



SECTION 51 MANUAL FOR PRODUCTIVE ASSET SUPPORT SOLUTIONS CC

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Postal Address: P O Box 2751, Bedfordview, 2007
 Street Address: 32 St. Ann Road, Hurlyvale, Edenvale, 1609
 Telephone number: +27 86 101 7277
 Fax number: +27 86 103 7277
 Company Registration: 1992/003625/23
 Vat Registration number: 4810215808
 The Head is: Paul Cob
 Web address: <http://www.passafrica.com>
 E-mail address: info@passafrica.com

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

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
- Closed Corporations Act no. 69 of 1984
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- 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)]

- i. 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.

ii. **Administration:**

- Certificate of incorporation
- BEE Certificate
- Correspondence
- Contracts
- Timesheets
- Logbooks

Human Resources:

- Remuneration records
- Leave Records
- Training Records



- Employment Contracts
- Disciplinary Code
- Disciplinary Records
- Policies and Procedures

Operations:

- Client database
- Sales records
- Timesheets
- Logbooks
- Expense Sheets

Finance:

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

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 Productive Asset Support Solutions;*
- *The Website of Productive Asset Support Solutions;*
- *The South African Human Rights Commission;*
- *In the Government Gazette*