



Access to Information Manual

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



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1. Introduction/purpose

This manual has been compiled in accordance with the Promotion of Access to Information Act (PAIA) No. 2 of 2000. The purpose of the act is to give effect or carry out section 32 of the constitution. Section 32 of the South African constitution focuses on the right to access information which states that everyone has the right of access to information held by the state or a private body in order to enforce a culture of transparency and accountability.

Section 51 of the Promotion of Access to Information Act requires that we, StatPro (Pty)Ltd, as a private body compile a manual giving information to the public regarding the procedures to be followed in requesting information from us for the purpose of exercising or protecting rights. As such, StatPro, being a private body has compiled this manual to exercise due diligence by adhering to the constitution through compiling a PAIA manual for persons that wish to access information in terms of the PAIA from StatPro.

This manual contains seven sections that provide guidance, for person(s) who wish to request information, the sections contained within the manual include the following:

- Contact Details [Section 51 (1)(A)]
- Categories of records available without having to request access [Section 51(1) (C)]
- Records available in terms of any other legislation [Section 51 (1) (d)]
- How to request a record and categories of records available [Section 51 (1)E]
- Availability of the manual
- Fees in respect to a private body – StatPro
- Appendices – Request form

2. CONTACT DETAILS [SECTION 51 (1)(A)]

Information Officer:	Craig Arenhold
Physical Address:	2nd Floor Liesbeek House Liesbeek Parkway Gloucester Road Mowbray Cape Town 7700
Postal Address:	2nd Floor Liesbeek House Liesbeek Parkway Gloucester Road Mowbray Cape Town 7700
Telephone Number:	021 443 2140
Website:	www.confluence.com

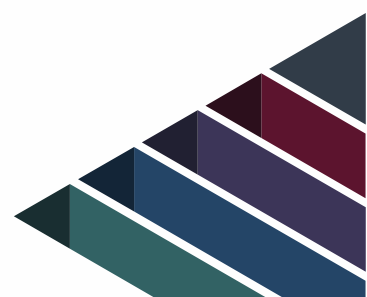
3. CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS [SECTION 51(1) (C)]

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge

StatPro has not submitted any notice of such records to the minister in terms of section 51(1) (c) of the Act. The following information is available without a request in terms of the act:

- Marketing Brochures, reports etc.
- All public information and records on Confluence's website



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

Where applicable and insofar as you comply with the requirements set out in the relevant act, as an information requestor you may also request information which is available in terms of other legislation. Records that available from StatPro in terms of other legislation are as follows:

Reference	ACT
No 66 of 1995	Labour Relations Act
No 55 of 1998	Employment Equity Act
No 75 of 1997	Basic Conditions of Employment Act
No 130 of 1993	Compensation for occupational injuries and disease act
No 61 of 1973	Companies Act
No 63 of 2001	Unemployment insurance act
No 89 of 1991	Value Added Tax Act
No 58 of 1962	Income Tax Act
No Act 9 of 1999	Skills Development
No 85 of 1993	Occupational health and Safety Act

5. How to request a record and categories of records available [Section 51 (1)(e)]

The purpose of this section is to provide directive and guidance on the process to follow when requesting information from StatPro. Furthermore, it provides a list of the subjects of records that are held by StatPro, including the categories into which the records are classed.

5.1 Requesting a record

- A request for information can be initiated by downloading the application form from www.statpro.com and emailing it sar@statpro.com. The requestor will then receive an automatic reply confirming receipt of the email.
- If applicable, the requester must submit a request fee (see section 7) with the application form, to the Information Officer at StatPro, as listed in the contact details section, using the address, telephone number, and email address provided in this manual.
- The requestor must provide sufficient information to enable the Information Officer at StatPro to identify the type of record(s) requested.
- The requester is also asked to provide proof of identity by means of a certified copy of an Identity Document (ID) or passport.
- The requestor must indicate in which form the information is required, specify a postal address or fax number, and identify what right that the requester is seeking to exercise or protect.
- The requestor must provide an explanation of why the requested record is required for the exercise or protection of that right.
- If in addition to a written reply, the requester wishes to be informed of the decision in any other manner, this must be clearly stated in the application.
- If the request is made on behalf of another person then proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer at StatPro, must be provided. This proof should be provided in a form of a certified copy of the requestor's identity document or passport.
- An initial response to a request will approximately take 30 days

5.2 Categories of records held by StatPro

This section of the manual sets out a description of the subjects on which StatPro holds record, and categories of records held on each subject. These include operational records utilised in the day to day running and administration. The categories listed below are applicable to StatPro:

5.2.1 Companies acts records

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/
- Public officer and other officers
- Share Register and other statutory registers

5.2.2 Financial records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

5.2.3 Income tax records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
- VAT
- Regional Services Levies
- Skills Development Levies
- UIF
- Workmen's Compensation

5.2.4 Personnel documents and records

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- Disciplinary code
- Leave records
- Training records and manuals
- Identity documents
- Bank and address particulars
- For Life cover and provident fund tax reference number and ID numbers of nominated beneficiaries

6. Availability of the manual

This manual is available from StatPro at the address specified below:

Information Officer: Craig Arenhold

Postal Address: 2nd Floor
Liesbeek House
Liesbeek Parkway Gloucester Road Mowbray
Cape Town
7700

Telephone Number: 021 443 2140

Website: <https://www.statpro.com>

7. Fees in respect to a private body – StatPro

In accordance with guidelines stipulated by the department of Justice the following requirements are applicable for Information requestors seeking information from StatPro:

- A requester that seeks access to a record containing personal information about the requester is not required to pay the request fee.
- Any other requester is required to pay the prescribed fee of R50.00, before a request may be processed.
- A deposit shall be paid to StatPro (the deposit shall not be more than one third of the access fee which would be payable if the request were granted)
- A requester may lodge an application with a court of law against the payment of a request fee.

8. Appendices

8.1 Appendix A: Fee Structure as stipulated by the justice department

Fee structure and any frequently asked questions can be obtained from:

- <http://sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>
- <http://www.justice.gov.za/paia/paia-faq.htm>

8.2 Appendix B: Request for information form

The application form can be obtained from:

- <https://www.statpro.com/>

Appendix B-Request Form

Form C

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))

A. Particulars of private body

Information Officer: Craig Arenhold

Postal Address: 2nd Floor
Liesbeek House
Liesbeek Parkway Gloucester Road Mowbray
Cape Town
7700

Telephone Number: 021 443 2140

Website: <https://www.statpro.com>

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 (certified copy of ID document or passport) of the capacity in which the request is made, if applicable, must be attached to the application form.

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____

E-mail address: _____

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*

Full names and surname: _____

Identity number: _____

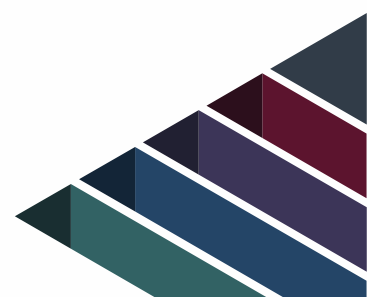
D. Particulars of record

- 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.

Description of record or relevant part of the record:

Reference number, if available:

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		
Mark the appropriate box with an X. NOTES:					
<ul style="list-style-type: none"> 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 for 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:					
	copy of record*		inspection of record		
2. If record consists of visual images. This includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
	view the images		copy of the images"		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine -readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record(above), do you wish the Copy or transcription to be posted to you?
Postage is payable.

YES

NO

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.

Indicate which right is to be exercised or protected:

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 of20

