

PROMOTION OF ACCESS TO INFORMATION ACT,  
ACT 2 OF 2000 ("PAIA")

**SECTION 51 MANUAL FOR PARSEC (PTY) LTD**

**REGISTRATION NUMBER: 2000/005147/07**

**("PARSEC")**

*The reference, in this Manual, to any information in addition to that specifically required in terms of Section 51 of PAIA does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of PAIA.*

**CONTACT DETAILS OF PARSEC: SECTION 51(1) (a) OF PAIA**

**Postal Address:** P O Box 67499, Highveld, 0169

**Street Address:** 76 Regency Drive, Route 21 Corporate Park, Irene, Pretoria, Gauteng, South Africa,

**Tel. No:** (012) 678 9740

**Fax. No:** (012) 678 9741

**Head of Parsec:** Mr P C Pelser

**Designated Information Official:** Ms E Bielich

**E- Mail address:** elena@parsec.co.za

**DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**

A Guide has been compiled in terms of Section 10 of PAIA. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

The Guide is available for inspection, *inter alia*, at the office of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown, and on its website at [www.sahrc.org.za](http://www.sahrc.org.za).

**THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

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

Records available in terms of other legislation are as follows:

- Labour Relations Act, 66 of 1995;
- Employment Equity Act, 55 of 1998;
- Basic Conditions of Employment Act, 75 of 1997;
- Compensation for Occupational Injuries and Disease Act, 130 of 1993;

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- Companies Act, 71 of 2008;
- Unemployment Insurance Act, 63 of 2001;
- Value Added Tax Act, 89 of 1991;
- Income Tax Act, 58 of 1962;
- Skills Development Act, 9 of 1999.

### **SUBJECTS AND CATEGORIES OF RECORDS HELD BY PARSEC: SECTION 51(1)(e)**

#### **1. COMPANIES ACT RECORDS**

- Documents of incorporation;
- Memorandum of Incorporation;
- Minutes of Board of Directors meetings;
- Records relating to the appointment of directors, auditors, public officer and other officers;
- Share Register and other statutory registers.

#### **2. FINANCIAL RECORDS**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records
  - ❖ Bank Statements;
  - ❖ Electronic banking records
- Asset Register;
- Rental Agreements;
- Invoices.

#### **3. INCOME TAX RECORDS**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances:
  - ❖ VAT;
  - ❖ Skills Development Levies;
  - ❖ UIF
  - ❖ Workmen’s Compensation.

#### **4. PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Disciplinary records;

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- Salary records;
- SETA records;
- Disciplinary code;
- Leave records;
- Training records;
- Training Manuals.

**DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

- Requests for access to records held by Parsec must be made on the request form that is available from the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)). For the convenience of requestors, a copy of these form is included in this Manual as Form C.
- The requester must complete Form C and submit this form together with a request fee, to the Designated Information Official of Parsec.
- The form must be submitted at the above address, fax number, or electronic mail address
- The form must:
  - ❖ provide sufficient particulars to enable the Designated Information Official to identify the record/s requested and to identify the requester;
  - ❖ indicate which form of access is required;
  - ❖ specify a postal address or fax number of the requester in the Republic,
  - ❖ identify the right that the requester is seeking to exercise or protect;
  - ❖ provide an explanation of why the requested record is required for the exercise or protection of that right;
  - ❖ if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner;
  - ❖ if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of Parsec.
- If a requestor does not use Form C, the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided, or otherwise) or delayed.
- The Designated Information Official shall notify the requester (other than a personal requester) of the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against the tender or payment of the request fee.
- The Designated Information Official will evaluate and consider the request in terms of the provisions of PAIA, will make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

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Signed at PRETORIA... this 9<sup>th</sup>... day of DECEMBER... 2015



\_\_\_\_\_  
SIGNATURE OF DESIGNATED INFORMATION  
OFFICIAL, DULY AUTHORISED

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FORM C

**REQUEST FOR ACCESS TO RECORDS OF PARSEC (PTY) LTD**

Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

**A. Particulars of private body**

The Managing Director: **Parsec (Pty) Ltd**

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (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 the 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: \_\_\_\_\_

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**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.*

- 1. Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_
- 2. Reference number, if available: \_\_\_\_\_
- 3. 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 for exemption.*

Reason for exemption from payment of fees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.*

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Disability:		Form in which record is required			
<p><i>Mark the appropriate box with an X.</i></p> <p><b>NOTES:</b></p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>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.</i></p> <p>(c) <i>The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</i></p>					
<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record		
<b>2. If record consists of visual images:</b> 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		
<b>3. If record consists of recorded word or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	Listen to the soundtrack audio cassette	<input type="checkbox"/>	Transcription of soundtrack* written or printed document		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<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*		
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

**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.*

1. Indicate which right is to be exercised or protected: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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**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 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? \_\_\_\_\_

Signed at ..... this ..... day of ..... 20...

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE