

SYNCH CC

(1999/049276/23)

SECTION 51 MANUAL

(In accordance with the Promotion
of Access to Information Act, Act 2 of 2000)

SECTION 51 MANUAL FOR SYNCH CC

Introduction:

Synch CC provides secure network communications systems and infrastructure. They consult, implement and maintain high-quality networks and business systems.

Particulars in terms of section 51 manual

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

Contact Person: Sven Welzel

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Mowbray
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Website: www.synch.cc

2. The section 10 Guide on how to use the Act: *[Section 51(1)(b)]*

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all the official languages. 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

Physical address: 29 Princess of Wales Terrace
Cnr of York & St Andrew Street
Parktown

Telephone: +27 11 484- 8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

1. Basic Conditions of Employment No. 75 of 1997
2. Income Tax Act No. 95 of 1967
3. Employment Equity Act No.55 of 1998
4. Labour Relations Act No. 66 of 1995
5. Broadbased Black Economic Empowerment Act No. 53 of 2003
6. Usury Act No. 73 of 1968
7. Close Corporations Act No. 69 of 1984
8. Short Term Insurance Act No. 53 of 1998
9. Occupational Health & Safety Act No. 85 of 1993
10. Unemployment Contributions Act No. 4 of 2002
11. Unemployment Insurance Act No.63 of 2001
12. Value Added Tax Act No. 89 of 1991
13. Compensation for Occupational Injuries and Disease Act 130 of 1993

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

i. **Available information** [Section 51(1)(c)]
None

ii. **Records that may be Requested** [Section 51(1)(e)]
Administration:
None

Human Resources:

Employee Code of Conduct
Personnel Files
Staff Recruitment Policies
Employment Contracts
PAYE Records and other documents relating thereto
All other statutory compliances

- WCA
- SDL
- VAT

Finances:

Annual Financial Statements
Accounting Records
Asset Register
Financial Statements
Banking Details
Banking Records

- Bank Statements
- Paid Cheques
- Electronic Banking Records

Incorporation Documents:

Incorporation Forms

iii. *The Request Procedures*
Form of Request:

- The requestor 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. The 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 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, b, 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 the personal requester) by notice requiring the requester to pay the prescribed fee (if any) before further processing the request [s54(1)].
- The fee that 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 [s54 (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 regulation in this regard.

6. Availability of manual *[Section 51(3)]*

This manual is available for inspection at the offices of the private body, free of charge; and copies are available with South African Human Resources Commission, in the Gazette and on the private body's website (if any).