officer.

External Remedies

A requestor that is dissatisfied with the information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a court for relief. Likewise, a third party dissatisfied with the information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a court for relief. For purposes of the Act, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

9. LIST OF APPLICABLE LEGISLATION

Records of the Company's and other legal entities in which the Company has a direct controlling interest or an indirect controlling interest through its subsidiaries) may be kept by or on behalf of the Company in accordance with the following legislation (some of which legislation may not be applicable to the Company), as well as with other legislation that may apply to the Company and/or its subsidiaries from time to time:

Banks Act 94 of 1990
Basic Conditions of Employment Act 57 of 1997
Broad-based Black Economic Empowerment Act 53 of 2003
Collective Investment Schemes Control Act 45 of 2002
Companies Act 61 of 1973
Companies Act 71 of 2008
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Copyright Act 98 of 1978
Currencies and Exchanges Act 9 of 1993
Electronic Communications and Transactions Act 25 of 2002
Employment Equity Act 55 of 1998
Financial Advisory and Intermediary Services Act 37 of 2002
Financial Intelligence Centre Act 38 of 2001
Financial Institutions (Protection of Funds) Act 28 of 2001
Financial Services Board Act 97 of 1990

Financial Services Ombud Schemes Act 37 of 2004
Income Tax Act 58 of 1962
Inspection of Financial Institutions Act 80 of 1998
Labour Relations Act 66 of 1995
Long-term Insurance Act 52 of 1998
National Credit Act 34 of 2005
Occupational Health and Safety Act 85 of 1993
Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002
Pension Funds Act 24 of 1956
Prevention of Organised Crime Act 121 of 1998
Prevention and Combating of Corrupt Activities Act 12 of 2004
Promotion of Access to Information Act 2 of 2000
Protected Disclosures Act 26 of 2000
Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
Skills Development Act 97 of 1998
Skills Development Levy Act 9 of 1999
Securities Services Act 36 of 2004
Securities Transfer Tax Act 25 of 2007
Securities Transfer Tax Administration Act 26 of 2007
Trade Marks Act 194 of 1993
Trust Property Control Act 57 of 1988
Unemployment Insurance Act 30 of 1966
Unemployment Insurance Contributions Act 4 of 2002
Value Added Tax Act 89 of 1991

10. AVAILABILITY OF THE MANUAL

The manual is available for inspection, on reasonable prior notice, at the office of the company free of charge. Copies of the manual of the Company are also available from the SAHRC and the Company's website.

APPENDIX 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)
(Regulation 4)

A. Particulars of private body

The Head:

B. Particulars of Person requesting access to the record

1. The particulars of the person who requests access to the records must be recorded below.
2. Furnish an address and/or fax number in the Republic to which information must be sent.
3. 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: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made: (This section must be completed only if a request for information is made on behalf of another person)

Full names and Surname:

Identity Number:

D. Particulars of Record:

1. 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.
2. 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 the Record or relevant part of the record:

Reference number, if available:
