

# SAACOSH MANUAL

in terms of  
Section 51 of  
The Promotion of Access to  
Information Act  
(Act 2 of 2000)



 **saacosh**

Safety Culture Transformation

**2012/143770/07**

**SAACOSH (PTY) LIMITED**

**MANUAL**

**in terms of**

**Section 51 of**

**The Promotion of Access to Information Act**

**2/2000**

**(the "ACT")**

*Last updated: 21 January 2016*

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## 1. INTRODUCTION

SAACOSH (Pty) Limited is a multi-dimensional one-stop services company that addresses the health and safety needs of companies, practitioners, leaders, managers, supervisors, and coalface employees through distinct business focus areas. SAACOSH incorporates principles and practices from High Reliability Organizing (HRO), social neuroscience, safety management, legal liability, leadership development, risk management and occupational health and safety to provide an unprecedented list of offerings and services.

## 2. COMPANY CONTACT DETAILS

Directors:                      Mr. F Smith (Managing and CEO)    [fsmith@saacosh.com](mailto:fsmith@saacosh.com)  
   Mr. GM Heger                      [gheger@saacosh.com](mailto:gheger@saacosh.com)

### General information of SAACOSH

Postal Address:                P.O. Box 1541, Garsfontein-East, Pretoria, Gauteng, 0060  
Physical Address:            669 Lobelia Street, Moreleta Park, Pretoria, Gauteng, 0181  
Telephone Number:        +27 12 998 2602 / 1189  
Fax Number:                 +27 86 263 0037  
Email:                         [info@saacosh.com](mailto:info@saacosh.com) / [enquiry@saacosh.com](mailto:enquiry@saacosh.com)  
Website:                      [www.saacosh.com](http://www.saacosh.com)  
Facebook:                    <https://www.facebook.com/saacoshSA>  
LinkedIn:                     The Safety Culture Transformation Initiative Group  
Twitter:                        @Saacosh

### 3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission 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](http://www.sahrc.org.za)

### 4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act
11	No 75 of 1997	Basic Conditions of Employment Act
12	No 130 of 1993	Compensation for Occupational and Injuries / Diseases Act
13	No 66 of 1995	The Labour Relations Act
14	No 9 of 1999	Skills Development Levies Act
15	No 85 of 1993	Occupational Health and Safety Act

## 5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	<ul style="list-style-type: none"><li>• Products &amp; Services</li><li>• Articles &amp; Papers</li><li>• News &amp; Events</li></ul>	Freely available on web site <a href="http://www.saacosh.com">www.saacosh.com</a>
Financial	<ul style="list-style-type: none"><li>• Financial Statements</li><li>• Financial and Tax Records (Company &amp; Employees)</li><li>• Asset Register</li><li>• Management Accounts</li></ul>	Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"><li>• Marketing Information</li><li>• Public Customer Information:<ul style="list-style-type: none"><li>○ Product Brochures</li><li>○ Company Profile</li><li>○ Training Schedule</li></ul></li><li>• Marketing Strategies</li><li>• Customer Database</li></ul>	Limited Information available on web site. (see above)  Request in terms of PAIA Request in terms of PAIA

## 6. FORM OF REQUEST (See Annexure A)

To facilitate the processing of your request, kindly:

**6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

**6.2** Address your request to the Head of the Company (CEO).

**6.3** Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request), proof of capacity and identity;
- (c) The form of access required;
  - (i) The postal address or fax number of the requester in the Republic;
  - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof.
- (d) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **7. PRESCRIBED FEES** (See Annexure B)

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

# ANNEXURE A – Form of Request

## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

### A. Particulars of private body

The Head:

### 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.                |

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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname:

Identity number:

### D. Particulars of record

- |     |  |
|-----|--|
| (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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <ul style="list-style-type: none"> <li>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</li> <li>(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.</li> <li>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</li> </ul>	

<b>1. If the record is in written or printed form:</b>						
	copy of record*		inspection of record			
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)						
	view the images		copy of the images"		transcription of the images*	
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>						
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document			
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>						
	printed copy of record*		printed copy of information derived from the record"		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? Postage is payable.					YES	NO

**G Particulars of right to be exercised or protected**

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. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

**H. Notice of decision regarding request for access**

You will be notified in writing 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 / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

## **ANNEXURE B – Prescribed Fees (Government Gazette)**



# Government Gazette

REPUBLIC OF SOUTH AFRICA

*Regulation Gazette*

No. 7024

Vol. 428

Pretoria

9

March

2001

**No. 22125**



**AIDS HELPLINE: 0800-123-22 Prevention is the cure**

**GOVERNMENT NOTICE  
GOEWERMENTSKENNISGEWING**

**DEPARTMENT OF JUSTICE  
DEPARTEMENT VAN JUSTISIE**

No. R. 223

9 March 2001

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000  
REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO  
INFORMATION**

The Minister for Justice and Constitutional Development has, under section 92 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), made the regulations in the Schedule.

**SCHEDULE**

**Definition**

1. In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates -

"the Act" means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

**Form of request**

2. A request for access to a record, as contemplated in section 18(1) of the Act, must be made in the form of Form A of the Annexure.

**Fees for records of public body**

3.(1) The fee for reproduction, referred to in section 15(3) of the Act, is 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,<br>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,<br>for an A4-size page or part thereof | 12,00 |
|     | (ii) For a copy of an audio record   | 17,00 |
- (2) The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is R 35,00.
- (3) The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, 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,<br>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,<br>for an A4-size page or part thereof | 12,00 |
|   | (ii) For a copy of an audio record   | 17,00 |
| (f) To search for the record for disclosure, R 15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search. |  |       |
- (4) The actual postal fee is payable when a copy of a record must be posted to a requester.

- (5) 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.

#### Form of request

4. A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form B of the Annexure.

#### Fees for records of private body

5.(1) The fee for reproduction referred to in section 52(3) of the Act, is as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii) For a copy of an audio record	30,00

(2) The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R 50,00.

(3) The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii) For a copy of an audio record	30,00
(f) To search for the record for disclosure, R 30,00 for each hour or part of an hour reasonably required for such search.	
(4) The actual postal fee is payable when a copy of a record must be posted to a requester.	
(5) For purposes of section 54(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.	

#### Notice of internal appeal

6. Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

#### Appeal fees

7. The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act, is R 50,00.



**Value - added tax**

8. Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value added tax to all fees prescribed in terms of these regulations.

**Commencement**

9. These regulations shall come into operation on 9 March 2001.