



African Motor Underwriters (Pty) Ltd

Co. Reg. No. 96/09906/07
VAT Reg. No. 4750171474

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Tel: 011 781 0905
Authorised Financial Service Provider
License No: 1041*

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)

1. COMPANY OVERVIEW

African Motor Underwriters (Pty) Ltd (AMU) was founded in 1996 and is an underwriting management agency now engaged in a cell captive arrangement with Centriq Insurance Company Limited.

1.1 Postal Address:

PO Box 1631,
Saxonwold,
2132

1.2 Street Address:

Insurance House, Bond Street Office Park,
Cnr Bond Street & Kent Avenue,
Ferndale,
Johannesburg,
2194

1.3 Business Phone: 011 781 0905

1.4 Email: james@amu.co.za

1.5 Website: www.amu.co.za

2. MANAGING DIRECTOR OF AFRICAN MOTOR UNDERWRITERS (PTY) LTD

2.1 Name: James Holland

2.2 E-mail address: james@amu.co.za

3. PUBLIC OFFICER OF AFRICAN MOTOR UNDERWRITERS (PTY) LTD

3.1 Name: Caroline Macdonald

3.2 E-mail address: caroline@amu.co.za

4. INFORMATION OFFICER OF AFRICAN MOTOR UNDERWRITERS (PTY) LTD

AMU has appointed an Information Officer in terms of the Protection of Personal Information Act No. 4 of 2013 ("POPI Act"):

4.1 Name: James Holland

4.2 Email address: james@amu.co.za

4.3 The duties of the Information Officer include the following:

- 4.3.1. supervision;
- 4.3.2. collecting data processing inventories;
- 4.3.3. administration of data processing notifications;
- 4.3.4. handling complaints;
- 4.3.5. preparing annual reports;
- 4.3.6. developing internal regulations and providing advice on technology and protection;
- 4.3.7. ensuring that the rights and freedoms of the data subjects are unlikely to be adversely affected by the processing operations;
- 4.3.8. raising awareness and provide training on data protection issues and encourage a culture of protecting personal data within his/her organizations;
- 4.3.9. informing controllers of their obligations and making data subjects aware of their rights;
- 4.3.10. ensuring that controllers and data subjects are informed of their rights and obligations pursuant to the local POPI Act and cross border considerations;
- 4.3.11. making recommendations for the practical improvement of information and data protection to the FSP;
- 4.3.12. advising the controller concerned on matters concerning the application of data protection provisions; and
- 4.3.13. communicating with the Information Regulator and discussing any issues.

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