

SECTION 51 MANUAL FOR

Limstrics CC

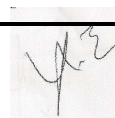
PO Box 39678

Faerie Glen

0043

Compiled on this 2 December 2011.

IN TERMS OF SECTION 51 (1) of ACT 2 of 2000



SECTION 51 MANUAL FOR Limstrics CC

A. CONTENTS

INTRODUCTION AND DEFINITIONS

This manual is intended to assist persons wishing to access information in terms of the Act from **Limstrics CC**.

Should a requester, as contemplated in the Act, require access to any information, he or she must contact the Head of **Limstrics 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 Limstrics CC;
- "Manual" means this manual, together with all annexes thereto as amended and made available at the offices of Limstrics CC from time to time;
- "SAHRC" means the South African Human Rights Commission.
- "Limstrics CC" means and refers to Limstrics CC , which is a private body.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [*Section 51(1)(a)*]
2. The section 10 Guide on how to use the Act (Also available at the Offices of the SAHRC) [*Section 51(1)(b)*]
3. Records available in terms of any other legislation [*Section 51(1)(d)*]
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)*]
 - ii. Records that may be requested [*Section 51(1)(e)*]
 - iii. The request procedures
5. Other information as may be prescribed [*Section 51(1)(f)*]
6. Availability of the manual [*Section 51(3)*]

Introduction to ... Limstrics CC

This entity specializes in laboratory information management systems implementation and support as well as all attendant and related services.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

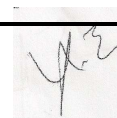
Head of Private Body:

Francois Johannes van Eeden

Address: PO Box 39678
Faerie Glen

Tel: (021) 809 2833
Fax: (012) 996 1191

Digital Signature of Head of Private Body (P140-PT-E-E)



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E-Mail: frans@limstrics.co.za

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**

Physical address: 33 Hoofd Street
Braampark Forum 3
Braamfontein 2198

Postal address: Private Bag X 2700
Houghton
2041

Telephone: +27 11 877-3600
Fax: +27 11 403-0625
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

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

3.1 Records kept in accordance with statutory legislation, including but not limited to

- 3.1.1 Companies Act No 61 of 1973
- 3.1.2 Income Tax Act 58 of 1962
- 3.1.3 Value Added Tax Act 89 of 1991
- 3.1.4 Unemployment Insurance Act 63 of 2001
- 3.1.5 Labour Relations Act 66 of 1995
- 3.1.6 Basic Conditions of Employment Act 75 of 1997

The above records which are of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in terms of Section 52.

3.2 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 [Sections 51(1)(c) and 51(1)(e)]

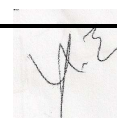
- i. **Limstrics CC has not published any information in terms of Section 52.** [Section 51(1)(c)]
- ii. **Customer Data Base
Employment Contracts
Human Resource Information
Internal Policies and Procedures
Promotional and Advertising Material** [Section 51(1)(e)]

The only records that may be requested relate to Promotional and Advertising Material as and when available.

- iii. **The request procedures : (a copy of the request form and applicable fees is attached)**

Form of request:

Digital Signature of Head of Private Body (P140-PT-E-E)



- 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:

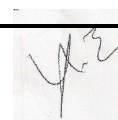
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an 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)]

The Manual is available for inspection at the offices of this entity free of charge and copies are available with the SAHRC. In addition a copy of this Manual has been posted on our Website, and may be viewed at : <http://www.limstrics.co.za>



Request Form - Limstrics CC

A. Particulars of private body

The Head: Francois Johannes van Eeden

PO Box 39678, Faerie Glen, 0043. (frans@limstrics.co.za)

B. Particulars of person requesting access to the record

(a)	<i>The particulars of the person who requests access to the record must be recorded below.</i>
(b)	<i>Furnish an address and/or fax number in the Republic to which information must be sent.</i>
(c)	<i>Proof of the capacity in which the request is made, if applicable, must be attached.</i>

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

<i>This section must be completed only if a request for information is made on behalf of another person.</i>
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Full names and surname	
Identity number	

D. Particulars of record

(a)	<i>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.</i>
(b)	<i>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.</i>

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

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"/>		<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 derived from the record *
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

*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
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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.

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

Fees

	Item	Basis	Fee
1	Copy of the manual as contemplated in regulation 9(2)(c)		
		Per photocopy of an A4-size page or part thereof.	R1,10
2	Reproduction referred to in regulation 11(1)		
	(a)	Per 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) stifty 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.	Request fee payable by a requester, other than a personal requester, referred to in regulation 11(2).		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) stifty 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, for each hour or part of an hour reasonably required for such search and preparation	R30,00
	(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.		