

DB INDUSTRIES CC
2002/035120/23

SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION

The main business of the enterprise is:

B. PARTICULARS IN TERMS OF SECTION 51 MANUAL

1. Contact details

Head of the body:	DR BRESLER
Postal address:	PO BOX 380 BRONKHORSTSPRUIT 1020
Street address:	28 MULDER ROAD BRONKHORSTSPRUIT 1020
Registered address:	670 JACQUELINE DRIVE GARSFONTEIN 0081
Telephone number:	013 932 3280/6
Fax number:	013 932 3328
E-mail address:	doordb@global.co.za
Web address:	www.craftdoors.co.za
Manual available on website:	To be posted

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 number:	+27 11 484 8300
Fax number:	+27 11 484 7146
E-mail address:	PAIA@sahrc.org.za
Website:	www.sahrc.org.za

3. Records available in terms of any other legislation

Basic Conditions of Employment No. 75 of 1997
Close Corporations Act No. 69 of 1984
Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
Credit Agreements Act No. 75 of 1980
Employment Equity Act No. 55 of 1998
Income Tax Act No. 95 of 1967
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Pension Funds Act No. 24 of 1956
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question

i. Information readily available, if applicable

Not applicable

ii. Records that may be requested

Administration

Correspondence
Licences
Minutes of management meetings
Minutes of staff meetings

Constitution

List of members
Minute books and resolutions
Power of attorney agreements
Register of members
Members' Agreements
Statutory registers

Documents relating to legal proceedings

Finances

Annual financial statements
Assets Register
Banking details

Bank statements
Financial statements
Stock records
Vouchers

Human Resources

Disciplinary records and documentation pertaining to disciplinary proceedings
Employee code of conduct
Employment contracts
Employment equity plan
Personnel Files
Remuneration records and policies
Staff recruitment policies

Incorporation Documents

Incorporation forms (CK forms)

Information Technology

Computer software support and maintenance agreements
Software licence agreements
Agreements in respect of computer hardware
Agreements with Internet Service Providers

Miscellaneous agreements

Operations

Production records
Register of clients
Sales records
Specific types of work done and records related to it

Policy documents

Specific agreements and documents relating to the private body's business activities

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.

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 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.

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

- i. The manual is available for inspection free of charge during office hours at the offices of:

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- ii. Copies are available from the SAHRC.