



Promotion of Access to Information

SECTION 51 MANUAL FOR Private Bodies

PAIA Act

Camerastuff cc

CK1993/21883/23

**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 of Business – Camerastuff cc

Contact Person – The Public Officer / Information Officer

Postal Address:

32 Richmond Avenue, Craighall Park, 2196

Street Address:

473 Jan Smuts Avenue, Blairgowrie, 2194

Telephone: +27 (0)11 880 4155

Email: info@camerastuff.co.za

Website: www.camerastuff.co.za



Section 51(1)(b)

Description of Guide referred to in Section 10:

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 at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown or on its website at www.sahrc.org.za

PAIA Unit

Postal Address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

Email: PAIOA@sahrc.org.za

The latest notice in terms of Section 52(2) (if any):

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.



Section 51(1)d)

Records available in terms of any other legislation

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

Basic Conditions of Employment No.75 of 1997

Closed Corporation Act No 69 of 1984

Companies Act No. 61 of 1973

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

Customs and Excise Act No. 91 of 1964

Income Tax Act No. 95 of 1967

Labour Relations Act No. 66 of 1995

Promotion of Access to Information Act No. 2 of 2000

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



Subjects and Categories of Records held by Camerastuff cc: [Section 51(1)(e)]

Records which are available to a person wishing 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 to no use to persons outside the company.

Examples of such information are:-

i. Administration

- Documents of Incorporation/Registration documents of entity
- Minutes of Meetings
- Share Register and other statutory registers
- Records relating to the appointment of directors /members/trustees /auditors /accountants/secretary/public officer/Information Officer and other officers

ii. Personnel Documents and Records

- Employment Contracts
- Salary Records
- Leave Records
- Training records

iii. Financial Information

- Financial Statements
- Tax Returns
- Accounting records
- Asset Register
- Rental Agreements
- Invoices

iv. Income Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- VAT records
- Skill Development Levies
- UIF
- Workmen's Compensation



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.gov.za) under the "regulations" section.

The requester must complete Form C 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 electronic mail 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 requester in the Republic,
- identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- if 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 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 the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

Section 51(1)(f)

Other information as may be prescribed

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

Section 51(3)

Availability of the material

The manual is available at our offices and on our official website www.camerastuff.co.za.