



Clarotech Consulting (Pty) Ltd
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SECTION 51 MANUAL FOR CLAROTECH CONSULTING (PTY) LTD

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Introduction to Clarotech Consulting (Pty) Ltd

Clarotech Consulting is an IT infrastructure company which provides independent consulting, installation and proactive support services to small medium enterprises.

1. Contact Details

Postal Address: Postnet Suite 39
Private Bag X3
Glosderry
7702

Street Address: Noland House, River Park
Gloucester Road
Mowbray
7700

Telephone Number: (021) 689-5330

Fax Number: (021) 689-5353

Email Address: info@clarotech.co.za

Company Head: Colin Fair

2. The section 10 Guide on how to use the Act

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission.

Postal Address: Private Bag X2700
Houghton
2041

Street Address: 29 Princess of Wales Terrace
Cnr. Of York and St. Andrews Street
Parktown

Telephone Number: (011) 484-8300

Fax Number: (011) 484-0582

Email Address: paia@sahrc.org.za

Website: www.sahrc.org.za

3. Records available in terms of any other legislation

Basic Conditions of Employment No. 75 of 1997

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Employment Equity Act No. 55 of 1998

Income Tax Act No. 95 of 1967

Occupational Health & Safety Act No. 85 of 1993

Regional Services Councils Act No. 109 of 1985

Skills Development Levies Act No. 9 of 1999

Skills Development Act No. 97 of 1998

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

i. The latest notice in terms of section 52(2):

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. Records available in terms of other legislation that may be requested:

Administration:

- Minutes of management meetings
- Minutes of staff meetings

Human Resources:

- Employment contracts
- Remuneration records and policies

Operations:

- Sales records
- Clients registry

Finances:

- Financial statements
- Annual financial statements
- Assets inventory

iii. The request procedure

The requester must use the prescribed form (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)].

Once the form is completed, please submit to the address mentioned in paragraph 1; together with the prescribed fee (see prescribed fees in paragraph 6).

Clarotech Consulting will notify the requester of its decision once it has been made. Please note that there are instances in which Clarotech Consulting may refuse to grant access to the record in terms of the Act.

5. Availability of the manual

Copies of the Manual and prescribed forms and information on the Fees payable can be obtained from Clarotech Consulting's office at the address mentioned in paragraph 1.

The manual is also available from the South African Human Rights Commission. If a copy of this manual is required, it will be provided at the prescribed fee.

6. Prescribed fees for private bodies

- i. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
- ii. The fees for reproduction referred to in regulation 11(1) are as follows:

For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
For a copy in a computer-readable form on stiffy disc	R 7.50
For a copy in a computer-readable form on compact disc	R 70.00
For a transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
For a transcription of an audio record, for an A4-size page or part thereof	R 20.00

For a copy of an audio record	R 30.00
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iii. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

iv. 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	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form	R 0.75
For a copy in a computer-readable form on stiffer disc	R 7.50
For a copy in a computer-readable form on compact disc	R 70.00
For a transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
For a copy of an audio record	R 30.00
To search for and prepare the record for disclosure	R 30.00 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.

7. Prescribed forms

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]

Particulars of private body

The Head: Clarotech Consulting (Pty) Ltd

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:	

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:	

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.

Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	

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:

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:
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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:			
	listen to the soundtrack audio cassette		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
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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:

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