

PROATIA MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT no 2 of 2000

("The Act")

SECTION 51 MANUAL



德博會計師事務所

Daberistic Accountants & Auditors Inc

(SAICA Practice number: 20010060)

1. INTRODUCTION

- The object of PROATIA is to give a requester access to any records of the private body/company under the following circumstances.
- PROATIA seeks to promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights and to foster a culture of transparency and accountability in public and private bodies.
- The above stated entity is a private body and therefore this manual has been compiled in terms of and in order to comply with Section 51 of PROATIA.

A requester may request access to any records under the following circumstances in terms of Section 50(1) of the Act:

- That record is required for the exercise or protection of any rights;
- That person complies with the procedural requirements of the Act relating to a request for access to that record; and
- Access to that record is not refused in terms of any ground for refusal as contemplated in chapter 4 of the Act.

2. GENERAL DETAILS: SECTION 51(1)(a)

Name of Private Body : Daberistic Accountants & Auditors Inc

Registration Number : 2011/141439/21

Income tax Number : 9889254158

Work Address : 4 Basalt Place, Jukskei Park
Randburg
2188

Telephone Number : 011 658 1333

Fax Number : 086 249 7192

Email address : office@daberistic.com

Website : www.dabersitic.com

3. GUIDE ON HOW TO USE THE ACT: SECTION 10

- The Guide referred to in Section 10 of the Act, is a guide that must be compiled by the Human Rights Commission, containing such information as may be reasonably required by a person who wishes to exercise any right contemplated in the Act.
- The Regulations regarding the Promotion of Access to Information Act published under Government Gazette No 187 of February 2002 set forth how the Human Rights Commission should make the Guide available.

The Guide will be available from the Human Rights Commission as from 15 November 2015, unless otherwise specified, and enquiries can be directed to:

The South African Human Rights Commission
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
Email: paia@sahrc.org.za

4. LATEST NOTICE IN TERMS OF SECTION 52(2) & SECTION 51(1)(c)

- **Daberistic Accountants & Auditors Inc** has not published any notices on the categories of records that are automatically available without a person having to request access in terms of Section 52(2) of the Act.
- Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

The company holds information in accordance with the following legislation:

- Basic Conditions of Employment Act No. 75 of 1997
- Labour Relations Act No. 66 of 1995
- Employment Equity Act No. 55 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Compensation for Occupational Injuries and Disease Act No. 130 of 1993
- Unemployment Insurance Act No. 63 of 2001
- Unemployment Contributions Act No. 4 of 2002
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- Medical Schemes Act No. 131 of 1998
- Companies Act No. 71 of 2008
- Consumer Protection Act No 68 of 2008
- Insolvency Act No. 24 of 1936
- Income Tax Act No 58 of 1962

6. SUBJECT AND CATEGORIES OF RECORDS HELD BY DABERISTIC ACCOUNTANTS & AUDITORS INC: SECTION 51(1)(e)

- The subjects on which the business holds records and the categories on each subject are as listed below. Please note the public is not automatically allowed access to these records and that access to them may or must be refused in accordance with The Act.

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc...)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- VAT returns
- Budgets and business plans
- Auditor's reports

HR Records

- Letters of appointment
- Payroll
- Salary slips and wage records
- UIF, PAYE and SDL returns
- Leave records

- Disciplinary records
- BBBEE
- List of employees
- Medical Aid records
- Training records
- Training Manuals e.g. Induction pack

6.3 Customer records

- Please be aware that Daberistic Accountants & Auditors Inc is very concerned about protecting the confidential information of its customers. Please motivate any request for customer information very carefully, having regard to Sections 63 to 67 of the Act.

Customer information includes the following:

- Any records a customer has provided to Daberistic Accountants & Auditors Inc or a third party acting for or on behalf of Daberistic Accountants & Auditors Inc.
- Contractual information
- Customer needs assessments
- Personal records of customers
- Credit information and other research conducted in respect of customers
- Any records a third party has provided to Daberistic Accountants & Auditors Inc about customers
- Confidential, privileged, contractual and quasi legal records of customers
- Customer evaluation records
- Any records a third party has provided to Daberistic Accountants & Auditors Inc either directly or indirectly
- Records generated by or within Daberistic Accountants & Auditors Inc pertaining to customers, including transactional records.

7. PROCEDURE TO REQUEST ACCESS TO A RECORD: SECTION 51(1)(e)

- In order to comply with the requirements in terms of PROATIA the company has authorised and designated **PA to Director** as Information Officer to deal with all matters relating to PROATIA. Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided for above.
- Requests for access to records held by Daberistic Accountants & Auditors Inc must be made on the request form, as attached as Annexure A, You can submit a request without paying the request fee but please note that payment of the prescribed fees must be made before the request will be processed.
- 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 which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she 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 a request is made on behalf of a person, the requester must then

**ANNEXURE A
REQUEST FO ACCESS TO RECORD FORM**

Daberistic Accountants & Auditors Inc

NAME OF COMPANY TO WHOM THE REQUEST IS MADE

Information Officer	PA to Director
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PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

Surname		Telephone Number	
First Names		Fax Number	
Identity Number		Postal Address	
Email Address		Capacity of requester	

PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

Surname	
First names	
Identity number	

PARTICULARS OF RECORDS REQUESTED

Reference (if applicable)

FORM OF ACCESS TO RECORD

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 maybe 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.

FEES

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed 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:

Mark the appropriate box with an X

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

	Copy of Record		Inspection of Record
2. If the record consists of visual images:			
	View the Images		Copy of the Images
		Transcription of the Images	
3. If record is held on computer or in electronic or machine-readable form:			
	Printed copy of record		Printed copy of information derived from the record*
	Copy in computer readable form* (Compact disc or USB)		
*If you requested a copy or transcription of a record (above), do you wish the Copy or transactions to be posted to you?			Yes No
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 3 above, state your disability and indicate in which form the record is required.			
Disability			
Form in which record is required:			
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED			
EXPLANATION OF WHY RECORD IS REQUIRED FOR EXERCISE OR PROTECTION OF ABOVEMENTIONED RIGHT			
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.			
SIGNATURE			
Signed at		Date	
Signature of the Requester			