

PRESENTATION SOFTWARE TRAINING CC

SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION

Main Business

Training provider, including MicroSoft Office Software Training and Staff Development Workshops.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Maria Wilhelmina Laubscher

Postal address:
P O Box 3123
Durbanville
7551

Street Address:
2nd Floor, Montrose Place
Cnr Pasita & Bella Rosa Streets
Rosenpark
Bellville, 7550

Telephone number: 021 914-0850
Fax number: 086 634 6330
Email address: psttraining@iafrica.com

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

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any 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 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

1. Close Corporations Act No. 69 of 1984
2. Income Tax Act No. 95 of 1967
3. Skills Development Levies Act No. 9 of 1999
4. Unemployment Contributions Act No. 4 of 2002

4. Access to the records held by PRESENTATION SOFTWARE TRAINING CC

i. Information readily available

Not Applicable

ii. Records that may be requested:

Administration

- o Correspondence
- o Minutes of management meetings

Constitution

- o Minute books and resolutions
- o Statutory registers
- o List of members

Documents relating to legal proceedings

Finances

- o Annual financial statements
- o Assets Register
- o Banking details
- o Bank statements

Human Resources

- o Employee code of conduct
- o Employment contracts
- o Personnel Files
- o Remuneration records and policies
- o Staff recruitment policies
- o Disciplinary records

Incorporation Documents

- o Incorporation forms

Miscellaneous agreements

Operations

- o Register of clients
- o Sales records

Specific agreements and documents relating to the private body's business activities

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.
- 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.
- 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.
- 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.

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

5. Other information as may be prescribed

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

6. Availability of the manual

The manual is also available for inspection during office hours at the offices of PRESENTATION SOFTWARE TRAINING CC free of charge. Copies are available from the SAHRC.