



NOTICE

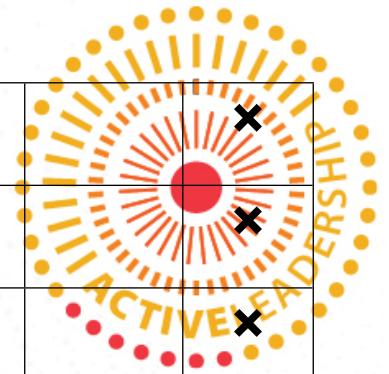
AUTOMATIC AVAILABILITY OF CERTAIN RECORDS OF SASRIA SOC LIMITED

In terms of Section 15 of the Promotion of Access to Information Act 2 of 2000 And (Regulation 4 of the Regulations relating to the Promotion of Access to Information, 2021)

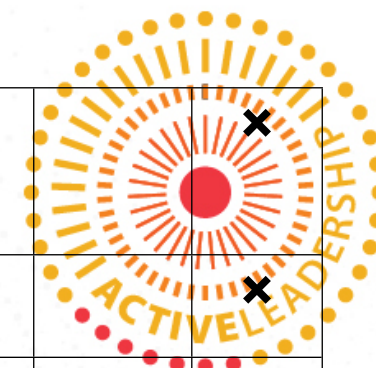
DESCRIPTION OF THE CATEGORIES OF RECORDS OF SASRIA SOC LIMITED THAT ARE AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000						
Category	Description	Mode of Accessibility				
		Inspection	Copying	Website	Purchase	Free of Charge
	▪ Information about SASRIA	✘		✘		✘
	▪ Offerings and Products	✘		✘		✘
	▪ Media Releases (News & Social Media)	✘		✘		✘

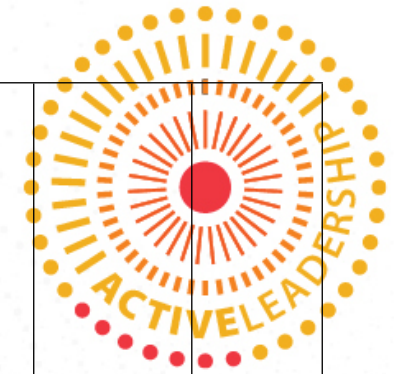
Sasria Offering and Products	▪ Training Manual	×		×	×
	▪ Circulars	×		×	×
	▪ Clients	×		×	×
	▪ Corporate and commercials	×		×	×
	▪ Individuals	×		×	×
	▪ Insurer and broker (Material damage, money, goods and transit, motor, business interruptions construction risks)	×		×	×
	▪ Downloads (Policy wordings, regulations, endorsements, circulars, communiques and coupons)	×		×	×
	▪ Advertising plan & Activity calendar	×		×	×
	▪ Media schedules	×		×	×
	▪ Media Proposals	×		×	×

Marketing (News Hub)	▪ Campaign reports	×		×	×
	▪ External Communication	×		×	×
	▪ Communique	×		×	×
	▪ Approved articles	×		×	×
	▪ Multimedia Images	×		×	×
	▪ Multimedia audio material	×		×	×
	▪ Corporate Identity Manuals	×		×	×
	▪ Logos	×		×	×
	▪ Marketing Brochures and Informative Materials	×		×	×
	▪ Information Booklets- Pamphlets, Poster, Newsletters;	×		×	×
	▪ Claim Forms	×		×	×



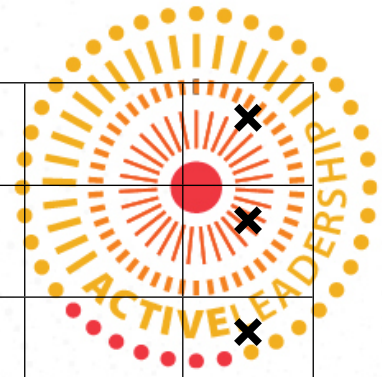
Customer Relations Management	<ul style="list-style-type: none"> ▪ Annual Intergarted Reports 	×		×	×
Projects Management	<ul style="list-style-type: none"> ▪ Annual Corporate Strategic Plan 	×		×	×
	<ul style="list-style-type: none"> ▪ 5 Year Corporate Strategic Plan 	×		×	×
Human Capital	<p>1. HC Policies:</p> <ul style="list-style-type: none"> ▪ Recruitment and selection ▪ Employee Relations ▪ On boarding ▪ Sexual harassment ▪ Conditions of employment ▪ Employment equity ▪ HIV and Aids 	×		×	×
Change Management	<ul style="list-style-type: none"> ▪ Change Management Framework 	×		×	×
Corporate Social Investment	<p>1. Bursaries</p> <ul style="list-style-type: none"> ▪ Tertiary Students Bursaries ▪ Thuthuka Bursary Programme ▪ SAADP <p>2. Donations</p> <ul style="list-style-type: none"> ▪ Extra Tuition/ classes 	×		×	×





	<ul style="list-style-type: none"> ▪ Infrastructure Development ▪ Teacher Development Programme ▪ NGO's support <li style="padding-left: 20px;">3. Graduate Programme ▪ The Insurance Leadership & Development Programme (ILDLP) 					
Learning and Development	1. Policy, Procedure, Process <ul style="list-style-type: none"> ▪ Identify skills gaps ▪ Personal Development Plans ▪ Learning Analysis ▪ Learning Design and Development ▪ Learning Implementation 	✘		✘		✘
Governance	▪ Ethics Management Policy	✘		✘		✘
	▪ Fraud Prevention and Whistle Blowing Policy	✘		✘		✘
	▪ PAIA & POPIA	✘		✘		✘
	▪ Complaints Management Policy	✘		✘		✘
	▪ Information and Record Management Policy	✘		✘		✘

	<ul style="list-style-type: none"> Conflict of Interest Management Policy 	×		×	×
	<ul style="list-style-type: none"> Supply Chain Management (Policies; Procedure Manuals; Guidelines; Application Forms) 	×		×	×
Procurement	<ul style="list-style-type: none"> RFx documents Procurement Policies and Procedures 	×		×	×
Risk Management	<ul style="list-style-type: none"> Integrated Reports 	×		×	×



Approval by: Information Officer

Name & Surname	Mpumelelo Tyikwe
Signature	
Date	