



MANUAL
In terms of
The Promotion of Access to Information Act
2 of 2000
(The PAIA Act)

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1. INTRODUCTION

In this manual, the term “**RAG**” bears the meaning of the non-profit company Residents Action Group NPC (registration number: 2002/018960/08), being a non-profit company registered and conducting business in accordance with the Company laws of the Republic of South Africa.

RAG is a non-profit, community based, private security service provider which was formed by residents of the Bedfordview, Johannesburg area, who were concerned with the high prevalence of crime within the Bedfordview area. RAG’s origins date back to 2002.

2. COMPANY DETAILS (Section 51 (1)(a) of the PAIA Act)

Persons designated/duly authorised persons:

General Manager: Gavin Fisher

Financial Manager and Information Officer: Mark Morris

Contact Details:

Postal Address: Belgravia Bowling Club

56 Florence Road

Bedfordview

2007

South Africa

Physical Address: Belgravia Bowling Club

56 Florence Road

Bedfordview

2007

Telephone Number: +27 (0)11 455 4120

Emails: Mark@bedfordviewrag.co.za

3. THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (THE ACT)

- 3.1 The ACT grants a requester access to records of a private body, where the record is required in the exercise or protection of any rights. If a body lodges a request, the public body must be action 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 Requests for information are to be made with reference to the Guide and which has been compiled by the South African Human Rights Commission which contains information relevant in exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission is:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION (section 51 (1)(c) of the PAIA Act)

| No | Ref | Act |
|----|----------------|--|
| 1 | No 61 of 1973 | Companies Act |
| 2 | No 9 of 1999 | Skills Development Act |
| 3 | No 55 of 1998 | Employment Equity Act |
| 4 | No 95 of 1967 | Income Tax Act |
| 5 | No 66 of 1995 | Labour Relations Act |
| 6 | No 89 of 1991 | Value Added Tax Act |
| 7 | No 130 of 1993 | Compensation for Occupational Injuries and Disease Act |
| 8 | No 75 of 1997 | Basic Conditions of Employment Act |
| 9 | No 30 of 1996 | Unemployment Insurance Act |

5. SCHEDULE OF RECORDS (section 51 (1)(d) of the PAIA Act)

| Records | Subject | Availability |
|-------------------------------------|---|---|
| <p>Companies Act Records</p> | <ul style="list-style-type: none"> • Document of Incorporation • Memorandum of Articles of Association • Minutes of Board of Directors Meetings • Records relating to the appointment of directors/auditor/secretary/public officer and other officers | <p>Request from the offices of RAG care/ of Information Officer: Mark Morris (Access to these documents may be protected by confidentiality, privacy or other reasonable grounds of refusal)</p> |
| <p>Financial</p> | <ul style="list-style-type: none"> • Financial Statements • Financial and Tax Records (Company and Employees) • Asset Register • Management Accounts • Banking Records and Statements • Rental Agreements | <p>Request in terms of PAIA from RAG care/ of Information Officer: Mark Morris (Access to these documents may be protected by confidentiality, privacy or other reasonable grounds of refusal)</p> |
| <p>Income Tax Records</p> | <ul style="list-style-type: none"> • PAYE Records • Documents issued to employees for income tax purposes • Records for payments made to SARS on behalf of employees • Performance Records • Statutory compliances related to VAT, UIF, SDL, Regional Services Levies and Workman's Compensation | <p>Request in terms of PAIA from RAG care/ of Information Officer: Mark Morris (Access to these documents may be protected by confidentiality, privacy or other reasonable grounds of refusal)</p> |

6. FORM OF REQUEST (Section 51 (1)(e) of the PAIA Act)

To facilitate 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
- 6.2 Address your request to the Information Officer
- 6.3 Provide sufficient details to enable the Company to identify:
 - 6.3.1 The record(s) requested;
 - 6.3.2 the requester (and if an agent is lodging the request, proof of capacity and authority to raise such request);
 - 6.3.3 the form of access required;
 - 6.3.4 the postal address, email address of the requester in the Republic of South Africa;
 - 6.3.5 where the requester wishes to be informed of the decision in any other manner (in addition to written reply) then please advise on this chosen manner of reply to be followed by RAG;
 - 6.3.6 the right which the requester is seeking to exercise or protect, duly accompanied by substantive explanation and reasons why of the reason the record(s) are required in the exercise or protection of rights.

7. PRESCRIBED FEES

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

- 7.1 A requestor is required to pay the prescribed fees before a request will be processed;
- 7.2 if the preparation of the record(s) requested requires more than the prescribed hours (six), a deposit shall be paid (being 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

8. MANDATORY GROUNDS FOR REFUSAL INCLUDE BUT ARE NOT LIMITED TO:

- 8.1 Information for the protection of the privacy of individuals;
- 8.2 information for the protection of commercial information and confidential information of third parties;
- 8.3 information privileged from production in legal proceedings;
- 8.4 commercial information pertaining to a corporation; and
- 8.5 research information.

9. AVAILABILITY OF THE MANUAL

This manual is available for inspection free of charge at the registered offices of RAG and from the South African Human Rights Commission in accordance with paragraph 9(1) of the Regulations of the Act.



Compiled with the assistance of Richard Meaden & Associates Inc Attorneys