

SECTION 51 MANUAL FOR PRIVATE BODIES

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

1) CONTACT DETAIL [SECTION 51(1)(A)]

Name of Business

SCOTT AND KOTZE MANAGEMENT CONSULTING (SKMC)

Contact Person

Heinie Kotzé

Physical Address

5 Dicoma Street, Protea Heights, Brackenfell, Western Cape 7560

Postal Address

5 Dicoma Street, Protea Heights, Brackenfell, Western Cape 7560

Telephone

021 982 2758

Fax

086 692 4048

Website:

www.skmc.co.za

E-mail:

info@skmc.co.za

2) THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 51(1)(B)]

The Guide is available from the South African Human Rights Commission.
Please direct 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.co.za

E-mail: PAIA@sahrc.co.za

3) RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

[SECTION 51(1)(D)]

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

- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporation Act No. 69 of 1984

SECTION 51 MANUAL FOR SCOTT & KOTZE MANAGEMENT CONSULTING

- Companies Act No. 61 of 1973
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Occupational Health and Safety Act No. 85 of 1993
- Promotions of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Stamp Duties Act No. 77 of 1968
- Unemployment Insurance Act No. 30 of 1966
- Value-Added Tax Act No. 89 of 1991

4) ACCESS TO RECORDS HELD [SECTIONS 51(1)(C) AND 51(1)(E)]

Records which are available without a person having to request access in terms of this Act in terms of Section 52(2) [Section 51(1)(c)]

This information can be defined as operational information needed in the day to day running of the company and is generally of little or no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records.)

The Request Procedures

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.co.za) under the "regulations" section.

5) OTHER INFORMATION AS MAY BE PRESCRIBED [SECTION 51(3)]

The Ministry of Justice and Constitutional Development has not made any regulations in this regard.