

# **HENQUE 1018 CC – (CK No: 1997/61914/23)**

## **SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT**

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## **A. INTRODUCTION**

### **Main Business**

The Close Corporation are consultants I environmental planning and impact assessments.

## **B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **1. Contact details**

Head of the body: Dr AM Avis

Postal address:

Postnet 411

Private Bag X9063

East London

5200

Registered Address:

Kennington Close

13 Kennington Road

Nahoon

5241

Telephone number: 046 - 6222364

### **2. The section 10 Guide on how to use the Act**

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

**The South African Human Rights Commission:**

#### **PAIA Unit**

#### **The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. Records available in terms of any other legislation (Section 51(1)(c))**

Not applicable

**4. Access to the records held by the private body in question(Section 51(1)(d) and 51(1)(e))**

**i. Information readily available:**

- Close Corporation Act No. 75 of 1984
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act No.2 of 2000

**ii. Records that may be requested:**

Company Records:

- Annual Financial Statements – privileged
- Banking details – available on request
- Accounting records & ledgers – privileged
- Tax Returns – privileged

Statutory records:

- Certificate of Incorporation – available on request
- Members Details – available on request
- Registration with SARS - available on request
- Regional Service Levy Registration - available on request

**iii. The request procedures:**

**Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

### **Fees:**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## **5. Other information as may be prescribed (Section 51(1) (f))**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

## **6. Availability of the manual (Section 51(3))**

The manual is also available for inspection during office hours at the offices of the SAHRC (South African Human Rights Commission).