

Section 51 Manual for - The Entrepreneur Navigator cc

Registration Number of Company: CK 2009/134560/23

NAME OF COMPANY: The Entrepreneur Navigator cc t/a

TEN-sa Centre for Entrepreneurs

MANUAL

prepared in terms of

Section 51 of

the Promotion of Access to Information Act

Act 2 of 2000

(the "ACT")



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INTRODUCTION

The Entrepreneur Navigator cc trading as TEN-sa Centre for Entrepreneurs offers a wide range of services including Accounting Services, Financial Solutions, HR & Payroll Solutions, Accounting Software & IT Solutions, Skills Training & Development, Business Mentoring, Marketing & Promotions, Business Brokers, BBBEE Services, Insurance Products, and Legal Assist to business and individual clients.

COMPANY CONTACT DETAILS

Information Officer: - Mr. Johan v. d. Westhuizen
Members: - Mr. Johan v. d. Westhuizen, Ms. Lizel v. d. Westhuizen
Postal address: - P.O. Box 9953, George, Western Cape. 6530
Street address: - Red River Centre, 27 Arbour Road, Heatherlands, George, Western Cape. 6529
Telephone: - +27 44 873-5240
Fax: - +27 86 578-3611
E-Mail address: - Johanv@assupol.co.za
Website: - www.ten-sa.biz

THE ACT & SECTION 10 GUIDE

- 1.1-** 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.
- 1.2 -** 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.
- 1.3 -** 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

APPLICABLE LEGISLATION

<u>Reference</u>	<u>Act</u>
No 61 of 1973	Companies Act
No 98 of 1978	Copyright Act
No 55 of 1998	Employment Equity Act
No 89 of 1991	Value Added Tax Act
No 37 of 2002	Financial Advisory and Intermediary Services Act
No 95 of 1967	Income Tax Act
No 66 of 1995	Labour Relations Act
No 75 of 1997	Basic Conditions of Employment Act
No 69 of 1984	Close Corporations Act
No 25 of 2002	Electronic Communications and Transactions Act
No 2 of 2000	Promotion of Access to Information Act
No 30 of 1996	Unemployment Insurance Act

SCHEDULE OF RECORDS

The Entrepreneur Navigator holds the following types of records, namely:

Accounting records

Intellectual Property

Personnel Records

Sales and Marketing

Statutory Company records

Client Databases

Policies

Directives

Minutes of Meetings

Administrative information



FORM OF REQUEST

Any person making a request for access to a record in terms of this act must use the prescribed form to make the request as per section 53 (1) of the Act.

The request must be made to the head of The Entrepreneur Navigator at the address, fax number or electronic mail address above.

The person making the request must furnish the particulars on the request form as required in terms of section 53, subsection (2), parts (a), (b), (c), (d), and (e) of the Promotion of Access to Information Act.

The person making a request must provide sufficient detail on the request form to enable the head of the The Entrepreneur Navigator to identify the record and the requester.

The person making the request should also designate which form of access is required, and specify if any other method should be used to inform that person of the information. The asker must give the necessary contact details.

The person making the request must stipulate what right they seek to exercise or protect and explain why the requested record is needed to exercise or protect that right.

If a person making the request does so on behalf of another person, they must submit proof of the capacity in which they are making the request to the satisfaction of the head of The Entrepreneur Navigator.

To facilitate the processing of your request, kindly:

1. Use the prescribed form, (Form C) - A copy of the form is included below.
2. Address your request to the Head of the Company (CEO).
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);
 - (c) The form of access required;
 - (d) The postal address or fax number of the requester in the Republic;
 - (e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (f) 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.

PRESCRIBED FEES

Any person making a request for access to a record, other than a person requesting access to a record containing personal information about that person, must pay the prescribed request fee as required in terms of section 54 of the PAI Act.

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

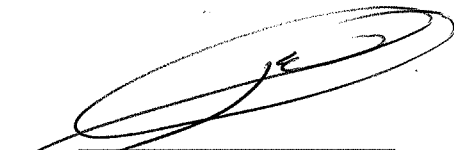
1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Prescribed Fees in Respect of Private Bodies in Terms of Part III of the Regulations Regarding the Promotion of Access to Information (R187 of 2002)

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-size page or part thereof R 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 R 0.75
 - (c) For a copy in a computer-readable form on -
 - (i) "Stiffy" disc R 7.50
 - (ii) Compact disc R 70.00
 - (d) (i) For a transcription of visual images, per A4 page or part thereof R 40.00
(ii) For a copy of visual images R 60.00
 - (e) (i) For a transcription of an audio record, per A4 page or part thereof R 20.00
(ii) For a copy of an audio record R 30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R 50.00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - (a) For every photocopy of an A4-size page or part thereof R 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 R 0.75
 - (c) For a copy in a computer-readable form on -
 - (i) "Stiffy" disc R 7.50
 - (ii) Compact disc R 70.00
 - (d) (i) For a transcription of visual images, per A4 page or part thereof R 40.00
 (ii) For a copy of visual images R 60.00
 - (e) (i) For a transcription of an audio record, per A4 page or part thereof R 20.00
 (ii) For a copy of an audio record R 30.00
 - (f) To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation. R 30.00/hr
- (2) 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.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

Signed at George this 15th day of October 2015



Member

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

- | |
|--|
| <p>(a) The particulars of the person who requests access to the record must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|--|

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 for information is made on behalf of another person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | |
|--|
| <p>(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.</p> <p>(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.</p> |
|--|

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified</i> of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

F. Form of access to record

<p>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.</p>
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Disability:	Form in which record is required:
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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

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