

DHK THINKSPACE (PROPRIETARY) LIMITED
Registration Number 2006/027426/07

SECTION 51 MANUAL
in compliance with The Promotion of Access to Information Act 2/2000 (the "ACT")

Date of Compilation 14th December 2011

Date last updated 14th December 2011

1. INTRODUCTION

dhk thinkspace (Pty) Ltd is an Interior Design and Project Management Company in the Property Sector.

2. COMPANY CONTACT DETAILS

Chief Executive Officer and Head of Company : Trevor Shapiro

Postal Address: P.O. Box 21656, Kloof Street, 8008

Physical Address: 6th Floor, De Waterkant Centre, 09 Somerset Road, Greenpoint, Cape Town, 8001

Telephone Number: 021 421 6803 Fax Number: 021 421 8293

General Contact e-mail: info@dhkthinkspace.co.za Website: www.dhkthinkspace.co.za

3. THE ACT

- 3.1 The ACT gives effect to the constitutional right of access to any information held by state institutions and the private sector.
- 3.2 The purpose of this legislation is to promote a culture of transparency, accountability and good governance both in the private and public sectors.
- 3.3 The ACT grants a requester access to records of the Company, if the record is required for the exercise or protection of any rights.
- 3.4 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided for in terms of the legislation. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.5 Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights.

4. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

The Human Rights Commission has compiled a guide in terms of Section 10 of PAIA. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, inter alia, at the office of the Human Rights Commission at 33 Hoof Street, Braampark, Forum 3, Braamfontein (2198) and on its website at www.sahrc.org.za

5. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

No notices have been published regarding the categories of Company records that are automatically available without a person having to request access in terms of PAIA.

6. DESCRIPTION OF AVAILABLE RECORDS IN ACCORDANCE WITH RELEVANT LEGISLATION (SECTION 51(1)(d))

<u>No</u>	<u>Act</u>
1.	Basic Conditions of Employment No. 75 of 1997
2.	Broad Based Black Economic Empowerment Act 53 of 2003
3.	Companies Act No. 61 of 1973
4.	Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
5.	Employment Equity Act No. 55 of 1998
6.	Income Tax Act No. 95 of 1967
7.	Labour Relations Act No. 66 of 1995
8.	Occupational Health & Safety Act No. 85 of 1993
9.	Promotion of Access to Information Act No. 2 of 2000
10.	Skills Development Act No. 97 of 1998
11.	Skills Development Levies Act No. 9 of 1999
12.	Statistics South Africa Act No. 6 of 1999
13.	Unemployment Insurance Act, 30 of 1966
14.	Unemployment Insurance Contributions Act, 2000
15.	Value Added Tax Act No. 89 of 1991

7. SUBJECTS AND CATEGORIES OF RECORDS HELD BY COMPANY (SECTION 51(1)(e))**Companies Act Records**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share Register and other statutory registers

Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Bank Statements
- Asset Register
- Rental Agreements
- Invoices
- VAT

Income Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- Skills Development Levies
- UIF
- Workmen's Compensation

Personnel Documents And Records

- Employment contracts
- Employment Equity Plan
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

8. HOW TO MAKE A REQUEST FOR ACCESS AND PAYMENT OF FEES (SECTION 51(1)(e))

To facilitate the processing of your request:

- 8.1 The requester must use the prescribed form ('Form C') to make the request for access to a record. The form is available from the Company's website or from www.sahrc.org.za or www.doj.gov.za
- 8.2 The form must be submitted to the Company Head at the address, fax number, or electronic mail address listed above.
- 8.3 The form must:
 - a) provide sufficient particulars to enable the Company Head to identify the record/s requested and to identify the requester,
 - b) indicate which form of access is required,
 - c) specify a postal address or fax number of the requester in the Republic,
 - d) identify the right that the requester is seeking to exercise or protect,
 - e) and provide an explanation of why the requested record is required for the exercise or protection of that right,
- 8.4 If the requester wishes to be informed of the Company Head's decision in any manner (in addition to written) the manner and particulars thereof;
- 8.5 If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Company head.
- 8.6 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 8.7 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 8.8 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.9 Records may be withheld until the fees have been paid.
- 8.10 The fee structure is available at www.sahrc.org.za or www.doj.gov.za

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