



TOP SECURITY (PTY) LTD (Registration number 2000/031846/07)

SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION

This manual is published in terms of section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to Section 37(1)(a) and (b) of the Constitution of the Republic of South Africa, which provides for the right to access to information held by public and private bodies when such information is requested for the exercise or protection of any rights. The Act, inter alia, sets out the requisite procedure and requirements in relation to a request for information, the requirements to be met, in addition to grounds for refusal of the request. The Act recognises that the right to any information may be limited to the extent that such limitations as set out in Section 9(b) of the Act are reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom as contemplated in Section 36 of the Constitution. The purpose of this manual is to inform requesters of the procedural and other requirements which a request for information must meet as prescribed by the Act.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Mr E.J. O’Rafferty

Postal address:
P.O. Box 751860
GARDENVIEW
2047

Street Address:
33 Van Buuren Road
Bedfordview
2007

Telephone number: 0861 10 11 12
Fax number: 011 450 2540
E-Mail: lsmalberger@topsecurity.co.za

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 11 877 3750
Fax: +27 11 403 0668
Website: www.sahrc.org.za
E-mail: info@sahrc.org.za

3. Records available in terms of any other legislation

1. Companies Act

2. Income Tax Act

**4. Access to the records held by TOP SECURITY (PTY) LTD
(Registration number 2000/031846/07)**

i. Information readily available

Not Applicable

ii. Records of the Business are kept in the following categories & subjects:

Administration and Finance Department

- Accounting Records
- Financial Statements
- Banking Records
- Invoices
- Tax and VAT records
- Correspondence

Operations

- Miscellaneous Agreements

General

- Company secretarial records
- Correspondence

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 will be notified about the decision.
- 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 TOP SECURITY (PTY) LTD (Registration number 2000/031846/07) free of charge. Copies are available from the SAHRC.