
Registration Number of Company:

2011/109931/21

NAME OF COMPANY: DONNA HD CHARTERED ACCOUNTANTS INC.

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")



DATE OF COMPILATION: 26/10/2015

DATE OF REVISION: 26/10/2015

INDEX

1. Introduction to your company and the type of business:

DONNA HD CHARTERED ACCOUNTANTS INC.

2. Contact Details

3. The ACT and Section 10 Guide

4. Applicable Legislation

5. Schedule of Records

6. Form of Request

7. Prescribed fees

8. Annexure A: Form of request

9. Annexure B: Prescribed fees

1. INTRODUCTION

DONNA HD CHARTERED ACCOUNTANTS INC. provides auditing, accounting and taxation services. We are Chartered Accountants and Registered Auditors. Our IRBA Practice number is 905357-0000.

2. COMPANY CONTACT DETAILS

Directors: Mrs. Jana Duvenage

Mrs. Celeste Hendricks

Office Manager/CEO: Mrs. Celeste Hendricks

Postal Address: P.O. Box 745, NIGEL, 1490

Street Address: 134 Hendrik Verwoerd Street, Nigel, 1491

Telephone Number: 083 666 1151

Fax Number: 086 515 3966

Email: celeste@donnahd.co.za

3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

DATE OF COMPILATION: 26/10/2015

DATE OF REVISION: 26/10/2015

4. APPLICABLE LEGISLATION

Auditing Profession Act No. 26 of 2005
Basic Conditions of Employment Act No. 75 of 1997
Business Act of 1991
Companies Act No. 71 of 2008
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
Consumer Protection Act No. 68 of 2008
Electronic Communications and Transactions Act No. 25 of 2002
Employment Equity Act No.55 of 1998
Employment Tax Incentive Act No. 26 of 2013
Income Tax Act No. 58 of 1962
Labour Relations Act No. 66 of 1995
Occupational Health and Safety Act No. 85 of 1993
Promotion of Access of Information Act No. 2 of 2000
Protection of Personal Information Act No. 4 of 2013
Skills Development Act No.97 of 1998
Skills Development Levies Act No. 9 of 1999
South African Revenue Service Act No. 34 of 1997
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Tax Administration Act No. 28 of 2011
Value Added Tax Act No. 89 of 1991

5. Schedule of Records

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Financial	• Accounting and audit (if applicable) records	Request in terms of PAIA
	• Financial Statements	Request in terms of PAIA
	• Financial and Tax Records (Company & Employees)	Request in terms of PAIA
	• Asset Register	Request in terms of PAIA
	• Management Accounts	Request in terms of PAIA
Marketing	• Market Information	Limited Information available on web site. (see above)
	• Public Customer Information: <ul style="list-style-type: none"> ○ Product Brochures ○ Owner Manuals 	
	• Field Records	Request in terms of PAIA
	• Performance Records	Request in terms of PAIA
	• Product Sales Records	Request in terms of PAIA
	• Marketing Strategies	Request in terms of PAIA
	• Customer Database	Request in terms of PAIA
Administration	• License of product categories	Request in terms of PAIA
	• Minutes of management meetings	Request in terms of PAIA
	• Minutes of staff meetings	Request in terms of PAIA
	• General correspondence	Request in terms of PAIA
Human resources	• Employment contracts	Request in terms of PAIA
	• Mandates	Request in terms of PAIA
	• Policies and procedures	Request in terms of PAIA
	• Training	Request in terms of PAIA
	• Remuneration and benefits policies and records	Request in terms of PAIA
Operations	• Production records	Request in terms of PAIA
	• Compliance reports	Request in terms of PAIA
	• Complaints procedures	Request in terms of PAIA
	• Contractual agreements with suppliers	Request in terms of PAIA
	• Records of advice	Request in terms of PAIA
	• Register of key individuals	Request in terms of PAIA
	• Register of representatives	Request in terms of PAIA
	• Register of non-compliance	Request in terms of PAIA
	• Record of continued compliance by representatives	Request in terms of PAIA
	• Register of premature cancellation of products	Request in terms of PAIA
	• Clients register	Request in terms of PAIA

DATE OF COMPILATION: 26/10/2015

DATE OF REVISION: 26/10/2015

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za. (Also attached as Annexure A below)
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

ANNEXURE A

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: DONNA HD CHARTERED ACCOUNTANTS INC.

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, 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.*

Reasons for exemption from payment of fees:

.....
.....

F. Form of access to record

DATE OF COMPILATION: 26/10/2015
DATE OF REVISION: 26/10/2015

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 to 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:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches etc.)			
<input type="checkbox"/>	View images	<input type="checkbox"/>	Copy of images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
4. if record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	Printed copy*	<input type="checkbox"/>	Printed copy of information derived from record*
<input type="checkbox"/>		<input type="checkbox"/>	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 be posted to you? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Postage is payable			

G. 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.**

1. Indicate which right is to be exercised or protected:
2. 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 this day of 20.....

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

ANNEXURE B

Fees in respect of private bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1, 10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stifty disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stifty disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54(2) of the Act, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable; and (b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	