

BHN IT SOLUTIONS

SECTION 51 MANUAL FOR BHN IT SOLUTIONS CC

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

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|--------------------------|---|
| Postal Address: | P O Box 6595, Birchleigh, Kempton Park, 1621 |
| Street Address: | 21 Blouberg Close, Van Riebeeckpark, Kempton Park, 1619 |
| Telephone number: | +27 83 844 3071 |
| Facsimile number: | None |
| Company Registration: | 2009/094140/23 |
| Vat Registration number: | 4880253523 |
| The Head is: | Helouise Nolte |
| Web address: | http://www.bhnit.co.za |
| E-mail address: | info@bhnit.co.za |

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

A guide has been compiled in term of section 10 of PAIA by the Human Rights Commission. It contains information required by a person wish to exercise any right, contemplated by PAIA. It is available in all of the official languages. Please direct queries to:

The South African Human Rights Commission - PAIA Unit

The Research and Documentation Department

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|-------------------|---|
| Postal address: | Private Bag 2700, Houghton, 2041 |
| Street address: | 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown |
| Telephone number: | +27 11 484-8300 |
| Facsimile number: | +27 11 484-7146 |
| Website: | www.sahrc.org.za |
| E-mail: | PAIA@sahrc.org.za |

3. Records available in terms of any other legislation [Section 51(1)(d)]

- Basic Conditions of Employment No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Income Tax Act No. 95 of 1967
- Occupational Health & Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

- At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.
- Administration:**
 - Certificate of incorporation
 - BEE Certificate
 - Correspondence**Human Resources:**
 - Remuneration records

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- Leave Records

Operations:

- Client database
- Sales records
- Work in progress records

Finance:

- Annual financial statements
- Asset Register
- Accounting Records
- Bank Records
- Invoices

Taxation and other Statutory Compliance:

- Income Tax Returns & Assessments
- Paye, SDL & UIF Returns
- Vat Returns
- Workmans Compensation Returns
- PAIA Information Manual

iii. The request procedures

Form of request:

- The requester must use "Form C" 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 [s 53(1)].
- 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 [s 53(2)(a) and (b) and (c)].
- 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 [s 53(2)(d)].
- 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 [s 53(2)(f)].

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 [s 54(1)].
- 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 [s 54(3)(b)].
- 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 [s 54(6)].

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 offices of BHN IT Solutions;
- The Website of BHN IT Solutions;
- The South African Human Rights Commission;
- In the Government Gazette