

PAIA Manual

Section 51 Manual for Private Bodies

This manual has been prepared in terms of section 51 of the Promotion of Access to Information Act2/2000

Section 51(1)a

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Section 51(1)b

Description of the section 10 Guide

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 for inspection at the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown 2193 and on its website at www.sahrc.org.za.

Section 52(2)

Records, which are available without a person having to request access in terms of PAIA

At this stage no notice(s) has (have) been published on the categories of records that are automatically available without a person having to request access in terms of PAIA

Section 51(1)d

Records available in terms of other legislation

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

- Basic Conditions of Employment Act No 75 of 1997
- Companies Act No 61 of 1973
- Compensation of Occupational Injuries and Diseases Act No 13 of 1993
- Customs and Excise Act No 91 of 1964
- Electronic Communications and Transactions Act No 25 of 2002
- Employment Equity Act No 55 of 1998

- Income Tax Act No 58 of 1962
- Labour Relations Act No 66 of 1995
- Occupational Health and Safety Act No 85 of 1993
- Patents Act No 57 of 1978
- Promotion of Access to Information Act No 2 of 2000
- Skills development Levies Act No 9 of 1999
- Trademarks Act No 194 of 1993
- Unemployment Insurance Act No 30 of 1966
- Value Added Tax Act No 89 of 1991

Section 51(1)e

Subjects and categories of records held

- Companies Act records
- Financial records
- Taxation records
- Personnel records
- Marketing records
- Electronic communications records
- Customer records

Access to records

The requester must:

- provide sufficient particulars to enable Dev InfoTec (Pty) Ltd to identify the record(s) requested and to identify the requester.
- indicate which form of access is required.
- specify a postal address or fax number of the requester in the Republic.
- identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption

If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, the requester must state that manner and the necessary particulars to be informed in the other manner.

If the request is made on behalf of another person, proof must be submitted of the capacity in which the requester is making the request, to the reasonable satisfaction of Dev InfoTec (Pty) Ltd.

The requester will be notified of the amount payable for access to a record, the amount depending on the form in which access is required and the reasonable time required to search for and prepare a record. Such amount to be paid in full before the information requested is compiled or disclosed by Dev InfoTec (Pty) Ltd.

This Manual is available free of charge at the offices of the Company, in electronic format at www.devit.co.za and from the SAHRC.

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: **Dev InfoTec (Pty) Ltd.**

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 *ONLY* if a request for information is made on behalf of *another* 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 (NO FEES APPLICABLE)

- (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.

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.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (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.
- (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

	copy of record*		inspection of record
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2. If record consists of visual images

this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

	view the images		copy of the images"		transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
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4. If record is held on computer or in an electronic or machine-readable form:

	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)
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'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 of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE