

PAIA Manual

Section 51 Manual for Private Bodies

This manual has been prepared in terms of section 51 of the Promotion of Access to Information Act 2 /2000.

Section 51(1)a

Name of Business: Learn to Dive Today

Registration number: K2011/119907/07

Head of the company: Tony Lindeque

Owners / directors: Tony Lindeque

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Section 51(1)b

Description of the section 10 Guide

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection at the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown 2193 and on its website at www.sahrc.org.za.

Tel: (011) 877 3600

Fax: (011) 403 0625

Section 51(c)

The latest notice in terms of section 52(2) of the PAIA, if any, regarding the categories of record of the body which are available without a person having to request access in terms of this 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



Section 51(1)d

Records available in terms of the following other legislation:

Promotion of Access to Information Act No 2 of 2000

Income Tax Act No 58 of 1962

Business Names Act 27 of 1960

Companies Act No 71 of 2008

Consumer Protection Act 68 of 2008

Electronic Communications Act 36 of 2005

Marine Living Resources Act 18 of 1998

Section 51(1)e

Subjects and categories of records held according to the legislation above:

Company records

- Company name documents
- Company registration documents
- Details of accounting officer or auditors
- Licenses and permits to operate in a Marine Protected Area
- Certification, professional qualifications and registration with PADI

Financial records

- Banking records
- Financial statements
- Company tax returns
- Individual tax returns

Operations records

- Purchasing records for gear and supplies
- Specifications
- Procedures for emergencies
- Asset register of equipment

Marketing

- Website
- Marketing materials such as pamphlets
- Customer / client contact and purchase details
- Marketing campaign history

Section 51(1)(f)

Fees in Respect of Requests for Information: Private Bodies



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

- (a) For every photocopy of an A4-sized page or part thereof: R1,10
- (b) For every printed copy of an A4-sized 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:
 - (i) stiffer disc R7,50
 - (ii) compact disc R70,00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
- (ii) For a copy of visual images R60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
- (ii) For a copy on an audio record R30,00

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

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

- (1) (a) For every photocopy of an A4-size page or part thereof R1,10
- (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
 - (i) stiffer disc R7,50
 - (ii) compact disc R70,00
- (d) (i) For a transcription of visual images, for an A4-sized page or part thereof R40,00
- (ii) For a copy of visual images R60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
- (ii) For a copy of an audio record R30,00
- (f) 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) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

Access to records

The requester must:

- provide sufficient particulars to enable Learn to Dive Today to identify the record(s) requested and to identify the requester;
- indicate which form of access is required ;
- specify a postal address or fax number of the requester in the Republic ;
- identify the right that the requester is seeking to exercise or protect and 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 on the request in any other manner, the requester must state that manner and the necessary particulars to be informed in the other manner.

If the request is made on behalf of another person, proof must be submitted of the capacity in which the requester is making the request, to the reasonable satisfaction of Learn to Dive Today.

The form requesting information is available at www.learntodivetoday.co.za

Signed by: _____



Name:

TONY LINDEQUE

On this day, 20/01/2012, at KENILWORTH