

**PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000
SECTION 51 MANUAL FOR SOLID GREEN CONSULTING CC**

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1. **INTRODUCTION TO SOLID GREEN CONSULTING CC**

The company was formed in 2010. The company consults in sustainability in the built environment.

2. **INFORMATION IN TERMS OF SECTION 51**

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

The members of the corporation have authorised Marloes Reinink to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

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b. **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. Please direct any queries to:

The South African Human Rights Commission - PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041
Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za

c. **Applicable legislation**

Reference	Act
No 95 of 1967	Income Tax Act
No 69 of 1984	Closed Corporations Act
No 89 of 1991	Value Added Tax Act
No 130 of 1993	Compensation for Occupational Injuries and Health Diseases Act
No 66 of 1995	Labour Relations Act
No 30 of 1996	Unemployment Insurance Act
No 75 of 1997	Basic Conditions of Employment Act
No 55 of 1998	Employment Equity Act
No 97 of 1998	Skills Development Act
No 9 of 1999	Skills Development Levies Act
No 2 of 2000	Promotion of Access of Information Act
No 63 of 2001	Unemployment Contributions Act
No 4 of 2002	Unemployment Insurance Act

d. **Categories of records which are available without a person having to request access in terms of the Act in terms of section 52(2) [Section 51(1)(c)]**

No notice of such records has been made to the Minister.

e. **Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]**

i. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**

Administration:

Company registers
Minutes of meetings
Correspondence

Human Resources:

Employment contracts
Remuneration records and policies

Operations:

Sales records
Reports for clients
Building simulation files
Green Building Certification Submissions
Marketing information

Finances:

Annual Financial statements
Vouchers and bank statements
Tax returns and records

ii. **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)].

f. Other information as may be prescribed [Section 51(1)(f)]

Not applicable.

g. Availability of the manual [Section 51(3)]

This manual is available from the South African Human Rights Commission (see details above), Solid Green Consulting CC (see details above), and in electronic format at <http://www.solidgreenconsulting.co.za>