

Promotion of Access to Information Act 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

Ramsi CC T/A Singer Sew & Knit Centre

Physical Address

26-28 Queen City Centre,
54 Queen Street,
Durban

Telephone

031 3066195/6
0861-SINGER

Website

<http://www.singersa.co.za>

Contact Person

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PO Box 482009,
Qualbert, 4078

Fax

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Section 51(1)(b)

2) The section 10 Guide on how to use the Act The Guide is available from the South African Human Rights Commission. Please direct 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

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Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable: Basic Conditions of Employment Act No. 75 of 1997
Closed Corporation Act No. 69 of 1984
Companies Act No. 61 of 1973
Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
Customs and Excise Act No. 91 of 1964
Electronic Communications and Transactions Act No. 25 of 2002
Employment Equity Act No. 55 of 1998
Income Tax Act No. 58 of 1962
Insolvency Act No. 24 of 1936
Labour Relations Act No. 66 of 1995
Occupational Health and Safety Act No. 85 of 1993
Patents Act No. 57 of 1978

Promotion of Access to Information Act No. 2 of 2000
Skills development Levies Act No. 9 of 1999
Trademarks Act No. 194 of 1993
Unemployment Insurance Act No. 30 of 1966
Value - Added Tax Act No. 89 of 1991

Sections 51(1)(c) and 51(1)(e)

4) Access to the records held [Sections 51(1)(c) and 51(1)(e)] Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)] This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company.

(Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).

The Request Procedures

(Prescribed form and fee structure in respect of private bodies) The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section. **Section 51(1)(f)**

5) Other information as may be prescribed The Ministry of Justice and Constitutional Development has not made any regulations in this regard. **Section 51(3)** 6) Availability of the material
The manual is available at our offices free of charge; and copies are available with the SAHRC, in the Gazette and on our website as listed above.