

SECTION 51 MANUAL FOR SUN JOMAR REKENMEESTERS B K

(in terms of the Promotion of Access to Information Act No 2 of 2000)

1. CONTACT DETAILS [Section 51(1)(a)]

Postal Address: Flowerstraat 17
Hermanus Sentraal, Hermanus
7200

Physical Address: Flowerstraat 17
Hermanus Sentraal, Hermanus
7200

Telephone Number: 028-3123245
Fax Number: 086-5407657
E-mail Address: michelledekock@sunjomar.co.za
Principal Member: Mev Michelle de Kock

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 any queries to:

Postal Address: Private Bag 2700
Houghton
2041

Telephone Number: 011-4848300
Fax Number: 011-4847146
E-mail Address: PAIA@sahrc.org.za
Website Address: www.sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

Close Corporations Act No 69 of 1984: The register of members and other secretarial documents are available at the registered office of Sun Jomar Rekenmeesters B K.

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY [Sections 51(1)(c) and 51(1)(e)]

i. Not applicable

ii. Classification of records:

Administration

Minutes of management meetings

Correspondence

Etc

Human Resources

Employment contracts

Records of sub-contractors' fees and policies

Etc

Operations

Records of registration fees

The business conducts the business of: Financial, Accounting and Business Services in all aspects

Registry of clients, suppliers and retailers

Etc

Finances

Financial statements

Bank records

Annual financial statements

Assets inventory

Cash flow statements

Budget projections

Etc

iii. The request procedures:

Form of request

The requester must use the prescribed form 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)].

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, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].

The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

After the head of the private body has made a decision on the request, the requester must be notified in the request form.

If the 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 [s 54(6)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

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

6. AVAILABILITY OF THE MANUAL [Section 51(3)]

This manual is available for inspection at the offices of Sun Jomar Rekenmeesters B K free of charge.