

GSI V and C SERVICES cc t/a KODAK NIGEL
1990/026031/23

SECTION 51 MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION

Main Business

ONE HOUR PHOTOGRAPHIC LAB PROCESSING OF FILM AND PRINTING THE PHOTOS PRINTING OF ALL DIGITAL MEDIA LAMINATING DOCUMENTS FAXING AND COPYING

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body:

CHRIS W. WILLIGENBURG

Postal address:

PO BOX 2293
RENSBURG
HEIDELBERG
1439

Street Address:

3 SEAGAL RD
NIGEL
GAUTENG
1490

Telephone number: 0118141644

Fax number: 0118141644

Email address: chris@kodaknigel.co.za

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. 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

- Basic Conditions of Employment Act No 75 of 1997
- Closed Corporations Act No 69 of 1984
- Companies Act No 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No 130 of 1993
- Labour Relations Act No 66 of 1995
- Regional Services Council Act No 109 of 1985
- Unemployment Contributions Act No 4 of 2002
- Unemployment Insurance Act No 63 of 2001
- Value Added Tax Act No 89 of 1991

4. Access to the records held by GSI VandC SERVICES cc t/a KODAK NIGEL

i. Information readily available

- Brochures

ii. Records that may be requested:

- Closed Corporations/Partnership/Sole Trader - Annual Financial Statements
- Closed Corporations - Registration documentation
- Human resources - Employment Contracts
- Human resources - Full Employee records

Other:

- Other - Taxation, tax returns and documents
- Other - Insurance, policies, coverages, claims

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 head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide 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.

- 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.
- 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.

Fees:

A requester who seeks access to a record containing personal 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 head of the private body 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.
- 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.
- 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.

5. Other information as may be prescribed

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

6. Availability of the manual

The manual is also available for inspection during office hours at the offices of CHRIS W. WILLIGENBURG free of charge. Copies are available from the SAHRC and on our website www.kodaknigel.co.za