

To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise of protection of any rights to provide for matters connected therewith:

**PREAMBLE:**

This act gives the right to anyone to access information, information held by the State, Juristic persons or information held by another person. The right of access can be limited for a public or private body to the extent that limitations are reasonable and can be justifiable.

**GENERAL INFORMATION:**

Country of incorporation	South Africa
Nature of business activities	Accounting, bookkeeping, general tax services, tax advice and tax planning
Entity type	Close Corporation
Member(s)	Pieter de Wet Dawn de Wet Stephan de Wet
Registered office	Clayton Street 2 The Reeds 0158
Business address	12 Ermelo Street Wierdapark 0157
Postal address	Po Box 3557 The Reeds 0158
E-mail	<a href="mailto:info@pdsacc.co.za">info@pdsacc.co.za</a>
Website	<a href="http://www.pdsacc.co.za">www.pdsacc.co.za</a>
Contact numbers	076 308 2111 or 076 318 4979
Fax	086 606 0354
Accounting Officer	Michelle Badenhortst Professional Accountant (SA) Practice Number: 20912

Information officer

## THE ACT:

### Section 10 Guide on How to use the act

The Act grants a requester access to records of the private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with under Form of request & Prescribed Fees.

Requester is referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional rights.

The contact details of the Commission are:

Head Office	Braampark Forum 3 33 Hoofd Street Braamfontein
Telephone	011 877 3600
Website	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
E-mail	<a href="mailto:info@sahrc.org.za">info@sahrc.org.za</a>

### FORM OF REQUEST:

To facilitate the processing of your request, kindly:

Use the prescribed form, available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of The Department Of Justice and Constitutional Development at [www.doj.gov.za](http://www.doj.gov.za)

The requester must complete Form C (available from the Human Rights Commission and submit this form together with a request fee, to the head of the private body.

Address your request to the member(s) of the close corporation, providing sufficient details to enable the close corporation to identify:

- The record(s) requested
- The requester (If an agent is lodging the request, proof of capacity must be provided)
- The form of access required
- The postal address or fax number of the requester in the Republic
- If the requester wishes to be informed of the decision in any other manner (in addition to written correspondents) the other manner and particulars thereof
- The right which the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of the right.

The above mention has been taken out of: Promotion of access Act 2, 2000; Cape town; 3 February 2000; *Government Gazette*; V416; No. 2852.

Information officer

**PRESCRIBED FEES:**

**Costs of requests - private bodies**

The head of a private body to whom the request is made will notify you in writing to pay the prescribed request fee, if any, before processing the request. If you require access to records of your personal information, you do not have to pay a request fee.

The following is a breakdown of the fees structure for the purposes of determining the manner in which fees relating to a request for access to a record of a private body are to be calculated.

Part III of Regulation 187 published in the Government Gazette on the 15 February 2002:

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows (excluding VAT):

	<b>R</b>
▪ For every photocopy of an A4-size page or part thereof	1,10
▪ For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0, 75
▪ For a copy in a computer-readable form on -	
(i) stifty disc	7, 50
(ii) compact disc	70,00
▪ For a transcription of visual images, for an A4-size page or part thereof	40,00
▪ For a copy of visual images	60,00
▪ For a transcription of an audio record, for an A4-size page or part thereof	20,00
▪ For a copy of an audio record	30,00

**The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50,00 (excluding VAT).**

The access fees payable by a requester referred to in Regulation 11(3) are as follows (excluding VAT):

	<b>R</b>
▪ For every photocopy of an A4-size page or part thereof	1,10
▪ For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
▪ For a copy in a computer-readable form on -	
(i) stifty disc	7,50
(ii) compact disc	70,00
▪ For a transcription of visual images, for an A4-size page or part thereof	40,00
▪ For a copy of visual images	60,00
▪ For a transcription of an audio record, for an A4-size page or part thereof	20,00
▪ For a copy of an audio record	30,00

**To search for and prepare the record for disclosure, R30,00 (excluding VAT) for each hour or part of an hour reasonably required for such search and preparation.**

\_\_\_\_\_  
 Information officer

For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable and
- one third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester.

The above mention and previous page has been taken out of: Promotion of access Act 2, 2000; Cape town; 3 February 2000; *Government Gazette*; V416; No. 2852.

## **INFORMATION DISCLOSURE OF THE COMPANY:**

### **LEGISLATION APPLICABLE:**

- Basic Conditions of Employment Act, No. 75 of 1997
- Closed Corporations Act No. 69 of 1984
- Companies Act, No. 71 of 2008
- Competition Act, No. 89 of 1998
- Copyright Act No. 98 of 1978
- Debtor Collectors Act No. 114 of 1998
- Electronic Communications and Transactions Act, No. 2 of 2000
- Employment Equity Act, No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Occupational Health and Safety Act, No. 85 of 1993
- Promotion of Access to Information Act, No. 2 of 2000
- Protected Disclosures Act, No. 26 of 2000
- Skills Development Levy Act, No. 9 of 1999
- Unemployment Insurance Act, No. 63 of 2001
- Value-added Tax Act. No. 89 of 1991

### **ACCESS TO RECORDS AND AVAILABILITY:**

**The following information is available on request and on our website:**

#### **Statutory close corporation information:**

- The Founding Statement
- Any Amending Founding Statement
- Proof of registration

#### **Public Affairs:**

- Services rendered to clients
- Product information

#### **Marketing:**

- Brochures
- Website marketing
- Social networks

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**The following information is not required to be disclosed and will not be made available.**

**Financial records:**

- Annual financial statements
- Managements reports
- Financial reports
- SARS Returns
- Asset Registers
- Bank records Banking details
- Accounting records
- Invoices and statements
- Debtors/Creditors statements and invoices
- General ledgers
- Minute Books as well as Resolutions passed at meetings

**Human Resources:**

- Payroll Records
- Personnel information
- Leave Records
- Returns to UIF
- Returns to WCA

**Client information (Not the property of your clients):**

- Working papers as required by accounting body
- SARS files
- Monthly accounting records if applicable
- Other
- We do not keep client records or the information of our clients this is there responsibility and no liability will be accepted.

## FORM C

### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(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 Head:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 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: \_\_\_\_\_

**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: \_\_\_\_\_

**As per the Act**

**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.

Disability:	Form in which record is required
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Mark the appropriate box with an X.

**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 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 for 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
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**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"/>	transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound:**

<input type="checkbox"/>	listen to the soundtrack	<input type="checkbox"/>	transcription of soundtrack*
<input type="checkbox"/>	audio cassette	<input type="checkbox"/>	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"/>	copy in computer readable form* (stiffy or compact disc)
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'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.	YES	NO
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**As per the Act**

**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
2. : \_\_\_\_\_

2. Explain why the record requested is required for the exercise 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 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

**As per the Act**