

# PROMOTION OF ACCESS TO INFORMATION ACT MANUAL



## THE SOUTHERN AFRICAN INSTITUTE OF GOVERNMENT AUDITORS (SAIGA)

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our web site [www.saiga.co.za](http://www.saiga.co.za)

A copy of the Act may be downloaded from:

<http://www.polity.org.za/html/govdocs/legislation/2000/index.html>

**THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.**

### Section 51(1)(a)

Name: The Southern African Institute of Government Auditors (SAIGA)

Registration No.: N/A

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## **Section 51(1)(b)**

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of the Act.

The Guide, which is expected to be published by August 2003, will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officer and the SAHRC in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information; and
8. Regulations made in terms of the Act.

Enquiries regarding the Guide should be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission  
Promotion of Access to Information Act Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone: 011 484-8300

Fax: 011 484-0582

Web site: <http://www.sahrc.org.za>

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

## **Section 51(1)(c)**

At this stage no Notice(s) has / have been published.

## **Section 51(1)(d)**

Information is available in terms of the following legislation, if and where applicable:

- a) Basic Conditions of Employment Act No. 75 of 1997
- b) Closed Corporation Act No. 69 of 1984
- c) Companies Act No. 61 of 1973
- d) Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- e) Customs and Excise Act No. 91 of 1964

- f) Electronic Communications and Transactions Act No. 25 of 2002
- g) Employment Equity Act No. 55 of 1998
- h) Income Tax Act No. 58 of 1962
- i) Insolvency Act No. 24 of 1936
- j) Labour Relations Act No. 66 of 1995
- k) Occupational Health and Safety Act No. 85 of 1993
- l) Patents Act No. 57 of 1978
- m) Promotion of Access to Information Act No. 2 of 2000
- n) Skills development Levies Act No. 9 of 1999
- o) Trademarks Act No. 194 of 1993
- p) Unemployment Insurance Act No. 30 of 1966
- q) Value – Added Tax Act No. 89 of 1991

### **Section 51(1)(e)**

A list of other information that is held by SAIGA:

1. Names of Directors / members
2. List of people who are authorised to bind the Institute (SAIGA) to agreements
3. Employee files - i.e. attendance register, contracts, salary sheets, contact detail
4. Financial documentation - i.e. bank statements, invoices
5. Documents relating to taxation of the Institute (SAIGA)
6. Documentation on financial agreements - i.e. mortgage loans noterial bonds and loans
7. Minute books and minutes of general meetings
8. List of all registered trade marks
9. Insurance policies
10. Permits/licenses
11. Patents and domain names
12. Information relating to legal proceedings
13. Client data base
14. Internal phone lists
15. Institute policies

16. Service agreements

17. Business agreements

18. House keeping info - i.e. rules and procedures

Various other pieces of information is also available on our website [www.saiga.co.za](http://www.saiga.co.za) which can be accessed automatically without filing a request.

## Section 51(1)(f)

### FEES IN RESPECT OF REQUESTS FOR INFORMATION

#### FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,30 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
  - (a) For every photocopy of an A4-size page or part thereof R1,30
  - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R1,00
  - (c) For a copy in a computer-readable form on -
    - (i) stiffy disc R10,00
    - (ii) compact disc R80,00
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R50,00
  - (ii) For a copy of visual images R70,00
  - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R25,00
  - (ii) For a copy of an audio record R40,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R60,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
  - (1)(a) For every photocopy of an A4-size page or part thereof R1,30
  - (b) For every printed copy of an A4-size page or part

|     |   |        |
|-----|---|--------|
|     | thereof held on a computer or in electronic or machine-readable form  | R1,00  |
| (c) | For a copy in a computer-readable form on -   |        |
|     | (i) stiffy disc   | R10,00 |
|     | (ii) compact disc   | R80,00 |
| (d) | (i) For a transcription of visual images,<br>for an A4-size page or part thereof  | R50,00 |
|     | (ii) For a copy of visual images  | R70,00 |
| (e) | (i) For a transcription of an audio record,<br>for an A4-size page or part thereof  | R25,00 |
|     | (ii) For a copy of an audio record  | R40,00 |
| (f) | To search for and prepare the record for disclosure, R80,00 for each hour or part of an hour reasonably required for such search and preparation. |        |
| (2) | For purposes of section 54(2) of the Act, the following applies:  |        |
|     | (a) Six hours as the hours to be exceeded before a deposit is payable; and  |        |
|     | (b) one third of the access fee is payable as a deposit by the requester.   |        |
| (3) | The actual postage is payable when a copy of a record must be posted to a requester.  |        |

**FORM FOR APPLICATION OF INFORMATION**  
**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
**(Section 53(1) of the Promotion of Access to Information Act, 2000**  
**(Act No. 2 of 2000)**

**A. Particulars of private body**

The Head:

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. **Description of record or relevant part of the record:** \_\_\_\_\_

2. **Reference number, if available:** \_\_\_\_\_

3. **Any further particulars of record:** \_\_\_\_\_

**E. Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Form of access to record**

\_\_\_\_\_

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

|                   |   |
|-------------------|---|
| Disability: _____ | Form in which record is required: _____ |
|-------------------|---|

Mark the appropriate box with an X.

**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or printed form:**

|                          |                 |                          |                      |
|--------------------------|-----------------|--------------------------|----------------------|
| <input type="checkbox"/> | copy of record* | <input type="checkbox"/> | inspection of record |
|--------------------------|-----------------|--------------------------|----------------------|

**2. If record consists of visual images**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

|                          |                 |                          |                     |                          |                              |
|--------------------------|-----------------|--------------------------|---------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | view the images | <input type="checkbox"/> | copy of the images* | <input type="checkbox"/> | transcription of the images* |
|--------------------------|-----------------|--------------------------|---------------------|--------------------------|------------------------------|

**3. If record consists of recorded words or information which can be reproduced in sound:**

|                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | listen to the soundtrack (audio cassette) | <input type="checkbox"/> | transcription of soundtrack* (written or printed document) |
|--------------------------|---|--------------------------|--|

**4. If record is held on computer or in an electronic or machine-readable form:**

|                          |                         |                          |  |                          |  |
|--------------------------|-------------------------|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | printed copy of record* | <input type="checkbox"/> | printed copy of information derived from the record* | <input type="checkbox"/> | copy in computer readable form* (stiffy or compact disc) |
|--------------------------|-------------------------|--------------------------|--|--------------------------|--|

|   |     |    |
|---|-----|----|
| *If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? | YES | NO |
| <b>Postage is payable.</b>  |     |    |

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.  
**The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: \_\_\_\_\_
2. Explain why the record requested is required for the exercise or protection of the  
aforementioned right: \_\_\_\_\_  
\_\_\_\_\_

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be  
informed in another manner, please specify the manner and provide the necessary particulars to  
enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record?

\_\_\_\_\_  
\_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_