

Section 51 Manual for



Prepared in terms of the requirements of the promotion of access to information Act No2 of 2000

Registration Number 2003/031415/07

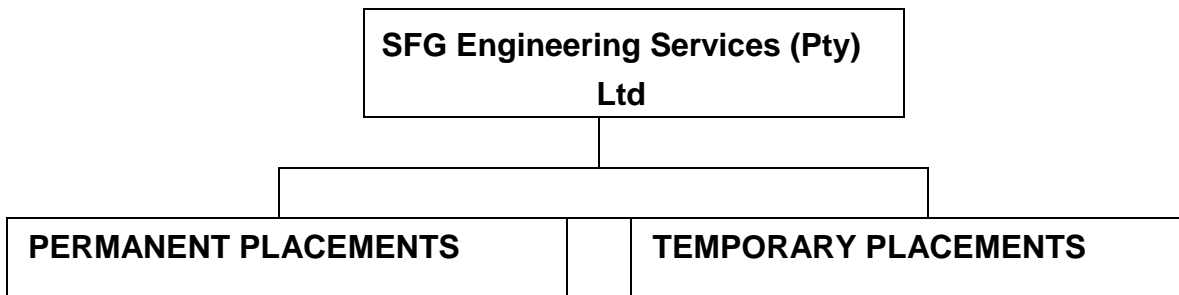
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Particulars in terms of the section 51 manual Structure of SFG Engineering Services (Pty) Ltd



Executive Search – Technical
Executive Search - Skilled Labour

Admin Clerical & Support Staff
Generalist Positions

Industry Sector Focus

Civil	Mining	Renewable Energy
FMCG	Finance	Oil and Gas Exploration and Production
Maritime	Manufacturing	Logistics and Warehousing

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Records available in terms of other legislation (Section 1)

Basic Conditions of Employment Act No 75 Of 1997
Companies Act No 61 of 1973
Employment Equity Act No 55 of 1998
Labour Relations Act No 66 of 1995
Skills Development Act No 97of 1998
Skills Development Levies Act No 9 of 1999
Unemployment Insurance Act No 30 of 1996
Value Added Tax Act No 89 of 1991
Income Tax Act No 95 of 1967
Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
Consumer Protection Act No 68 of 2008
Protection of Private Information Act (Still to be promulgated)
National Credit Act, No 34 of 2005
Occupational Health and Safety Act, No 85 of 1993
Protected Disclosures Act, No 26 of 2000
Protection of Personal Information Act, No 4 of 2013
Broad Based Black Economic Empowerment

Access to records held by SFG Engineering Services (Pty) Ltd

- I. Protected Disclosures Act 26 of 2000
- II. Records that may be requested
 - i. Please note that recording a category or subject matter in this manual does not imply that a requested for access to such records would be honoured. a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the act.

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Compliance

- BBBEE compliance
- Internal auditing and risk
- Legislation compliance
- Regulatory reports
- Policies and procedures
- Membership with industry bodies

The Request Procedures

- A requestor must use the prescribed form to make the request for access to information. The request must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address as per Section 53 {1} {a}
- The requester must provide sufficient detail on the request form to enable the Information Officer 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. (Section 53{2} {a} & {b} & {c})
- The requester must identify the right that is sought to be exercised or to be protracted and provide an explanation of why the requested record is required for the exercise or protection of that right. (Section 53)
- If the request is made on behalf of another person, the requester must then submit proof of capacity in which the requester is making the request to the satisfaction of the head of the private body (Section 53)

Fees

A requester who seeks access to a record containing personal information about the 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 Information Officer 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 (Section 54)
- 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. (Section 54 {3} {b})
- After the Information Officer has made a decision on the request, the requester will be notified in the required format.
- If the request is granted then a further access fee must be paid for the search,

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reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure (Section 54).

Other information as may be prescribed (Section 51)

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

Availability of the manual (Section 51)

This manual is available for inspection at the SFG Engineering Services (Pty) Ltd Offices and copies will be made available on our website. www.sfgengineering.co.za).

Fees in respect of private bodies

- The fee for a copy of the manual as contemplated in regulation is R1.10 for every photocopy of an A4 – size page or part thereof.
- The fees for reproduction referred to in regulation 11 are as follows:
 - For every photocopy of an A4-size page or part thereof R1.10
 - 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
 - For a copy in a computer-readable form on:
 - Compact Disc R7.50
 - USB Device R70.00
 - For a transcription of visual images, for an A4-size page or part thereof R20.00
 - For a copy of visual images R60.00
 - For a transcript of an audio record, for an A4-size page or part thereof R60.00
 - For a copy of an audio record R30.00

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

The access fees payable by a requester to in regulation 11 area as follows:

- a. For every photocopy of an A4- size page or part thereof R1.10
- b. For every printed copy of n A4- size or part thereof held on a computer or in electronic or machine-readable form R0.75
- c. For a transcription of visual images, for an A4-size page or part thereof R40.00
- d. For a copy of visual images R60.00
- e. For a transcript of an audio record, for an A4-size page or part thereof R20.00

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- f. For a copy of an audio record R30.00
- g. 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.

For purposes of Section 54 of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable; and
- One third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester

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