AKWANDE
CIVILS CC
Reg. No. 2006/102118/23

SECTION 51 PAIA MANUAL FOR AKWANDE CIVILS

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INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (2) of 2000

Postal Address of head of Akwande Civils: Name of Head/Ceo

CEO : Thulani Maphumulo
1 King Frederick Place, Pinetown,3610

Physical Address of head of Akwande Civils:

1 King Frederick Place, Pinetown,3610

Tel. No of head of Akwande Civils:

0317021147

Fax. No of head of Akwande Civils:

0317014596

Email address of head of Akwande Civils:

info@akwandecivils.co.za

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A guide has been compiled in terms of Section 10 of PAIA by Akwande Civils
It contains information required by a person wishing to exercise any right, contemplated by PAIA. This manual may be updated and changed at our election at any time and the latest dated version is reflected at the bottom of each page of the manual.

This Guide is available for inspection, inter alia, on the premises at the offices of Akwande Civils at the physical address above and at the SAHRC.

Akwande Civils uses personal information in different ways in its day-to-day normal business operations. The data collected by Akwande Civils has been classified into different data segments. The purpose is to categorise the personal and other data into easily identifiable categories of data.

ACTS AND OTHER LEGISLATION HELD AT OUR PHYSICAL ADDRESS BY Akwande Civils CC.

1.1 LIST OF RECORDS AND INFORMATION

The information held by Akwande Civils has been divided into different categories grouped into various subjects, each of which describes a sub set of data information collected and held. The categories of information are not exhaustive but are merely meant to give a broad indication of the information subject and categories held by Akwande Civils, without specification. A category may therefore contain sub-categories and sub-sets of information, which may not be specifically listed.

1.2 Companies Act Records, ACTS and Statutory Compliance Records

- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- Share Register and other statutory registers
- Basic Conditions of Employment 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Licences (categories)
- Minutes of Management Meetings
- Minutes of Staff Meetings

1.3 PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals
- Employee Identity Numbers
- Employee addresses

- Employee names
- Staff administration (employee records and information)
- Staff includes potential and existing staff
- General Correspondence
- Information relating to Health and Safety Regulations
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Skills Requirements
- Staff Recruitment Policies
- Attendance registers

1.4 FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records and financial dealings
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices
- Customer Details-Vat Numbers-delivery addresses-email addresses-client company details
- Budgets
- Management Accounts
- Purchasing and Order Information
- Tax Records (company and employee)
- Client and Customer Registry
- Contracts
- Information relating to Work-In-Progress

1.5 CLIENT AND 3RD PARTY DATA

Note: Clients include potential and existing clients.

- Copies of compliance certification
- Building lay-out and floor plans
- Emergency Planning and Operational data
- Environmental plans
- Physical Security plans and contracts
- Transport and Delivery Plans
- Waste Management Plans
- Copies of Insurance and Public Liability Insurances
- Client company/trading details-vat numbers, company registration details etc.
- Client and 3rd party professional qualifications and professional body registration details
- Supplier contracts and supplier contact details
- Customer contracts and customer details
- Details regarding the rendering of services according to instructions given by clients

- Compliance with tax laws of third parties
- Marketing and Future Strategies
- Production Records
- Sales Records
- Suppliers Registry
- Insurance Information
- Internal Audit Records
- IT Policies and Procedures
- User Manuals

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51(e)

The requester must complete Form B and submit this form together with a request fee, to;
the head of the private body (Akwande Civils) at his/her physical address, P.O. Box number or email address

The form must:

- provide sufficient particulars to enable the head of the private body 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 or email address of the request in the Republic
- identify the right that the requester is seeking to exercise or protect
- provide an explanation of why the requested record is required for the exercise or protection of that right

In addition to a written reply, if the requester wishes to be informed of the decision on the request in any other manner, the requester is to state that manner or format and the necessary particulars to be informed of in any other manner. If the request is made on behalf of another person, the requester is to submit proof of capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body, as described above.



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CEO/HEAD

FORM B

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) [Regulation 10]

A. Particulars of private body:

The Head: Akwande Civils CC
Name of Head/CEO/or Information Officer: Thandeka Maphumulo
Postal address : No.01 King Frederick Place , Pinetown ,3610.

email address: info@akwandecivils.co.za
Tel. 031 70 1147
Physical address: No.01 King Frederick Place , Pinetown ,3610.

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, email 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, when made on behalf of another person:

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

(a) 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.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 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.

Disability:	Form in which record is required:
Mark the appropriate box with an X	
NOTES:	
(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.	

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, etc					
	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* (written or printed document)**		
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* (stiffy or 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 that if the record is not available in the language you prefer, access may be granted in the language in which the record is available		
In which language would you prefer the record? -----		

G. Notice of decision regarding request for access

Requesters 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.

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?

H. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

Explain why the record requested is required for the exercise or protection of the aforementioned right:

Signed at……. This…… day of ……..20…..

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

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