



THE PACKAGING SOURCE

Because gift Packaging is personal

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Financial Manager : Mrs S Marnewick

email: Sonja@packagingsource.co.za

Postal address: P.O. Box 40396

Moreletaridge

Pretoria

0044

Physical address:

1050 Nelmapius Drive

Route 21 Business Park

62 Regency drive

Irene

Centurion

0066

Company's website www.packagingsource.co.za.co.za

Phone Number: +27 12 345 4545 / 012 345 2769

Fax Number: +27 86 674 6260

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 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The Packaging Source is Gift Packaging specialists trading in Pretoria, Gauteng, South Africa.

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

Basic Conditions of Employment No. 75 of 1997

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

Copyright Act No. 98 of 1978

Employment Equity Act No. 55 of 1998

Income Tax Act No. 95 of 1967

Labour Relations Act No. 66 of 1995

Regional Services Councils Act No. 109 of 1985

Unemployment Contributions Act No. 4 of 2002

Unemployment Insurance Act No. 63 of 2001

Value Added Tax Act No. 89 of 1991

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

i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]

None. Getcraft cc holds no information that is freely available without a request for access in terms of the Act.

ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

Administration:

- Contracts and Agreements

Human Resources:

- Employment contracts
- Remuneration records and policies
- Employment Equity Records

Finances:

- VAT Records
- PAYE Records
- Tax Records

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)].

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)]

This manual will be published in the Government Gazette and is available at the Human Rights Commission. The manual is available on the company's website and is also available for inspection at the registered address of Getcrafty cc as listed above, free of charge. Copies of the manual may be obtained from the contract person subject to payment of the prescribed fee.