

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

Section 51 Manual for H & A Timber Traders cc

1. Information as required under Section 51(1)(a) of the Act

Contact Person

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2. Description of Guide referred to in Section 10: Section 51(1)(b)

A Guide has been compiled in terms of Section 10 of 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 South African Human Rights Commission.

Please direct queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

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3. Records available in terms of other legislation: Section 51(1)(d)

Information is available in terms of the following legislation, if and only where applicable:

- Administration of Estates Act, No. 66 of 1965
- Arbitration Act No. 42 of 1965
- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporation Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Companies Act, 2008 (Act No. 71 of 2008)
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Customs and Excise Act No. 91 of 1964
- Debtor Collectors Act No. 114 of 1998
- Electronic Communications and Transactions Act No. 25 of 2002
- Electronic Communications Act 36 of 2005
- Employment Equity Act No. 55 of 1998
- Finance Act No. 35 of 2000
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act No. 38 of 2001
- Financial Markets Control Act 1989
- Financial Relations Act No. 65 of 1976
- Financial Services Board Act No. 97 of 1990
- Harmful Business Practices Act No. 23 of 1999
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Insurance Act No 27 of 1943
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Long Term Insurance Act No. 52 of 1998
- Medical Schemes Act No. 131 of 1998
- National Consumer Protection Act No.
- National Credit Act No. 34 of 2005
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Pension Funds Act No. 24 of 1956
- Post Office Act No. 44 of 1958
- Promotion of Access to Information Act No. 2 of 2000
- Protection of Businesses Act No. 99 of 1978
- Public Accounts and Auditors Act No. 51 of 1951
- Regional Services Councils Act No. 109 of 1985
- Regulation Interception of Communication Act No. 70 of 2002

- SA Reserve Bank Act No. 90 of 1989
- Short Term Insurance Act No. 53 of 1998
- Skills development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act 1985
- Tax on Retirement Funds Act No. 38 of 1996
- Trademarks Act No. 194 of 1993
- Trust Property Control Act No. 57 of 1988
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Usury Act No 73 of 1968
- Value – Added Tax Act No. 89 of 1991

**4. Subjects and Categories of records held by H & A Timber Traders cc:
Sections 51(1)(c) and 51(1)(e)**

i. Records that are available without a person having to request access in terms of this Act in terms of Section 52(2) [Section 51(1)(c)]

Not Applicable

ii. Records that may be requested: Section 51(1)(e)

The Company may keep information on:

Personnel related issues:

Employee records, conditions of employment and company policy, address lists etc.

Clients:

Contact information, product subscriptions, contractual agreements, usage statistics, account information, and general communication.

Suppliers:

Contact information, contractual agreements, accounting information and general communication.

The above-mentioned records are of a confidential nature and only accessible to authorised people.

iii. The Request Procedure: Section 51(e)

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 [Section 53(1)].

- 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 [Section 53(2)(a) and (b) and (c)].
- 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 [Section 53(2)(d)].
- 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 [Section 53(2)(f)].

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 [Section 54(1)].
- 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)].
- 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 [Section 54(6)].

5. Other Information As May Be Prescribed Section 51(1)(f)

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

6. Availability of the Manual Section 51(3)

The manual is available at our offices and copies are also available from the SAHRC and on our website (if any) as listed above.