



**SECTION 51 MANUAL
FOR CAPE STAINLESS CC
(Registration Number: 1993/28486/23)**

1. Introduction to Cape Stainless CC

Cape Stainless manufactures stainless steel products for the hospitality and catering industries. The company is based in Cape Town, South Africa and was established as a Close Corporation in 1993.

2. Particulars in terms of the Section 51 Manual

2.1 Contact Details

- 2.1.1 Postal Address: PO Box 250, Eppindust, 7475
- 2.1.2 Telephone Number: +27 21 535 2067
- 2.1.3 Fax Number: +27 21 535 2232
- 2.1.4 Website Address: www.capestainless.co.za
- 2.1.5 Email Address (Head): section51@capestainless.co.za

2.2 The section 10 Guide on how to use the Act

- 2.2.1 The Human Rights Commission has made available a guide to assist in the use of the Act entitled *The Guide on how to use the Promotion of Access to Information Act – Act 2 of 2000* which can be found on their website referred to hereunder.
- 2.2.2 Please direct enquires 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

2.3 Records available in terms of any other legislation

Basic Conditions of Employment No. 75 of 1997
Companies Act No. 61 of 1973
Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
Copyright Act No. 98 of 1978
Employment Equity Act No. 55 of 1998
Income Tax Act No. 95 of 1967

Insolvency Act No. 24 of 1936
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Trade Marks Act No. 194 of 1993
Unemployment Insurance Act No. 63 of 2001
Value Added Tax Act No. 89 of 1991
Promotion of Access to Information Act No.2 of 2000

This list may be updated on a voluntary and periodic basis.

2.4 Access to the records held by Cape Stainless CC

2.4.1 Pamphlets and booklets published by Cape Stainless CC are available on the Cape Stainless website.

2.4.2 Cape Stainless maintain the following records:

2.4.2.1 Company Secretarial records

- Company records (e.g. documents of incorporation, statutory returns, etc.)
- Records of Meetings

2.4.2.2 Financial records

- Financial statements
- Fixed Asset register
- Vouchers
- Insurance contracts
- Commercial contracts
- Hire-purchase agreements
- Legal and regulatory records
- Title Deeds
- Service Level Agreements
- Confidentiality agreements
- Records of Meetings

2.4.2.3 Human Resources records

- Staff recruitment policies
- Employment contracts
- Remuneration records and policies
- Training and assessment records
- Records of Meetings

2.4.2.4 Operations

- Sales records
- Procurement policies and records
- Client Credit Application forms
- Supplier Terms and Conditions
- Job Cards
- Product Specifications
- Quality Control Records
- Records of Meetings

2.4.2.5 Information Technology Records

- Licenses, software programmes and applications
- Database
- Systems documentation
- Disaster recovery and implementation plans
- Internet and intranet policy
- Electronic Communications policy documentation
- Systems security policy documentation

2.4.3 Form of Request:

2.4.3.1 The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Cape Stainless. This request must be made to the address, fax number or electronic mail address of Cape Stainless.

2.4.3.2 The requester must provide sufficient detail on the request form to enable the head of Cape Stainless 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.

2.4.3.3 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.

2.4.3.4 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 Cape Stainless.

2.4.4 Fees:

2.4.4.1 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.

2.4.4.2 The head of Cape Stainless 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.

2.4.4.3 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.

2.4.4.4 After the head of Cape Stainless has made a decision on the request, the requester must be notified in the required form.

2.4.4.5 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.

2.5 Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

2.6 Availability of the manual

The manual is available for inspection, free of charge, at the offices of Cape Stainless CC, 17 Hewett Avenue, Epping2, 7460; and copies are available with the SAHRC, in the Government Gazette and on Multi-Media Computers' website: www.capestainless.co.za

2.7 Fees in respect of private bodies

2.7.1 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.

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

Item	Amount
2.7.2.1 For every photocopy of an A4-size page or part thereof	R1.10
2.7.2.2 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
2.7.2.3 For a copy in a computer-readable form on	
(i) stiffy disc	R7.50
(ii) compact disc	R70.00
2.7.2.4 For a transcription of visual images, for an A4-size page or part thereof	R40.00
2.7.2.5 For a copy of visual images	R60.00
2.7.2.6 For a transcription of an audio record, for an A4-size page or part thereof	R20.00
2.7.2.7 For a copy of an audio record	R30,00

2.7.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

2.7.4 The access fees payable by a requester, referred to in regulation 11(3) are as follows:

Item	Amount
2.7.4.1 For every photocopy of an A4-size page or part thereof	R1.10
2.7.4.2 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
2.7.4.3 For a copy in a computer-readable form on	
(i) stiffy disc	R7.50
(ii) compact disc	R70.00
2.7.4.4 For a transcription of visual images, for an A4-size page or part thereof	R40.00

2.7.4.5 For a copy of visual images R60.00

2.7.4.6 For a transcription of an audio record,
for an A4-size page or part thereof R20.00

2.7.4.7 For a copy of an audio record R30,00

2.7.5 To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

2.7.6 For the purposes of section 54(2) of the Act, the following applies:

2.7.6.1 Six hours as the hours to be exceeded before a deposit is payable; and

2.7.6.2 And, one third of the access fee is payable as a deposit by the requester.

2.7.7 The actual postage is payable when a copy of a record must be posted to a requester.

2.8 Prescribed forms – As attached

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:

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:

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:
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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 the 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 disk)
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<i>* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</i>				Yes	No
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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 WHOSE BEHALF REQUEST
IS MADE