

PROMOTION OF ACCESS TO INFORMATION ACT
SECTION 51 MANUAL FOR

S . E . F

STRATEGIC ENVIRONMENTAL FOCUS



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ANNEXURE A – FORM C – REQUEST FOR ACCESS TO RECORD

1. INTRODUCTION

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2. STRATEGIC ENVIRONMENTAL FOCUS (PTY) LTD

Strategic Environmental Focus (Pty) Ltd (SEF) is a national environmental and sustainability consultancy company that provides integrated social, biophysical & economic solutions in order for its clients to manage diverse environmental systems in a sustainable manner. SEF have significant in-house teams of specialist scientists and professionals that provide innovative, industry specific solutions.

3. CONTACT DETAILS REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

Name of Private Body	Strategic Environmental Focus (Pty) Ltd
Head of Private Body	DB Rudolph
Postal Address	PO Box 74785, Lynnwood Ridge, 0040
Physical Address	CSIR Campus, Building 4, Meiring Naude Road, Brummeria
Contact Number	+27 12 349 1307
Fax Number	+27 12 349 1229
Email	sef@sefsa.co.za
Designated Information Officer	D Nieuwoudt
Email of Information Officer	daleen@sefsa.co.za

4. HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

Please contact the South African Human Rights Commission (SAHRC) to obtain the guide. Their details are reflected below:

The South African Human Rights Commission
Promotion of Access to Information Act (PAiA) Unit
The Research and Documentation Department
Postal Address: Private Bag 2700, Houghton, 20141
Physical Address: 29 Princess of Wales Terrace, cnr York and St Andrews Street, Parktown
Contact Number: +27 11 484 8300
Fax Number: +27 11 484 0582
Email: paia@sahrc.org.za
Website: www.sahrc.org.za

5. VOLUNTARY DISCLOSURE

At this stage no notice(s) has/have been published in terms of Section 52(2) of the Act, which are voluntary, on the categories of records that are automatically available without a person having to request access in terms of PAiA.

However, it should be noted that information relating to SEF and its services is freely available on the SEF website. Certain other information relating to SEF is also made available on the website from time to time.

6. AVAILABILITY OF THIS MANUAL

A copy of this manual is available on SEF's website (www.sefsa.co.za) or by sending a request to the Head or the designated Information Officer by email. The Manual may also be inspected at the address set out above under "Contact Details". In addition, this manual can be accessed through the SAHRC at its address set out above under "How to Access the Guide...". Kindly note that this Manual will be updated from time to time, as and when required.

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION – SECTION 51(1)(d)

Information is available in terms of the following legislation, if and where applicable, which include but is not limited to:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- Environment Conservation Act 73 of 1989
- National Environmental Management Act 107 1998

From time to time SEF may accept liability to retain records under other legislation and to grant access thereto. This is dependent on contracts entered into by SEF and are usually provided as a service to clients and of limited duration.

8. SUBJECTS AND CATEGORIES OF RECORDS HELD BY SEF – SECTION 51(1)(e)

Information is available in terms of the following legislation, if and where applicable, which included but is not limited to:

8.1 COMPANIES ACT RECORDS

- Documents of Incorporation
- Memorandum and Articles of Association
- Minutes of Management meetings
- Records relating to the appointment of directors / auditor and other officers

8.2 FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
 - Bank Statements
 - Paid Cheques
 - Electronic Banking Records
- Asset Register
- Rental Agreements
- Invoices

8.3 INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes, e.g. IRP5
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

8.4 PERSONNEL DOCUMENTS AND RECORDS

- Employment Contracts
- Employment Equity Plan
- Medical Aid Records
- Disciplinary Code
- Disciplinary Records
- Salary Records
- SETA Records
- Leave Records
- Training Manuals
- Training Records

8.5 CLIENT RELATED RECORDS

Client-related information includes the following but is not limited to:

- Contracts with clients and between the client and other persons
- Any record a client has provided to SEF or a third party acting for or and on behalf of SEF
- Records, reports, designs and the like generated by SEF for its clients

8.6 OTHER PARTIES

Records are held in respect of other parties, including but not limited to:

- Joint ventures and consortia to which SEF is a party, contractors and sub-contractors, suppliers, service providers, etc. In addition, such other parties may possess records which can be said to belong to SEF.

8.7 OTHER RECORDS

Other records are held including, but not limited to:

- Information relating to SEF's own commercial activities
- Procurement and administration for SEF
- Research information belonging to SEF or carried out on behalf of a third party

Kindly note that many of the records held by SEF are those of third parties, such as clients and employees and we take the protection of third party confidential information seriously. Please ensure that requests for such records are carefully motivated to avoid rejection.

9. HOW TO REQUEST ACCESS TO RECORDS HELD BY SEF

- Request for access to records held by SEF must be made on the request form that is available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za).
- For easy reference of requesters, a copy of the form, Form C, is included as part of this Manual available from the address indicated under "Contact Details" and our website. Please note requesters are required to make payment of the prescribed fees.
- Request for access to records must be made to SEF's Head or designated Information Officer at the address, fax number or electronic mail address provided under "Contact Details".
- The requester must provide sufficient details on the request form to enable the Head and or the designated Information Officer to identify the record/s requested and to identify the requester.
 - The requestor should also indicate which form of access is required.
 - The requestor should specify a postal address or fax number in the Republic.
 - The requestor must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
 - If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed
 - If a request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

Kindly note that all requests to SEF will be evaluated and considered in accordance with the Act. Publication of this Manual and describing the categories and subject matter of information held by SEF does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2002
(Act No. 2 of 2000))
[Regulation 10]

FOR SEF's INTERNAL USE ONLY

Reference number:
Request received by:
on(date) at(place)
Request Fee (if any): R.....
Deposit (if any): R.....

A. Particulars of private body

The Head: David Barry Rudolph
(Identity Number: 681210 5036 083)
Strategic Environmental Focus (Pty) Ltd
PO Box 74785
Lynnwood Ridge 0040
Fax: 012-3491229
E-mail: dave@sefsa.co.za

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 of 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:
Facsimile 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 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 other or further particulars of the record:
.....
.....

E. Fees

a) A request for access to the 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 1-4 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** below:

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 the images	<input type="checkbox"/> Copy of the images* <input type="checkbox"/> Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:		
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/> Transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic format or machine-readable form:		
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/> Printed copy of information <input type="checkbox"/> Copy in computer readable form* (compact disc)

	derived from the record*	
*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

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 atthisday of20__

SIGNATURE OF REQUESTER / PERSON
ON WHO'S BEHALF REQUEST IS MADE