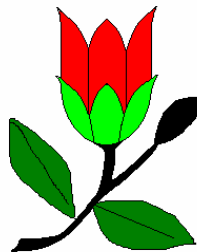


A.W.R. Smith Process Instrumentation cc

Section 51 Manual



**Act 2 of 2000,
The Promotion of Access to Information**

**Prepared in accordance with Section 51 of the Promotion of Access to
Information Act No. 2 of 2000**

Effective Date: 31st August 2005

Introduction

AWR Smith Process Instrumentation are importers, stockists and suppliers of electrical, process and environmental instrumentation, specializing in portable test, measurement, data logging and recording instrumentation to all areas of industry.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Contact person: Gordon Smith (Member)
Cell No. 082 410 4773
e-mail gordon@instruments.co.za

Postal address: PO Box 449
Pinegowrie
2123

Physical address: 52 South Rd
Linden Ext
Randburg

Telephone no: 011 782 7279 / 011 888 7144
Fax no: 011 782 6840
General e-mail: sales@instruments.co.za
Web address: www.instruments.co.za

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 2004. 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
E-mail: PAIA@sahrc.org.za

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

- Close Corporations Act No. 69 of 1984
- Income Tax Act No. 95 of 1967
- Regional Services Council Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- 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)** [Section 51(1)(c)]

- Company Profile
- Data Sheets / Product Literature
- Product Instruction Manuals
- Price lists

ii. **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:

- Licenses and insurance
- Minutes of meetings (Management and Staff)
- Correspondence
- Members

Human Resources:

- Employment contracts
- Remuneration records

Operations:

- Sales records and quotations
- Client and supplier registry

Finances:

- Financial statements
- Annual financial statements
- Tax and levies
- 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 a 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)]

Copies of the manual are available at:

- a) The South African Human Right Commission (details on page 2 - section 2)
- b) The office of AWR Smith Process Instrumentation for inspection during business hours free of charge (details on page 2 - section 1)
- c) On our web site www.instruments.co.za free of charge