

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

(in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000)

Introduction to the Randburg Chamber of Commerce & Industry Reg No. 001 – 249 - NPO

1. **Contact details** [Section 51(1)(a)]

Randburg Chamber of Commerce & Industry – (RCCI)

Information Officer: **Sandra van Lingen, CEO**

Postal address: **P O Box 363
Randburg
2123**

Street address: **Unit 12, Netwater Place, 252 Oak Avenue,
Randburg
2194**

Phone No: **(011) 789 2421**

Fax No: **(011) 787 2807**

E-mail: chamber@icon.co.za

Web Address: www.rcci.co.za

2. **The Section 10 Guide on how to use the Act** [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2004. Please direct any queries to: **The South African Human Rights Commission:**

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300

Fax: +27 11 484 7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

Basic Conditions of Employment Act No. 75 of 1997

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Employment Equity Act No. 55 of 1998

Income Tax Act No. 95 of 1967

Insurance Act No. 27 of 1943

Labour Relations Act No. 66 of 1995

Occupational Health & Safety Act No. 85 of 1993

4. **Access to the records held** [Section 51(1)(c) and 51(1)(e)]

i **Records available without a person having to request access in terms of Section 52(2)** [Section 51(1)(c)]

No applicable

ii **Records that may be requested**

Audited Financial Statements

Register of members

Assets Inventory

Staff Records

Details of the Executive Committee of the RCCI

Minutes of AGM and Executive committee meetings

iii **The request procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the **administrative head & CEO of the Randburg Chamber of Commerce & Industry, Sandra van Lingen**. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide to the **Randburg Chamber of Commerce & Industry** sufficient detail on the request form to enable the head of the private body 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 [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53 (2)(f)].

Fees

A requester who seeks access to a record containing person information about that 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 administrative head of the Randburg Chamber of Commerce and Industry 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 [s 53(1)].
- 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 fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. **Other information as may be prescribed** [Section 51(1)(f)]

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

6. **Availability of the manual** [Section 51(3)]

The manual is available for inspection at the offices of the **Randburg Chamber of Commerce & Industry** free of charge; and copies are available with the SAHRC, in the Gazette and on the private body's website www.rcci.co.za