

Promotion of Access to Information Act 2 of 2000

COLENBRANDER INCORPORATED

REGISTRATION NUMBER 2000/002149/21

1. **Contact details** [Section 51(1)(a)]

Compliance Officer: MR I S COLENBRANDER

Street address: 28 HILTON AVENUE
HILTON
3245

Postal address: P O BOX 456
HILTON
3245

Tel number: 033 343 0800

Fax number: 033 343 0811

Website: www.colenbrander.co.za

Email address: info@colenbrander.co.za

2. **The Act** [Section 51(1)(b)]

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.

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.

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

3. **Records available without a request** [Section 51(1)(c)]

No notice has been given in terms of s 52(2) of records available without a request. [s 51(1)(c)]

4. **Records available in terms of any other legislation** [Section 51(1)(d)]

If, and to the extent that, such records are required to be kept by the above-named person, records are available in accordance with the following legislation:

Basic Conditions of Employment Act 97 of 1997
Close Corporations Act 61 of 1973
Companies Act 61 of 2008
Unemployment Contributions Act 4 of 2002
Unemployment Insurance Act 63 of 2001
Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999
Value Added Tax Act 89 of 1991
Short Term Insurance Act 53 of 1998
Medical Schemes Act 131 of 1998
Financial Advisory and Intermediary Services Act 37 of 2002
Financial Intelligence Centre Act 38 of 2002
Income Tax Act 95 of 1967
Labour Relations Act 66 of 1995
Electronic Communications and Transactions Act 25 of 2002
Promotion of Access of Information Act 2 of 2000

5. **Description of subjects & categories of records held** [Section 51(1)(e)]

- Clients and customers
- Staff and human resources
- Financial, insurance, taxation
- Minutes and records of meetings
- Contracts
- Correspondence

6. **Request procedures** [Section 51(1)(e); section 53(1)–(2)]

A request for access to a record must be made on the prescribed form C, addressed to the Compliance Officer, at the address, fax number or electronic mail address mentioned above. [s 53(1)] The requester must provide sufficient detail on the request form to enable the information officer to identify the record and the requester. The requester should also indicate what form of access is required. The requester should specify his or her postal address in the Republic; [s 53(2)(a) and (b) and (c)] The requester must identify the right that is sought to be exercised or protected and explain why the requested record is required for

the exercise or protection of that right [s 53(2)(d)]. If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, that manner and the necessary particulars must be specified. [s 53(2)(e)] If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request [s 53(2)(f)].

7. **Other prescribed information** [Section 51(1)(f)]

At the time of the compilation of this manual, no further information has been prescribed.

8. **Fees** [Section 54]

A requester who seeks access to a record must pay the prescribed fee, if any.

9. **Availability of the manual** [Section 51(3)]

This manual is available for inspection at the above-mentioned address; and at the South African Human Rights Commission. It will also be published in the Government Gazette.

10. **Reservation of rights**

Nothing in this Manual is to be construed as a waiver of the right to the confidentiality of any document or any legal privilege or right of non-disclosure attaching to any document mentioned herein, whether in terms of any statute or under the common law. All rights in this regard are fully reserved.