

**Section 51: Access to Information Manual in
terms of the Promotion of Access to
Information Act, no 2 of 2000**

PSW Consulting Engineers (Pty) Ltd

DOCUMENT :	Section 51/ Access to Information Manual
Date of Compilation :	13-07-2020
Date of revision	

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Guide in terms of section 10 of the Act

A guide has been compiled in terms of Section 10 of Promotion of Access to Information Act (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 from the SAHRC and their contact details are:

Postal Address: Private Bag 2700, Houghton, 2041.

Telephone Number +27 – 11 877 3600

Fax number +27 – 11 403 0625

Website www.sahrc.org.za

Information required under Section 51 (1) (a) of Act (Contact Details of Company)

Postal Address: P.O. Box 146, Persequor Park, 0020.

Physical Address: 17 Quintin Brand Street, Persequor Park, 0020.

Tel. No: (012) 349 2253

Fax. No: (012) 349 2390

E-Mail address: jdv@plantech.co.za

Head of Business: Mr. Juan – Dirk Voigt

Web site: www.psw-eng.co.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 with a person having to request access in terms of PAIA.

Records available in terms of other legislations: Section 51 (1) (d)

- Employment Equity Act, act 55 of 1998;
- Basic Conditions of employment Act, act 75 of 1997;
- Occupational Health and Safety Act, act 85 of 1993.

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Subjects and Categories of records held: Section 51 (1)(e)

Companies Act 71 of 2008 Records

- Documents of Incorporation
- Memorandum of Incorporation
- Minutes of Board of Directors Meetings

Financial Records

- Annual Financial Statements
- Annual Tax Returns
- Accounting Records
- Bank Statements
- Asset Register
- Invoices
- Purchase Orders
- Management Accounts
- Budgets
- Sales records
- Remuneration Records and Policies
- Insurance information
- Stock records

Income Tax Records

- PAYE Records
- Documents issued to employees for Income Tax Purposes
- Records of payment made to SARS on behalf of employees
- VAT Records
- Skills Development Levies
- UIF
- Workman's Compensation
- Statutory returns

Personal Documents and Records

- Employment Contracts
- Employment Equity Plan
- Pension Fund Records
- Provident fund records
- Disciplinary Records
- Salary Records
- Disciplinary Code
- Leave Records
- Training Records
- Training Manuals

DOCUMENT :	Section 51/ Access to Information Manual
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- Employee guidelines, records and procedures
 - Minutes of staff meetings
 - Conditions of service
 - Industrial and labour relations records
 - Performance appraisals
 - Personnel guidelines policies and procedures

General Records

- User manuals
- Network Diagrams
- Marketing Records
- Brochure and Company Information
- Marketing Strategies
- General correspondence
- Licenses
- Health and safety regulations
- Statutory records
- Work in progress information
- IT policies and procedures

How to make a request for Access according to [Section 51(e)]

The requester must complete Form C, (www.sahrc.org.za) and submit this form together with a request fee, to the head of the private body.

This form must be submitted to the head of the private body at their 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 of South Africa;
- Identify the right that the requester is seeking to exercise or protect;
- Provide an explanation of why the requested record is required for the exercise or protection of that right.

If in addition to the 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 another 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.

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Prescribed fee according to [Section 54]

- A requester is required to pay the prescribed fee of (R50.00) before the request will be processed;
- If the preparation of the records requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

THUS DONE AND SIGNED AT Pretoria **ON THIS** 30 **DAY OF**
October **2020.**



JUAN - DIRK VOIGT