

## Section 51 of the promotion of Access to Information Act

### AUDIO VISUAL SUPREME

#### MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT

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#### 1. BUSINESS DETAILS

Registered name	AUDIO VISUAL SUPREME CC
Trading Name	AV Supreme CC
Registration Number	2005/050129/23
Nature of Business	Audio Visual custom installations

#### 2. CONTACT DETAILS

Tel:	011-444-4135
Fax:	011-444-8450
E-mail:	info@ardley.co.za
Postal address:	PO Box 1088 Parklands, 2121
Business address:	41 Meadway Mews Meadway, Kelvin, 2054

#### 3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be 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**

Postal address:	Private Bag 2700, Houghton, 2041
Tel :	011 484 8300
Fax :	011 484 8300
website :	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
E-Mail –	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>

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### 4. RECORDS AVAILABLE IN TERMS OF LEGISLATION

- |  |
|--|
| • The Basic Conditions of Employment Act |
| • The Income Tax Act                     |
| • The Closed Corporation Act             |
| • The Labour Relations Act               |
| • The Occupational Health and Safety Act |
| • The Regional Services Council Act      |
| • The Skills Development Levies Act      |
| • The Skills Development Act             |
| • The Unemployment Contributions Act     |
| • The Unemployment Insurance Act         |
| • The Value Added Tax Act                |

### 5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- |                                 |
|---------------------------------|
| • Statutory Company Information |
| • Accounting Records            |
| • Statutory Employee Records    |
| • Other Employee Records        |
| • Movable Property              |
| • Agreements and Contracts      |
| • Insurance                     |
| • Taxation                      |
| • Information Technology        |
| • Sales and Marketing           |
| • Occupation Health and Safety  |

**6. PROCEDURE FOR REQUESTING ACCESS TO THE ABOVE INFORMATION :**

If you wish to request access to any of the above categories of information, you are required to complete a request form as prescribed by the regulations to the Promotion of Access to Information Act 2 of 2000.

These forms are available from :

- The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za))
- The Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za))

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay additional fees prescribed by regulation for searching and compiling the information which you may have requested, including copying charges. It is important to note that the access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

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**FORM A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

**(Section 18(1) of the Promotion of Access to Information Act, 2000**

(Act No. 2 of 2000)

[Regulation 6]

**FOR DEPARTMENTAL USE**

Reference number:

Request \_\_\_\_\_ received \_\_\_\_\_ by  
name and surname of information officer/deputy information officer on  
(date) at \_\_\_\_\_ (place)

Request fee (if any): R.....

Deposit (if any): R .....

Access fee: R.....

.....Signature of information officer/deputy Information Officer

**A Particulars of public body**

The Information Officer/Deputy Information Officer:

**B Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*

(b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*

(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

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Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname:

Identity number:

**D. Particulars of record**

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(a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form.*

**The requester must sign all the *additional* folios.**

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

### **E. Fees**

(a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*

(b) *You will be notified of the amount required to be paid as the request fee.*

(c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

### **F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.*

Disability:

Form in which record is required:

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Mark the appropriate box with an X.					
NOTES:					
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.					
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.					
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.					
1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record'	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?  <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.					
In which language would you prefer the record?					

### G. Notice of decision regarding request for access

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You will be notified whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ..... this .....day of..... 20

SIGNATURE OF REQUESTER 1 PERSON ON

WHOSE BEHALF REQUEST IS MADE

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### FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form	0,40

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- (c) For a copy in a computer-readable form on -
    - (i) stiffy disc 5,00
    - (ii) compact disc 40,00
  - (d) (i) For a transcription of visual images,  
for an A4-size page or part thereof 22,00
  - (ii) For a copy of visual images 60,00
  - (e) (i) For a transcription of an audio record,  
for an A4-size page or part thereof 12,00
  - (ii) For a copy of an audio record 17,00
  - (f) To search for and prepare the record for disclosure R15,00 for  
each hour or part of an hour, excluding the first hour, reasonably  
required for such search and preparation.
- (2) For purposes of section 22(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is  
payable; and
  - (b) one third of the access fee is payable as a deposit by the  
requester.
- (3) The actual postage is payable when a copy of a record must be posted  
to a requester.