

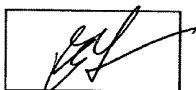
SECTION 51 MANUAL FOR

FENNS TAX AND SECRETARIAL SERVICES CC

4 MASCODOR STREET

SUITE 1A, VOORBAAI

MOSSEL BAY, 6506

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Digital Signature of Head of Private Body

SECTION 51 MANUAL FOR FENNS TAX AND SECRETARIAL SERVICES CC

A. CONTENTS

INTRODUCTION AND DEFINITIONS

This manual is intended to assist persons wishing to access information in terms of the Act from **FENNS TAX AND SECRETARIAL SERVICES CC**.

Should a requester, as contemplated in the Act, require access to any information, he or she must contact the head of **FENNS TAX AND SECRETARIAL SERVICES CC**.

In this Manual :-

- terms defined in the Act shall have the meaning set out therein;
- reference to sections shall be a reference to sections in the Act;
- the following terms shall have the meaning assigned to them :
- "the Act" means the Promotion of Access to Information Act No 2 of 2000, together with any regulations published in terms thereof;
- "Head" means the information head of **FENNS TAX AND SECRETARIAL SERVICES CC** ;
- "Manual" means this manual, togetherwith all annexes thereto as amended and made availableat the offices of **FENNS TAX AND SECRETARIAL SERVICES CC** ;
- "SAHRC" means the South African Human Rights Commission;
- " **FENNS TAX AND SECRETARIAL SERVICES CC** " means and refers to **FENNS TAX AND SECRETARIAL SERVICES CC** which is a private body.

Introduction to **FENNS TAX AND SECRETARIAL SERVICES CC**

TAX AND SECRETARIAL SERVICES

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Information Officer

GREGORY BRUCE FENN

Address : 2 JB MULLER STREET
MOSSEL BAY
6506

Telephone Number : 044 695 0952

Fax Number : 044 695 2941



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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 by not later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private bag 2700
Houghton
2041

Telephone : + 27 11 474-8300

Fax : + 27 11 484-0582

Website : www.sahrc.org.za

E-mail : PAIA@sahrc.org.za

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

Only records of a private and confidential nature are kept in view of the size of the business and specialized field in which the entity operates.

4. Access to the records held by the private body in question [Section 51(1)(c) and 51 (1) (e)]

- i. **FENNS TAX AND SECRETARIAL SI has not published any information in terms of Section 52**
[Section 51(1)(c)].
- ii. **Books of Account**
Customer Data Base
Employment Contracts
Human Resource information
Internal Policies and Procedures [Section 51 (1)(e)]
- iii. **The request procedures :**

Form of request :

- The requester must use the prescribed form 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 [s 53(1)].
- 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 [s 53(2)(a) and (b) and (c)]
- 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 [s 53(2)(d)].
- 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 [s 53(2)(f)].



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Fees

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 [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- 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 [s 54(6)].

5. **Other information as may be prescribed** [Section 51(1)(f)]

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

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

The Manual is available for inspection at the offices of this entity free of charge and copies are available with the SAHRC, and in the Gazette .



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REQUEST FORM - FENNS TAX AND SECRETARIAL SERVI

A. Particulars of private Body

The Head : GREGORY BRUCE FENN
4 MASCODOR STREET
SUITE 1A, VOORBAAI
MOSSEL BAY, 6506

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (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.

Description of record or relevant part of record	
Reference number, if available	
Any further particulars of record	



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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 therefor.

Reason for exemption from payment of fees	
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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.

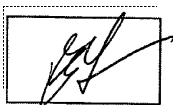
Disability	
Form in which record is required	

Mark the appropriate box with an "X".

NOTES :

- (a) Your indication as to the required form of access depends 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 to 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 -		
<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"/> 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 received from the record * <input type="checkbox"/> 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? A postal fee is payable

YES

NO

G. Particulars of the 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.

Indicate which right is to be exercised or protected

Explain why the requested record is required for the exercising or protection of the aforementioned right

H. Notice of decision regarding request for access

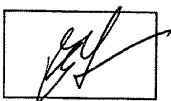
You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record ?

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Signed at : _____ this _____ day of _____ 20__

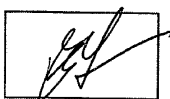
SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE



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FEES

	Item	Basis	Fee
1.	Copy the manual as contemplated in regulation 9 (2) (c)		
	Per photocopy of an A4-size page or part thereof.		R 1.10
2.	Reproduction referred to in regulation 11 (1)		
	(a) Per 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) stifty disc		R 0.75
	(ii) compact disc		R 70.00
	(d) (i) For a transcription of visual images, for an A4-size 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, for an A4-size page or part thereof		R 20.00
	(ii) For a copy of an audio record		R 30.00
3.	Request fee payable by a requester, other than a personal requester, referred to in regulation 11(2)		R 50.00
4.	The access fees payable by a requester referred to in regulation 11 (3)		
	(1)(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) stifty disc		R 7.50
	(ii) compact disc		R 70.00
	(d) (i) For a transcription of visual images, for an A4-size 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, for an A4 - size 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
	(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.		
5.	The actual postage is payable when a copy of a record must be posted to a requester.		



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