

- Investment information
- Taxation Information
- Correspondence

Individual client records:

- Personal details
- Investment information
- Taxation information
- Wills
- Long and short term insurance details
- Correspondence

Company Records:

- Financial records
- Operational records
- Databases
- Marketing records
- Internal correspondence
- Product records
- Statutory records
- Internal policies and procedures
- Correspondence

(These records include, but are not limited to, records pertaining to the company's own affairs.)

E. Requesting a Record

Should any person wish to access a record that is not freely available under B above, they are required to file a request. The forms are to be submitted to the Information Officer, together with payment of any applicable request fees or deposits as defined by the Act and Notice R187. The Information Officer will be happy to assist with the completion of the forms and any other queries relating to this manual or the Act.

All requests for information are to be addressed to:

The Information Officer
Personal Trust International

P O Box 476
Rondebosch
7701

or

Belmont Park
Rondebosch
7700

Tel: +27 21 689 8975

Fax: +27 21 686 9093

E-mail: informationofficer@ptrust.co.za

Personal Trust International is legally and morally bound to protect the confidentiality of its clients. Access to certain records may or must be denied under certain circumstances. All records will be limited to authorised persons unless where ordered by an appropriate Court Order as determined in the Act.