

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	×		×		×
	▪ Campaign reports	×		×		×

Marketing (News Hub)	▪ 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	▪ Annual Intergarted Reports	×		×		×
Projects Management	▪ Annual Corporate Strategic Plan	×		×		×

	5 Year Corporate Strategic Plan	×		×		×
Human Capital	1. HC Policies: - Recruitment and selection - Employee Relations - On boarding - Sexual harassment - Conditions of employment - Employment equity - HIV and Aids	×		×		×
Change Management	Change Management Framework	×		×		×
Corporate Social Investment	1. Bursaries - Tertiary Students Bursaries - Thuthuka Bursary Programme - SAADP 2. Donations - Extra Tuition/ classes - Infrastructure Development - Teacher Development Programme - NGO's support 3. Graduate Programme - The Insurance Leadership & Development Programme (ILDP)	×		×		×

Learning and Development	1. Policy, Procedure, Process	×				
	- 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	×		×		×
	Conflict of Interest Management Policy	×		×		×
	Supply Chain Management (Policies; Procedure Manuals; Guidelines; Application Forms)	×		×		×
Procurement	- RFX documents - Procurement Policies and Procedures	×		×		×
	Integrated Reports	×		×		×

Approval by: Information Officer

Name & Surname	Mpumelelo Tyikwe
Signature	
Date	22 October 2025