

EDUEXCELLENCE PRIVATE REMEDIAL SCHOOL
NOORDHOEK (PTY) LTD
2014/247339/07

SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT

CONTENTS

A. Introduction

B. Particulars in terms of section 51 of the Promotion of Access to Information Act

1. Contact details
2. The section 10 Guide on how to use the Act
3. Records available in terms of any other legislation
4. Access to the records held by the private body in question
 - i. Information readily available
 - ii. Records that may be requested
 - iii. The request procedures
5. Other information as may be prescribed
6. Availability of the manual

SINGULARIOMNINOESSE

A. INTRODUCTION
Main Business

The company is involved in private education.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Beulah Van Der Westhuizen

Postal address: PO Box 577
 Durbanville
 Cape Town
 7551

Street Address: Chapmans Peak Drive
 Noordhoek
 6335

Telephone number: 021 7852992
 Fax number: 021 5552078

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 OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows (if and where applicable):

- 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 71 of 2008
- Close Corporations Act 69 of 1984
- 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
- Occupational Health and Safety Act 85 of 1993
- Trust Property Control Act 57 of 1988
- Sectional Title Act 95 of 1986

4. ACCESS TO THE RECORDS HELD: SECTION 51(1)(e)

4.1 INFORMATION READILY AVAILABLE

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

4.2 RECORDS THAT MAY BE REQUESTED **ADMINISTRATION RECORDS**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of director/member meetings
- Records relating to the appointment of directors/members/accounting officer/
auditor/public officer and other officers
- All statutory registers

FINANCIAL RECORDS

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

INCOME TAX RECORDS

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

PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

4.3 THE REQUEST PROCEDURE – SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail 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 of the requester in the Republic,
 - identify the right that the requester 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 informed in the other manner,
 - if the request is made on behalf of another person, to submit proof of
 - the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

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 registered offices of **EDUEXCELLENCE PRIVATE REMEDIAL SCHOOL LYNNWOOD (PTY) LTD** free of charge. Copies are available from the SAHRC our website: www.edexcellence.co.za