

# **INFORMATION MANUAL**

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

SECTION 51 MANUAL

NAME OF PRIVATE BODY: HENCON VACUUM TECHNOLOGIES (PTY) LTD

REGISTRATION NUMBER: 2005/038414/07

DATE: 20 DECEMBER 2011

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## **PARTICULARS IN TERMS OF SECTION 51**

1. Contact details: persons designated / duly authorised persons:

Director: D Kuiken

Company's postal address: PO Box 713, Msunduzi, 3231

Company's physical address: Block C, Hilltops Office Park,  
73 Villiers Drive,  
Pietermaritzburg, 3201

Telephone number: +27 35 797 3004

Facsimile number: +27 35 797 3015

2. The Section 10 guide on how to use the Act (Section 51(1)(b))

The Guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department

Postal address: Private Bag X2700  
HOUGHTON  
2041

Telephone: +27 11 4848300

Facsimile: +27 11 4840582

E-mail: PAIA@sahrc.org.za

Website: <http://www.sahrc.org.za>

3. Records available in terms of any other legislation

Companies / Close Corporations Act  
Employment Equity Act  
Income Tax Act  
Unemployment Insurance Act  
Labour Relations Act  
Value Added Tax Act  
Basic Conditions of Employment  
Electronic Communications and Transactions Act  
Promotion of Access of Information Act

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

Will be dealt with per application.

5. The request procedures

Form of request

Section 53 prescribes that the requester must use the prescribed form (Form C annexed hereto) 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 in respect of private bodies

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 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.

1. 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: R1,10
  - b. For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form: R0,75
  - c. For a copy in a computer-readable form on-
    - i. Stiffy disc: R7,50
    - ii. Compact disc: R70,00

- d. (i) For a transcription of visual images, for an A4 size page or part thereof: R40,00
  - (ii) For a copy of visual images: R60,00
  - e. (i) For a transcription of an audio record, for an A4 size page or part thereof: R20,00
  - (ii) For a copy of an audio record: R30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
- 1. (a) for every photocopy of an A4 size page or part thereof: R1,10
  - (b) For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form: R0,75
  - (c) For a copy in a computer-readable form on-
    - (i) Stiffy disc: R7,50
    - (ii) Compact disc: R70,00
  - (d) (I) For a transcription of visual images, for an A4 size page or part thereof: R40,00
  - (ii) For a copy of visual images: R60,00
  - (e) (I) For a transcription of an audio record, for an A4 size page or part thereof: R20,00
  - (ii) For a copy of an audio record: R30,00
  - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

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.

6. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. Availability of the manual (Section 51(3))

The manual is also available for inspection at the offices of the relevant private body free of charge and copies are available from the SAHRC and on the private body's website (if any).

## 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.<br>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**

- |  |
|--|
| <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 of</i> 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>	

<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)
<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