



VBO Management Services (Pty) Ltd

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

Prepared in accordance with Section 51 of the Promotion of Access to Information Act

INTRODUCTION

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000 – “the Act”). The Act gives effect to the provisions of section 32 of the Constitution of South Africa, which provides that “everyone has the right of access to any information held by another person and that is required for the exercise and/or protection of any right”. The purpose of this manual is to assist potential requesters as to the procedure to be followed when requesting access to information/documents from VBO Management Services (Pty) Ltd contemplated in terms of the Act.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such requested information, other than in terms of the Act. The Act recognises certain limitations to the right of access to information, including, but not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality, and effective and good governance, and in a manner which balances that right with any other, that the Information Officer named below, gets including such rights contained in the Bill of Rights in the Constitution. Any request for access to information may be refused on the grounds as set out in Chapter 4 of Part 3 of the Act.

Any requester is advised to contact the Information Officer should he/she require any assistance in respect of the use of this manual and/or requesting of documents/information from VBO Management Services (Pty) Ltd.

INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

NAME OF PRIVATE BODY:	VBO Management Services (Pty) Ltd
REGISTRATION NUMBER:	2011/134074/07
NAME OF INFORMATION OFFICER:	Jody Hart
POSTAL ADDRESS:	PO Box 166 Riverclub Sandton 2149
PHYSICAL ADDRESS:	25 Parkmore Gardens 11 th Street Parkmore 2196
TELEPHONE NUMBER:	+27 (0) 11 783 8095
FAX NUMBER:	+27 (0) 86 551 9489
WEBSITE:	www.vbo.co.za
EMAIL ADDRESS:	info@vbo.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 51(1)(b)

In terms of section 10 of the Act, the South African Human Rights Commission is required to compile, in all of the official languages, a guide to the Act to assist people in exercising their rights under the Act. This Guide is available from the South African Human Rights Commission. Any queries can be directed to:

THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION PAIA UNIT THE RESEARCH AND DOCUMENTATION DEPARTMENT	
POSTAL ADDRESS:	Private Bag 2700 Houghton 2041
TELEPHONE NUMBER:	011 484-8300
FAX NUMBER:	011 484-0582
WEBSITE:	www.sahrc.org.za
EMAIL ADDRESS:	PAIA@sahrc.org.za

THE LATEST NOTICE IN TERMS OF SECTION 52(2)

At this stage, no notice in terms of Section 52(2) of the Act, regarding the categories of records of VBO Management Services (Pty) Ltd, which are available without request, has been published.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

VBO Management Services (Pty) Ltd keeps records in accordance with the following legislation, amongst others:

- Basic Conditions of Employment Act, No 75 of 1997
- Companies Act, 2008 (Act No. 71 of 2008)
- Compensation for Occupational Injuries and Health Diseases Act, No. 130 of 1993
- Constitution of the Republic of South Africa, 1996
- Consumer Protection Act, 2008
- Electronic Communications and Transactions Act, 2002
- Employment Equity Act 55 of 1998
- Income Tax Act, No. 95 of 1967
- Insolvency Act, No. 24 of 1936
- Labour Relations Act, No. 66 of 1995
- National Building Regulations and Building Standards Act, 1977
- Occupational Health & Safety Act, No. 85 of 1993
- Promotion of Access to Information Act, No. 2 of 2000
- Skills Development Act, No. 97 of 1998
- Skills Development Levies Act, No. 9 of 1999
- Unemployment Contributions Act, No. 4 of 2002
- Unemployment Insurance Act, No. 63 of 2001
- Value Added Tax Act, No. 90 of 1991

SUBJECTS AND CATEGORIES OF RECORDS: SECTION 51(1)(e)

The following are the subjects and categories of records held by VBO Management Services (Pty) Ltd:

COMPANIES ACT 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

FINANCIAL RECORDS

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

INCOME TAX RECORDS

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

PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

REQUEST FOR ACCESS TO RECORDS: SECTION 51(1)(e)

The requester for access to information held by VBO Management Services (Pty) Ltd must complete Form C in the Appendix to this document and submit this form to the Information Officer at the postal address, fax number or electronic mail address provided for above.

The form must be completed with enough particularity to enable the Information Office to identify:

- the record(s) requested
- the identity of the requester
- indicate which form of access is required, if the request is granted
- 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 the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer
- if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner

The Information Officer will access the request and determine whether the information will be granted to the requester. The Information Officer will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with. The Information Officer will grant or decline the request, and supply the reasons if declined. The information, if granted, will be supplied to the requester in a format applicable to the request. The requests for information will be documented and kept on file for reference.

VBO Management Services (Pty) Ltd reserves the right to charge a nominal fee, as prescribed in section 54 of the Act. The Information Officer will notify the requestor of the prescribed fee before a request will be possessed. Once payment has been made, a decision in respect of the request will be made and the requestor will be

notified of the decision. Records may be withheld until the fee has been paid. If the request is declined, the requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee in terms of section 54(3)(b) of the Act. If the request is granted, the requester must pay a further access fee for the search, reproduction and preparation of the record as well as for any time that has exceeded the prescribed hours, to search and in order prepare the record for disclosure in terms of section 54(6) of the Act. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za, or the website of The Department Of Justice And Constitutional Development (under regulations) at www.doj.gov.za.

Duly authorised by Information Officer



A handwritten signature in black ink, appearing to read 'Start', is positioned above a horizontal line.

APPENDIX

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:	
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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:	

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

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.

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 by marking the appropriate box with an X.

Disability:		
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):		
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	
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 (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	

NOTE:

- 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

G. Particulars of right to be exercised or protected

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 _____ on this _____ day of _____ of 20____

**SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE**