

**Section 51 Manual**  
**Promotion of Access to Information Act**

## **Microtasc cc**

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## **Introduction**

Microtasc is a supplier of selected computer hardware, application software and related services.

## **B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

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

Postal address: PO Box 2883, Vanderbijlpark, 1900  
Street address: 15 Houtkapper, Ameshoff street, Vanderbijlpark  
Telephone number: 016 931-9133  
Fax number: 086 686-7583  
Internet web address: <http://www.microtasc.co.za>  
Electronic mail address: [tobie@microtasc.co.za](mailto:tobie@microtasc.co.za)  
Contact person: Tobie Esterhuyzen

### **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 2005. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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

Ψ	Administration of Estates Act, No. 66 of 1965
Ψ	Arbitration Act No. 42 of 1965
Y	Basic Conditions of Employment No. 75 of 1997
Y	Closed Corporations Act No. 69 of 1984
Ψ	Companies Act No. 61 of 1973
Ψ	Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
Ψ	Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
Ψ	Copyright Act No. 98 of 1978
Ψ	Credit Agreements Act No. 75 of 1980
Ψ	Currency and Exchanges Act No. 9 of 1933
Ψ	Debtor Collectors Act No. 114 of 1998
Y	Employment Equity Act No. 55 of 1998
Ψ	Finance Act No. 35 of 2000
Ψ	Financial Advisory and Intermediary Services Act, 2002
Ψ	Financial Services Board Act No. 97 of 1990
Ψ	Financial Relations Act No. 65 of 1976
Ψ	Harmful Business Practices Act No. 23 of 1999
Y	Income Tax Act No. 95 of 1967
Ψ	Insolvency Act No. 24 of 1936
Ψ	Insurance Act No 27 of 1943
Ψ	Intellectual Property Laws Amendments Act No. 38 of 1997
Y	Labour Relations Act No. 66 of 1995
Ψ	Long Term Insurance Act No. 52 of 1998
Ψ	Medical Schemes Act No. 131 of 1998
Ψ	Occupational Health & Safety Act No. 85 of 1993
Ψ	Pension Funds Act No. 24 of 1956
Ψ	Post Office Act No. 44 of 1958
Y	Regional Services Councils Act No. 109 of 1985
Ψ	SA Reserve Bank Act No. 90 of 1989
Ψ	Short Term Insurance Act No. 53 of 1998
Y	Skills Development Levies Act No. 9 of 1999
Y	Skills Development Act No. 97 of 1998
Ψ	Stamp Duties Act No. 77 of 1968
Ψ	Stock Exchange Control Act No. 1 of 1985
Ψ	Tax on Retirement Funds Act No. 38 of 1996
Ψ	Trade Marks Act No. 194 of 1993
Y	Unemployment Contributions Act No. 4 of 2002
Y	Unemployment Insurance Act No. 63 of 2001
Ψ	Usury Act No 73 of 1968
Y	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) including pamphlets or annual reports is not applicable. [Section 51(1)(c)].
- ii. Classification of Records:- Records that may be requested listed by subject and category [Section 51(1)(e)]

- Administration:
  - Licences
  - Correspondence
- Human Resources:
  - Employment contracts
  - Remuneration records and policies
- Operations:
  - Sales records
  - Production records
  - Freeware Application Design and Source Code
  - Clients registry
- Finances:
  - Financial statements
  - Annual financial statements
  - Stock records
  - Assets inventory

- 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)]

The manual is also available for inspection at the offices of the private body in question as detailed above [s 53(1)], free of charge; and copies are available at the SAHRC and in the Gazette.