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M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**

IMPORTANT NOTICE

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

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THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000, SECTION 51 MANUAL FOR SEVEN BRIDGES TRADING 14 (PTY) LTD

Seven Bridges Trading 14 (Pty) Limited ("*Seven Bridges*") is a service company offering the market business and related services.

PARTICULARS IN TERMS OF SECTION 51

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

General Manager: Lois Wark
Tel: 011 481-7200

Physical Address: Level 0, Wildsview, Isle of Houghton
Cnr Carse O'Gowrie Road
Houghton Estate
Johannesburg, 2098

Contact Details: Tel: 011 481 7200
Fax: 011 481 7256

Postal Address: P.O. Box 3011
Houghton, 2041

Company Registration Number: 2003/029598/07
VAT Registration Number: 4040212807

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:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton, 2041

Tel: (011) 877 3750
Fax: (011) 403 0668
Website: www.sahrc.org.za
Email: info@sahrc.org.za

3. **RECORDS AUTOMATICALLY AVAILABLE AT SEVEN BRIDGES TRADING 14 (PTY) LTD [Section 51(1)(c)]**

No notice has yet been issued regarding the categories of records automatically available without a person having to request access in terms of the Act.

4. **RECORDS AVAILABLE AT SEVEN BRIDGES TRADING 14 (PTY) LTD IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]**

All records of employee's particulars, time worked, remuneration and employment equity plan in terms of all relevant and applicable legislation of the Republic of South Africa.

5. **RECORDS THAT ARE NOT AUTOMATICALLY AVAILABLE, BUT MAY BE REQUESTED. ACCESS TO THESE RECORDS MAY BE PROTECTED BY REASONS OF PRIVACY OR THE GROUNDS OF REFUSAL DETAILED IN THE ACT [Section 51(1)(e)]**

<u>CATEGORY</u>	<u>DISCRIPTION/SUBJECT</u>
ACCOUNTING & FINANCE	annual financial statements, assets inventory, balance sheets, banking details, bank and financial statements, bank reconciliations, cash flow statements, debtors' and creditors' books, electronic banking records, general ledgers, paid cheques, PAYE records, payment schedules, quotation records, tax invoices, tax records, including assessments, tax and VAT returns, documents issued to employees for income tax purposes, records of payments made to SARS on employees behalf
ADMINISTRATION	articles of association, customer/client personal data, consignment/delivery notes, general correspondence between debtors, creditors and internal staff, including telephonic conversation records and hand written and electronically captured data, hire-purchase agreements, insurance policies, including claim documents, lease agreements, memorandum of incorporation, minutes of meetings, timesheets, written correspondence with customers/clients and debtors
HUMAN RESOURCES	disciplinary procedures and grievance, documentation, employee leave records, employment checks and references, employment contracts, internal evaluation records, payroll, payslips, pension fund benefit, training schedules and related materials, UIF records

INTELLECTUAL PROPERTY	licencing agreements, and logo
MARKETING	business cards
PROCUREMENT	contracts with clients

6. **SUCH 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.

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

This manual is available for inspection free of charge at the offices of Seven Bridges. A copy is also available with the South African Human Rights Commission, and *Government Gazette*.

8. **FORM OF REQUEST**

8.1 A requester who wishes to have access to Seven Bridges' records in order to protect or exercise his/her constitutional right(s) must do the following:

8.1.1 complete in full the prescribed form C;

8.1.2 address the request to the General Manager of Seven Bridges;

8.1.3 the request must be made out to Seven Bridges' business address, or fax number [Section 53(1)].

8.2 The requester must provide the following:

8.2.1 sufficient particulars on the request form in order to enable the General Manager of Seven Bridges to identify the record and the requester;

8.2.2 indicate which form of access is required;

8.2.3 specify a postal address or fax number of the requester, or any other manner in which the requester wishes to be informed of the decision of the request;

8.2.4 identify the right which he/she is seeking to exercise and provide an explanation of why the requested record is required for the exercise or protection of that right;

8.2.5 if the request is made on behalf of a person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the General Manager of Seven Bridges [Section 53(2)(a) – (f)].

9. **FEES**

9.1 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 prescribed request fee.

9.2 The General Manager of Seven Bridges shall notify the requester other than a personal requester, by notice requiring the requester to pay the prescribed request fee before further processing the request [Section 54(1)].

- 9.3 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 [Section 54(3)(b)].
- 9.4 After the General Manager of Seven Bridges has made a decision on the request, the requester shall be notified in the required form.
- 9.5 If the request is granted, then a further access fee must be paid for the search, reproduction, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [Section 54(6)].
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