

SECTION 51 MANUAL FOR PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD (2009/005054/07)

This PAIA manual has been prepared in terms of section 51 of the Promotion of Access to Information Act, No 2 of 2000, as amended from time to time ("Act").

The aim of the PAIA manual is to assist potential requesters in requesting access to information (documents or records) from Peri Formwork Scaffolding Engineering (Pty) Ltd as contemplated under the Act.

The PAIA manual may be amended from time to time as soon as any amendments have been effected, the latest version of the PAIA manual will be published and distributed in accordance with the Act.

INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

Contact person of Peri Formwork Scaffolding Engineering (Pty) Ltd:
Fonette Esterhuyse

Postal Address of head of Peri Formwork Scaffolding Engineering (Pty) Ltd:
PO Box 2668, Bellville, 7535

Physical Address of head of Peri Formwork Scaffolding Engineering (Pty) Ltd:
15-21 Neutron Avenue, Techno Park, Stellenbosch

Tel. No of head of Peri Formwork Scaffolding Engineering (Pty) Ltd:
021 880 7777

Fax. No of head of Peri Formwork Scaffolding Engineering (Pty) Ltd:
021 880 0948

Email address of head of Peri Formwork Scaffolding Engineering (Pty) Ltd:
fonette.esterhuyse@peri.co.za

Website address of head of Peri Formwork Scaffolding Engineering (Pty) Ltd:
www.peri.co.za

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

A guide has been compiled in terms of Section 10 of PAIA by **Peri Formwork Scaffolding Engineering (Pty) Ltd**. It contains information required by a person wishing to exercise any right, contemplated by PAIA. This Guide is available for inspection, *inter alia*, at the office of the offices of **Peri Formwork Scaffolding Engineering (Pty) Ltd** at the physical address above.

Alternatively, to gain access to the South African Human Rights Commission's guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za/paia.htm>, or call the Human Rights Advice Line on 086 012 0120 or address all queries to The South African Human Rights Commission: PAIA Unit, The Research and Documentation Department

- Postal address: Private Bag 2700, Houghton, 2041
- Telephone: +27 11 484-8300
- Fax: +27 11 484-0582
- Website: www.sahrc.org.za
- E-mail: PAIA@sahrc.org.za

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

Section 52 of the Act allows for the Minister of Justice and Constitutional Development to publish from time to time notices in the Government Gazette of any descriptions of categories of records of a particular private body that are freely available without having to make a request in terms of the Act for those records. 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.

ACTS AND OTHER LEGISLATION HELD AT PHYSICAL ADDRESS BY PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD

- Promotion of Access to Information Act, No 2 of 2000
- Labour Relations Act, No 66 of 1995
- Employment Equity Act, No 55 of 1998
- Basic Conditions of Employment Act, No 75 of 1997
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
- Companies Act, No 63 of 1973 and Companies Act, No 71 of 2008
- Unemployment Insurance Act, No 63 of 2001
- Value Added Tax Act, No 89 of 1991
- Income Tax Act, No 58 of 1962
- Skills Development Act, No 9 of 1999

SUBJECTS AND CATEGORIES OF RECORDS HELD AT PHYSICAL ADDRESS BY PERI FORMWORK SCAFFOLDING ENGINEERING (PTY) LTD

Human Resources

- Confidentiality agreements
- Disciplinary records
- Equity plans
- Medical aid records
- Training policies
- Attendance registers
- Minutes of Staff Meetings
- Statutory Returns
- Employee Records
- Employment
- Contracts
- General
- Correspondence
- Information relating to Health and Safety Regulations
- Pension and Provident Fund Records
- Performance Appraisals
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Salary Surveys
- Staff Recruitment Policies
- Training Records

Finances

- Rental Agreements
- Invoices
- Brochures on Company
- Information Client and
- Customer Registry Annual
- Financial Statements
- Asset
- Register
- Banking
- Records
- Budgets
- Financial
- Transactions
- Insurance
- Information
- Internal Audit
- Records

Management

Accounts

- Purchase and Order Information
- Stock Records
- Tax Records (company and employee)

IT

IT Policies and Procedures

- Network Diagrams
- User Manuals

Companies Act Records

Documents of Incorporation

Memorandum of Incorporation

Records relating to the appointment of directors /auditors/secretary/public officer and other officers

Share Register and other statutory registers

- Minutes of Management
- Meetings
-

Intellectual Property

Trademarks, trade names and protected names

Agreements pertaining to intellectual property

Marketing and Sales

Group sales and marketing records

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51(e)

- The requester must complete Form B and submit this form together with a request fee, to the head of the private body
- The form must be submitted to the head of the private body at his/her address, fax number or email address
- The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester
 - indicate which form of access is required
 - specify a postal address or fax number of the request in the Republic
 - identify the right that the requester is seeking to exercise or protect
 - provide an explanation of why the requested record is required for the exercise or protection of that right
 - in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that the manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of

another person, to submit proof of capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

PAYMENT OF 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 being R50, 00 in terms of Regulation 11(2).

The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the 'regulations' section as well as the South African Human Rights Commission website (www.sahrc.org.za).

The fee for a copy of this PAIA manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

- For every photocopy of an A4-size page or part thereof: R1.10;
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0.75;

For a copy in a computer-readable form on –

- stiffer disc: R7.50;
- compact disc: R70;

For a transcription of visual images, for an A4-size page or part thereof: R40;

For a copy of visual images: R60;

For a transcription of an audio record, for an A4-size page or part thereof: R20;

For a copy of an audio record: R30;

The access fees payable by a requester referred to in regulation 11(3) are as follows:

For every photocopy of an A4-size page or part thereof: R1.10;

For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0.75;

For a copy in a computer-readable form on –

- stiffy disc: R7.50;
- compact disc: R70;

For a transcription of visual images, for an A4-size page or part thereof: R40;

For a copy of visual images: R60;

For a transcription of an audio record, for an A4-size page or part thereof: R20;


For a copy of an audio record: R30;

To search for and prepare the record for disclosure: R30 for each hour or part of an hour reasonably required for such search and preparation;

For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable; and
- one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.

Date: 25 July 2016 Signature: 

FORM B

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)

[Regulation 10]

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
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 for 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:		
copy of record*	inspection of record	
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)		
view the images	copy of the images"	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:		
printed copy of record*	printed copy of information derived from the record"	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?		
Postage is payable.		YES NO

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 of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE