

HARMIE AND SHANIE COM CC - CK 2009 / 218956 /23

# Section 51 Manual

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Access to Information  
Act Nr. 2 of 2000

Shan Cade  
12/20/2011

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION  
AND ACCESS TO INFORMATION ACT NR. 2 OF 2000

INDEX

<u>Item</u>	<u>DESCRIPTION</u>	<u>PAGE NO.</u>
1	Introduction	3
2	Contact details	3
3	Guide in terms of Section 10 of the Act	4
4	Notice(s) in terms of section 52(2) of the Act	4
5	Information / documents available in accordance with other legislation	5
6	Documents / information held by Harmie and Shanie Com cc in terms of the Act	5 & 6
7	Request for Access to Information	6
8	Other information	7
9	Availability of the Manual	8

## **1. INTRODUCTION**

The aim of the manual is to assist potential requestors as to the procedures to be followed when requesting access to information / documents from Harmie and Shanie Com cc as found in the terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalized, the latest version of the manual will be made public.

Any requestor is advised to contact us, should he/she require any assistance in respect of the utilization of this manual and/or the requesting of information/documents from Harmie and Shanie Com cc.

The following words will bear the following meaning in this manual:

- “The Act” shall mean the promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
- “The/This Manual” shall mean this manual together with all annexures thereto as available at the offices of Harmie and Shanie Com cc from time to time;
- “Harmie and Shanie Com cc” shall mean Harmie and Shanie Com cc, structured as a company that consults on administration processes, procedures and systems, training and facilitating administration workshops, writing training material and selling sketches in various formats to clients;
- “SAHRC” shall mean the South African Human Rights Commission;
- “Information Officer” shall mean the Member of Harmie and Shanie Com cc, has been appointed as the Information Officer of Harmie and Shanie Com cc, to which requests for information in terms of the Act, should be addressed;

## **2. CONTACT DETAILS (SECTION 51(1)(A) OF THE ACT)**

Name of body:	Harmie and Shanie Com cc
Appointed Information Officer:	Shân Cade
Physical Address:	28 Woolly Lane, Amber Valley, Karkloof Road, Howick, KZN, South Africa
Postal Address:	P.O. Box 379, Howick, 3290, South Africa
Telephone:	+27 (0)33 239 5310
Mobile:	+27 (0)78 801 0896
Email:	<a href="mailto:Shan@harmieandshanie.com">Shan@harmieandshanie.com</a>
Website:	<a href="http://www.harmieandshanie.com">www.harmieandshanie.com</a>

### **3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (SECTION 51(1)(B) OF THE ACT)**

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission follow:-

PAIA Unit  
The Research and Documentation Department  
Private Bag X2700  
HOUGHTON  
2041

Telephone: +27 (0) 11 877 3600  
Fax: +27 (0) 11 403 0625  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### **4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (SECTION 51(1)(C) OF THE ACT)**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

## **5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(D) OF THE ACT)**

Harmie and Shanie Com cc keeps information / documents in accordance with the following legislation – please note that this is not an exhaust list:

- Basic Conditions of Employment Act Nr. 75 of 1997 (Section 31)
- Occupational Health and Safety Act Nr. 85 of 1993
- Labour relations Act Nr. 66 of 1995
- Employment Equity Act Nr. 55 of 1998 (Section 26)
- Skills Development Act Nr. 97 of 1998
- Unemployment Insurance Act Nr. 63 of 2001
- Skills Development Levies Act Nr. 9 of 1999
- Companies Act Nr. 61 of 1973
- Income Tax Act Nr. 58 of 1962 (Section 75)
- Compensation for Occupational Injuries and Disease Act 130 of 1993

The above records, in so far as it being of a public nature are available automatically without a person having to request thereto in terms of the act, as envisaged in Section 52.

## **6. DOCUMENTS / INFORMATION HELD BY HARMIE AND SHANIE COM CC IN TERMS OF THE ACT (SECTION 51(1)(E) OF THE ACT)**

Harmie and Shanie Com cc hold the information / documents listed herein below:

### **1. COMPANIES ACT RECORDS**

- Document of incorporation (CK: 2009/218956/23)
- Memorandum and articles of association
- **Note: There is only one member and no other staff at present**
  - i. Minutes of Board of Directors meetings (not applicable)
  - ii. Records relating to the appointment of directors/auditor/secretary/public officer and other officers (not applicable)
  - iii. Share register and other statutory registers

### **2. FINANCIAL RECORDS**

- **Annual Financial Statements**
- Tax returns
- Accounting records
  - i. Invoices
  - ii. Receipts

**HARMIE AND SHANIE COM CC**  
**REGISTRATION NUMBER: CK 2009/218956/23**

- Banking records
  - i. Bank statements
  - ii. Paid cheques
  - iii. Electronic banking records
- Asset Register

**3. INCOME TAX RECORDS**

- PAYE records
- Documents issued to member for income tax purposes
- Records of payments made to SARS on behalf of the member
- All other statutory compliances:
  - i. VAT (not applicable at this stage)
  - ii. Regional Service Levies (not applicable at this stage)
  - iii. Skills development levies (not applicable at this stage)
  - iv. UIF
  - v. Workmen's compensation (to start January)

**4. PERSONNEL DOCUMENTS AND RECORDS**

- Employment contracts (not applicable at this stage)
- Employment Equity Plan (not applicable at this stage)
- Medical records (not applicable at this stage)
- Pension Fund (I have a private pension fund at this stage)
- Disciplinary records (not applicable at this stage)
- Leave records (not applicable at this stage)
- Training records
- Training manuals (not applicable at this stage)

**5. INFORMATION TECHNOLOGY**

- Harmie and Shanie Com cc website [www.harmieandshanie.com](http://www.harmieandshanie.com) is accessible to anyone with access to the internet. It contains all basic information about the company, services and products offered and fields of expertise.

## **7. REQUEST FOR ACCESS TO INFORMATION ( SECTION 51(E) OF THE ACT)**

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the act. None of the information held by Harmie and Shanie Com cc is automatically available without a person having to request access in terms of and subject to the provision of the Act.

A request for information should be on the prescribed form (C), addressed to the Information Officer and submitted against payment of the prescribed fee as applicable.

## **8. OTHER INFORMATION (SECTION 51(1)(F) OF THE ACT)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

## **9. AVAILABILITY OF THE MANUAL (SECTION 51(3) OF THE ACT)**

- 9.1. This manual is available for inspection at the office of Harmie and Shanie Com cc, free of charge.
- 9.2. Copies of the manual may be obtained, subject to the prescribed fees and completed Form C, at the office of Harmie and Shanie Com cc
- 9.3 The manual can also be accessed on the websites of the SAHRS ([www.sahrc.org.za](http://www.sahrc.org.za)) and Harmie and Shanie Com cc ([www.hramieandshanie.com](http://www.hramieandshanie.com))
- 9.4. It should be noted that the manual accessible on the websites of the SAHRC and Harmie and Shanie Com cc, does not include the request forms or fee structure. The request Form C and fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under “regulations”)

**DATED: 15 DECEMBER 2011**

**MEMBER: SHÂN ARLENE CADE**  
**CK: 2009/218956/23**

**SIGANTURE: \_\_\_\_\_**