

Section 51 Manual for Private Bodies PAIA Act

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

INTRODUCTION TO PRESENTATION SOLUTIONS (Pty) Ltd

Presentation Solutions has been providing the South African corporate market with high quality audio and video solutions since 1996. We offer a turn-key audio visual solution that includes consulting, system design, supplying and installing the products, as well as training and after sales support and maintenance.

Our maintenance contracts are flexible and we can offer 24/7 technical support. We adhere to strict service levels to ensure that your equipment is in tip top shape.

Particulars in terms of Section 51(1)(a)

1. CONTACT DETAILS [Section 51(1)(a)] The members have duly authorised the Compliance Officer to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Company registered name: PRESENTATION SOLUTIONS (Pty) Ltd

Directors: David Eddy and Lorraine Eddy

Contact Person - The Compliance Officer – David Eddy

Company registration number: 2000/006464/07

PAYE number: 7520725971

SDL number: L520725971

UIF number: U520725971

VAT number: 4330160161

TAX number: 9371/007/03/1

Physical Address – UNIT 11, Buena Vista Office Park, cnr Durban & Kendal Road, Durbanville.

Cape Town

Postal Address - PO BOX 51206, WATERFRONT, 8002

Telephone - 08617737368

Fax - 0865284361

Website - www.presentationssolutions.co.za

E-mail – dave@presentationssolutions.co.za

2. THE GUIDE AS DESCRIBED IN SECTION 10. **Section 51(1)(b)**

The section 10 Guide on how to use the Act. 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.org.za
E-mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF Presentation Solutions (Pty) Ltd WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)] No notice of such records has been made to the Minister.

4. 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.
Companies Act No. 61 of 1973.
Compensation of Occupational Injuries and Diseases Act No. 130 of 1993.
Customs and Excise Act No. 91 of 1964.
Electronic Communications and Transactions Act No. 25 of 2002.
Employment Equity Act No. 55 of 1998.
Income Tax Act No. 58 of 1962.
Insolvency Act No. 24 of 1936.
Labour Relations Act No. 66 of 1995.
Occupational Health and Safety Act No. 85 of 1993.
Patents Act No. 57 of 1978.
Promotion of Access to Information Act No. 2 of 2000.
Skills development Levies Act No. 9 of 1999.
Trademarks Act No. 194 of 1993.
Unemployment Insurance Act No. 30 of 1966.
Value - Added Tax Act No. 89 of 1991.
Sections 51(1)(c) and 51(1)(e).
Access to the 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 to 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).

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY Presentation Solutions (Pty) Ltd AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED. [Section 51(1)(e)] 5.1 How to request a record [See pro forma request form in Section 7]

- Section 53 prescribes that 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, or his duly authorised deputy. 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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she 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. 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.
- If a request is made on behalf of a 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.
- 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 for private bodies is free.

5.2 Categories of records held by Presentation Solutions (Pty) Ltd 5.2.1 Web page and library records The web page, www.presentationssolutions.co.za is accessible to anyone who has access to the Internet. 5.2.2 Other records Operational information This information can be defined as information needed in the day to-day running of the organisation and is generally of little to no use to persons outside the organisation. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general 'house-keeping' information). Confidential Client Files (containing information relating to any professional services rendered). Human resources files. Financial records, including accounting records.

6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)] Not applicable.

7. AVAILABILITY OF THE MANUAL. [Section 51(3)] This manual is available free of charge from the South African Human Rights Commission (see details above), Presentation Solutions (Pty) Ltd (see details above), and in electronic format at www.presentationssolutions.co.za

