



MANUAL

As required in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT, 2000

This manual contains information required
to request access to the records of the
OLD MUTUAL INVESTMENT GROUP (SA) HOLDINGS (PTY) LTD

and includes the following companies:

Old Mutual Investment Group (South Africa) (Pty) Ltd

Old Mutual Specialised Finance (Pty) Ltd

Old Mutual Global Index Trackers (Pty) Ltd

Futuregrowth Asset Management (Pty) Ltd

Marriott Asset Management (Pty) Ltd

Old Mutual Property (Pty) Ltd

Marriott Property Services (Pty) Ltd

SA Corporate Real Estate Fund Managers Ltd

Old Mutual Unit Trust Managers Limited

Symmetry Multi-Manager (a division of Old Mutual Life Assurance Company (SA) Ltd)

And the following joint ventures:

Setsing Financial Services (Pty) Ltd

Community Growth Management Company Ltd

African Infrastructure Investment Managers (Pty) Ltd

Infrastructure Empowerment Fund Managers (Pty) Ltd

THE OLD MUTUAL INVESTMENT GROUP (SOUTH AFRICA)

The Old Mutual Investment Group (SA) (OMIGSA) is a multi-boutique asset management and investment business that offers clients access to a full array of investment offerings, styles and asset classes.

The following entities within OMIGSA are authorised financial services providers as approved by the Registrar of Financial Services (www.fsb.co.za) to provide advisory and intermediary services in terms of the Financial Advisory and Intermediary Services Act, 2002.

Company	FSP Number	Licences
Old Mutual Investment (South Africa) (Pty) Ltd (OMIGSA)	604	Cat I,II and IIA
SYm metry Multi-Managers (a division of Old Mutual Life Assurance Company (SA) Ltd	703	Cat I,II and IIA
Old Mutual Property (Pty) Ltd	817	Cat I and II
Futuregrowth Asset Management (Pty) Ltd	520	Cat I,II and IIA
Marriot Asset Management (Pty) Ltd	592	Cat I and II
Old Mutual Global Index Trackers (Pty) Ltd trading as Dibanisa Fund Managers	721	Cat I and II
Setsing Financial Services (Pty) Ltd	4262	Cat I
African Infrastructure Investment Managers (Pty) Ltd	4307	Cat I and II
Infrastructure Empowerment Fund Managers (Pty) Ltd	29070	Cat I and II

In addition, the following entities are registered as collective investment scheme management companies:

Company	Licence
Old Mutual Unit Trust Managers Ltd	MANCO
Marriott Unit Trust Managers Ltd	MANCO
SA Corporate Real Estate Fund Managers Ltd	MANCO / Listed Property Fund
Community Growth Management Company Ltd	MANCO

CATEGORIES OF RECORDS AND SUBJECTS ON WHICH RECORDS ARE HELD:

Products and Services -	
• Long-term insurance products	• Retirement Funds
• Unit trust administration records	• Money transfer services
• Investment products for retirement funds,	• Investment mandates

medical schemes, unit trust funds, long-term insurers and other institutional clients	
• Investment research reports	• Stock broker reports

Company Records –	
• Finance	• Distribution
• Client care	• Marketing
• Product management	• Information technology
• All records kept in terms of the applicable legislation of South Africa	• Human resources

Subjects on whom records are held –	
• Clients and Investors	• Advisers
• Directors	• Banking institutions
• Employees	• External companies / contractors
• Officials	• Subsidiary companies
• Consultants	• Shareholders
• Third Parties	• Stockbrokers

Which records are held i.r.o. the abovementioned subjects?	
• Confidential	• Research
• Personal	• Operational
• Commercial	• Trade
• Financial	• Business
• Group/company incorporation	• Internal group/company divisions
• Group/company financial	• Group/company structure
• Group/company departments	• Shareholder
• Strategy	• Policyholder
• Contractor	• External companies
• Investor	• Directors
• Subsidiary companies	• Employee
• Adviser	• Banking institutions
• Consultant	• Official/legal
• Information technology	• Policy documents
• Client	
• Product and services	• Investment Mandates
• Contracts	• Rules of funds

Records are held in terms of South African legislation which includes but is not limited to the following:	
• Long Term Insurance Act, 52 of 1998	• Employment Equity Act, 55 of 1998
• Pension Funds Act, 24 of 1956	• Prevention of Organised Crime Act, 121 of 1998
• Collective Investment Scheme Control Act, 45 of 2002	• Financial Intelligence Centre Act, 38 of 2001
• Inspection of Financial Institutions Act, 80 of 1998	• Security Services Act, 36 of 2004
• Labour Relations Act, 66 of 1995	• Income Tax Act, 58 of 1962
• Tax on Retirement Funds Act, 38 of 1996	• Value Added Tax Act, 89 of 1991

• Basic Conditions of Employment Act, 75 of 1997	• Unemployment Insurance Act, 30 of 1996
• Financial Advisory and Intermediary Services Act, 37 of 2002	• Companies Act, 71 of 2008
• Short-term Insurance Act, 53 of 1998	• South African Reserve Bank Act 90 of 1989
• Medical Schemes Act, 131 of 1998	

NOTICE IN TERMS OF SECTION 52 (2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

OMIGSA has not, in terms of section 52 (2) of the Act, submitted categories of records which are automatically available without a request for access. Certain information is freely available on our website www.omigsa.com

PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO THE RECORDS:

Should you wish to access records of OMIGSA, you should:

- Complete the prescribed FORM C as contained in the Regulations to the Act and available on www.doj.gov.za
- Send the completed application via post, fax or email to the Information Officer Old Mutual Investment Group (South Africa) (Pty) Ltd at the address below.

The Information Officer will process your request and inform the requestor of the fees (if any) he/she has to pay and of the further steps that will follow in the processing of the request.

Note: Requesters must note that all of the information on the request form should be provided to the satisfaction of the Information Officer, failing which the process will be delayed until such time that the information is complete. The time periods prescribed by the Act will not commence until such time as the Information Officer is satisfied that all pertinent information is complete.

Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act. No 2 of 2000. Mandatory grounds for refusal include, but are not limited to:

- Information for the protection of the privacy of a person;
- Information for the protection of the commercial and/or confidential information of third parties;
- Information privileged from production in legal proceedings;
- Commercial information of OMIGSA;
- Research information;
- Information which can engender the safety of an individual.

Should the request for information be refused, the requester may lodge a written appeal to the Chairman of the Board of Directors of OMIGSA, within 30 calendar days from date of refusal.

THE INFORMATION OFFICER

Old Mutual Investment Group (SA) (Pty) Ltd
West Campus Mutual Park
Jan Smuts Drive
Pinelands
7405
Cape Town

P O Box 868
Cape Town
8000
Tel: (+27 21) 509 5022
Fax: (+27 21) 509 5025
Email: MPatel@omigsa.com

Subsidiary Company Information Officers' Contact Information is set out in the attached Schedule.

SECTION 10 GUIDE ON HOW TO USE THE ACT

Should you require any clarity about or assistance with the Act, you are referred to the Guide compiled and published by the Human Rights Commission in terms of Section 10 of the Act.

The Commission may be contacted as follows:

South African Human Rights Commission
PAIA Unit
Private Bag 2700
HOUGHTON
2041

Telephone: +27 - 011 484 – 8300

Fax: +27 - 011 484 – 0582/1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za


A handwritten signature in black ink, appearing to be 'M. Patel', is written over a horizontal line.

INFORMATION OFFICER

OLD MUTUAL INVESTMENT GROUP (SOUTH AFRICA)

SUBSIDIARY COMPANY INFORMATION OFFICER CONTACT DETAILS:

Old Mutual Global Index Trackers (Pty) Ltd

3rd Floor, Unmnotho Building
Mutual Square
93 Grayston Drive
Sandton
2196

Tel. No. (+27 11) 217 1000
Fax No. (+27 11) 217 1355

Old Mutual Unit Trust Managers Ltd

Mutualpark
Jan Smuts Ave
Pinelands
Cape Town
Tel. No. (+27 21) 503 1770
Fax No. (+27 21) 509 7100

Old Mutual Specialised Finance (Pty) Ltd

West Campus Entrance 1
Jan Smuts Drive
Pinelands
7405
South Africa

Tel. No. (+27 21) 509 2474
Fax No. (+27 21) 509 4646

Old Mutual Property (Pty) Ltd

Property on Fifth, Mutual Park
Jan Smuts Drive
Pinelands
7405
South Africa

Tel. No. (+27 21) 530 4500
Fax No. (+27 21) 530 0838

Community Growth Management Company Ltd

West Campus Entrance 1
Jan Smuts Drive
Pinelands
7405
South Africa

Tel. No. (+27 21) 503 4113
Fax No. (+27 21) 503 4297

Futuregrowth Asset Management (Pty) Ltd

3rd floor
Great Westerford
Building
240 Main Road
Rondebosch
7700

Tel. No. (+27 21) 659 5300
Fax No. (+27 21) 659 5333

Marriott Asset Management (Pty) Ltd

Marriott, 2 Delamore
Road Hillcrest
3610

PO Box 2099
Hillcrest
3650

Tel. No. (+27 31) 765 0700
Fax No. (+27 31) 765 0790

Marriott Unit Trust Managers Limited

Marriott, 2 Delamore
Road Hillcrest
3610

PO Box 2099
Hillcrest
3650

Tel. No. (+27 31) 765 0700
Fax No. (+27 31) 765 0790

Marriott Property Services (Pty) Ltd

Property on Fifth, Mutual Park
Jan Smuts Drive
Pinelands
7405
South Africa

Tel. No. (+27 21) 530 4500
Fax No. (+27 21) 530 0838

SA Corporate Real Estate Fund Managers Ltd

Property on Fifth
5th Floor
Mutual Park
Pinelands
7405
South Africa
Tel +27 21 530 4500
Fax. +27 21 5300838
Email. info@sacorporatefund.co.za

African Infrastructure Investment Managers (Pty) Ltd

Colinton House PO Box 23777
The Oval Claremont
1 Oakdale Road 7735
Newlands
7700
Tel +2721 670 1234
Fax +2721 670 1220

Infrastructure Empowerment Fund Managers (Pty) Ltd

Colinton House PO Box 23777
The Oval Claremont
1 Oakdale Road 7735
Newlands
7700
Tel. No. (+27 21) 509 2570
Fax No. (+27 21) 504 7457

Symmetry Multi-Manager

Mutualpark PO Box 1014
Jan Smuts Ave Cape Town
Pinelands 8000
Cape Town

Tel. No. (+27 21) 509 6566
Fax No. (+27 21) 503 4079

Setsing Financial Services (Pty) Ltd

Mutualpark PO Box 878
Jan Smuts Ave Cape Town
Pinelands 8000
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Tel. No. (+27 21) 509 4011
Fax No. (+27 21) 509 4663

