

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000

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1. DEFINITIONS

The following terms shall bear the following meaning in this manual:

"the Act" shall mean the Promotion of Access to Information Act, No. 2 of 2000, as amended by Act 31 of 2019, together with all relevant regulations published with the Act;

"the Information Officer" shall mean a duly appointed person employed by COURIER BROTHERS AIR (PTY) LTD or the Member which all requests for information in terms of the Act should be addressed;

"the / this manual" shall mean this manual prepared in terms of the Act, including all annexures and references to further information contained therein;

"a record" shall mean any recorded information, whether produced by COURIER BROTHERS AIR (PTY) LTD or not, that is in the possession of or under the control of COURIER BROTHERS AIR (PTY) LTD;

"a request" shall mean a request for access to any record kept by COURIER BROTHERS AIR (PTY) LTD;

"the requestor" shall mean the person, including juristic persons, making an official request for a record of COURIER BROTHERS AIR (PTY) LTD, including all natural persons representing organisations that are juristic persons.

"the SAHRC" shall mean the South African Human Rights Commission;

All terms used in this manual that are also used in the Act shall have the meanings defined in the Act.

2. INTRODUCTION

This manual is published in terms of Section 51 of the Promotion of Access to Information Act (Act No. 2 of 2000) to give effect to the provisions in section 32 of the Constitution of the Republic of South Africa regarding the right of persons to access information that is necessary to protect or exercise any rights of such persons held by the State or any other persons.

This manual applies to each member/partner/individual of COURIER BROTHERS AIR (PTY) LTD.

3. PARTICULARS

3.1 Introduction to COURIER BROTHERS AIR (PTY) LTD

COURIER BROTHERS AIR (PTY) LTD <couriers and logistics>.

3.2 Contact Information

Registration Number : 2020/133848/07
Registration Date : 2020 03 15
Physical Address : UNIT 8, 5 TUGELA STREET, GLEN MARAIS EXT 137, 1619
Postal Address : 790 AFONSODRIVE, MONTANA PARK, 0159
Telephone Number : 012 991 9100
Facsimile Number : N/A N/A
Mobile Number : 083 631 0663
E-Mail Address : pierrevr@courier-brothers.com
Information Officer : PIERRE ANDRE VAN RENSBURG

3.3 Section 10 Guide on How to Use the Act

The Guide will be available from the South African Human Rights Commission by not later than August, 2003. Please direct any queries to the SAHRC, whose contact details are listed below:

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department

Postal Address : Private Bag 2700
Houghton
2041

Telephone : + 27 (0)11 484-8300
Fax : + 27 (0)11 484-0582
Web site : www.sahrc.org.za
Email : PAIA@sahrc.org.za

3.4 Records Available in Terms of Other Legislation (www.acts.co.za)

1. Sectional Titles Act: 95 of 1986
2. Community Schemes Ombud Service Act 9 of 2011
3. Protection of Personal Information Act 4 of 2013
4. Basic Conditions of Employment Act No. 75 of 1997
5. Closed Corporation Act No. 69 of 1984
6. Companies Act No. 71 of 2008
7. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
8. Consumer Protection Act No. 68 of 2008
9. Customs and Excise Act No. 91 of 1964
10. Debt Collectors Act, 1998 (Act No. 66 of 2008)
11. Electronic Communications Act, 2005 (Act No. 36 of 2005)
12. Employment Equity Act No. 55 of 1998
13. Income Tax Act No. 58 of 1962
14. Tax Administration Act No.28 of 2011
15. Patents Act No. 57 of 1978
16. Promotion of Access to Information Act No. 2 of 2000
17. Marketing of Agricultural Products Act No. 47 of 1996
18. Skills development Levies Act No. 9 of 1999
19. Trademarks Act No. 194.of 1993
20. Insolvency Act No. 24 of 1936
21. Unemployment Insurance Act No. 30 of 1966
22. Financial Intelligence Centre Act No. 38 of 2001
23. Financial Advisory and Intermediary Services Act No. 37 of 2002
24. Non-Profit Organisations Act No. 71 of 1997
25. Stamp Duties Act No. 77 of 1968
26. Estate Duty Act No. 45 of 1955
27. Trust Property Control Act No. 57 of 1988
28. Expropriation Act No 63 of 1975

29. Value – Added Tax Act No. 89 of 1991

Other acts not listed above are available online at www.acts.co.za

3.5 Access to Records Held by COURIER BROTHERS AIR (PTY) LTD

- (a) Employment Contracts: Availability to be determined upon receipt of request
- (b) Personnel Records: Availability to be determined upon receipt of request
- (c) Company Documentation: Availability to be determined upon receipt of request
- (d) Agreements With Suppliers: Availability to be determined upon receipt of request
- (e) Corporate Sales Agreements: Availability to be determined upon receipt of request
- (f) Customer Agreements: Availability to be determined upon receipt of request
- (g) Database Of Customers: Availability to be determined upon receipt of request
- (h) Financial records: Availability to be determined upon receipt of request

3.6 Request Procedure

All requests to access information should be made in writing on the prescribed form and addressed to the Information Officer specified in 3.2 above. None of the information held by COURIER BROTHERS AIR (PTY) LTD listed under 3.5 is available without the requestor completing the request form that is official in terms of the regulations pertaining to the Act.

The requestor must provide sufficient detail on this request form to enable the contact person to identify the record requested and who the requestor is. The requestor 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. If a request is made on behalf of another person, the requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the Information Officer.

Details of where the forms for requesting information can be found and the applicable fees for such requests are given below.

4. AVAILABILITY OF MANUAL

A copy of COURIER BROTHERS AIR (PTY) LTD's PAIA information manual can be obtained from the registered office of COURIER BROTHERS AIR (PTY) LTD and from the SAHRC (whose contact details are given in 3.3 above)

5. FEES

5.1 Copy of Manual

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.

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

- (a) For every photocopy of an A4-size page or part thereof R0.75;
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0.75;
- (c) For a copy in a computer-readable form on - stiffy disc R7.50 or compact disc R70.00;
- (d) For visual images R60.00; and
- (e) For an audio record R30.00.

5.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50 for Private Body or R35 for Public Body.

5.4 Details of these fees are available from the SAHRC and in a document that can be downloaded from <http://www.doj.gov.za/reg/reg187.doc>. The appropriate fees must be paid by cheque or direct deposit into the stipulated bank account of COURIER BROTHERS AIR (PTY) LTD within 24 hours of the time that the requestor is notified that his/her request has been received and is being actioned.

5.5 If the requestor cannot collect the information from COURIER BROTHERS AIR (PTY) LTD's registered office in person, the information will be transmitted electronically, by facsimile or posted to the requestor at the requestor's option, provided that the requestor will be required to pay for the cost of any postage or facsimile transmission at the actual or prescribed rate.

6. PRESCRIBED FORMS

The prescribed form: request for information form is attached as annexure A.

Annexure A: Form C = Request for Access to Record of Private Body

COURIER BROTHERS AIR (PTY) LTD

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: _____

The Information Officer: _____

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:

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: _____

Annexure A: Form C = Request for Access to Record of Private Body

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 to 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

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 (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)
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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?	YES	NO	
Postage is payable.			

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 protected: _____
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 WHO'S BEHALF REQUEST IS MADE