

ACCESS TO INFORMATION

1. CONTACT DETAILS:

Postal Address:	Street Address:
P O Box 1633	19 Beryllium Street
Randburg	Alrode Extention 7
2125	Alberton

Phone Numbers:	Fax Number:
011-864-1301/2	011-864-1390
011-864-1036/1393	

e-mail: bandr@icon.co.za

2. THE GUIDE WILL BE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

PAIA UNIT
PRIVATE BAG 2700
HOUGHTON
2041

3. RECORDS AVAILABLE IN TERM OF ANY OTHER LEGISLATION

Basic condition of Employment No 75 of 1997
Employment Equity Act no 55 of 1998
Labour Relations Act No 66 of 1995
Occupational Health & Safety Act No 85 of 1993
Skills Development Act No 97 of 1998
Unemployment Insurance Act No 63 of 2001

4. ACCESS TO THE RECORDS HELD BY THIS COMPANY

A. RECORDS OF THE COMPANY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THIS ACT IN TRMS OF SECTION 52(2) NOT APPLICABLE

B. CLASSIFICATION OF RECORDS THAT MAY BE REQUESTED

ADMINISTRATION	Registration Certificates Vehicle Licences Minutes of Meetings Correspondence
HUMAN RESOURCES	Staff Policies Employment Contracts Remuneration Records
OPERATIONS	Sales Records Stock and Production Records Client Registry
FINANCES	Financial Statements (Monthly and Annual) Vouchers Asset Register

C. FORM OF REQUEST

THE REQUESTER MUST USE THE PRESCRIBED FORM TO MAKE THE REQUEST FOR ACCESS TO A RECORD AND ADDRESS IT TO THE HEAD OF THE PRIVATE BODY AT THE RELEVANT ADDRESS {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 SHOULD ALSO INDICATE WHICH FORM OF ACCESS IS REQUIRED AND THE NECESSARY PARTICULARS TO BE SO INFORMED. {S53 (2)}

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. {S53 (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. {S53(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 TO PAY THE PRESCRIBED FEE BEFORE FURTHER PROCESSING THE REQUEST. {S54(1)}

THE FEE THE REQUESTER MUST PAY TO THE PRIVATE BODY IS R50. THE REQUESTER MAY LODGE AN APPLICATION TO THE COURT AGAINST THE TENDER OR PAYMENT OF THE REQUEST FEE. {S54(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 A 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. {S54(6)}

5. OTHER INFORMATION AS MAY BE PRESCRIBED
THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT HAS NOT MADE ANY REGULATIONS IN THIS REGARD. {S51(1)(f)}
6. AVAILABILITY OF THE MANUAL
THIS MANUAL IS AVAILABLE FOR INSPECTION AT THE OFFICES OF THIS COMPANY FREE OF CHARGE AND COPIES ARE AVAILABLE AT THE SAHRC.