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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.

      Postal address: P O Box 960, Parklands, 2121
      Street address: 26 Tyrwhitt Avenue, Rosebank, Johannesburg
      Phone number: +27 73 8068048
      Fax number: 086 5183535
      Email address: marloes@solidgreenconsulting.co.za

   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 to 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