

## **ACCESS TO INFORMATION MANUAL OF SHANDUKA BLACK UMBRELLAS & COMPANY LIMITED**

This Manual has been prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000, as amended from time to time ("the **Act**").

The aim of the Manual is to assist potential requesters in requesting access to information (documents or records) from Shanduka Black Umbrellas NPC ("**Black Umbrellas**") as contemplated under the Act

The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be published and distributed in accordance with the Act.

### Information required under Section 51(1)(a) of the Act

Name of Business:	Shanduka Black Umbrellas NPC
Contact Person:	The Compliance Officer
Physical Address:	2 <sup>nd</sup> Floor, 7 Anton Anreith Arcade, Foreshore, Cape Town, 8001
Postal Address:	P.O. Box 13125, Woodstock, 7915
Telephone Number:	021 425 8416
Fax number:	021 425 8729
Web Site:	<a href="http://www.shandukablackumbrellas.org">www.shandukablackumbrellas.org</a>
Email Address:	<a href="mailto:info@blackumbrellas.org">info@blackumbrellas.org</a>

### Information required under Section 51(1)(b) of the Act

The South African Human Rights Commission has, in terms of section 10 of PAIA, prepared a guide on how to use the Act. To gain access to the South African Human Rights Commission's guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za/paia.htm>

Alternatively Call the Human Rights Advice Line on: 086-012-0120 or address all queries to:

The South African Human Rights Commission  
PAIA Unit, The Research and Documentation Department

Postal Address: Private Bag 2700 Houghton 2041 South Africa  
T +27 (0)11 484 8300  
F +27 (0)11 484 0582  
E [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
W [www.sahrc.org.za](http://www.sahrc.org.za)

### Section 51(1)(c)

Section 52 of the Act allows for the Minister of Justice and Constitutional Development to publish from time to time notices in the *Government Gazette* of any descriptions of categories of records of a particular private body (such as Black Umbrellas) that are freely available without having to make a request in terms of the Act for those records. At this stage no notice(s) has / have been published in respect of Black Umbrellas.

### Section 51(1)(d)

Black Umbrellas holds records of information in accordance with such legislation as is applicable to Black Umbrellas. Information is available in terms of the following legislation, if and where applicable:

- a) Basic Conditions of Employment Act No. 75 of 1997

- b) Closed Corporation Act No. 69 of 1984
- c) Companies Act No. 61 of 1973 and Companies Act No 71 of 2008
- d) Compensation of Occupational Injuries and Diseases Act No. 130 of 193
- e) Customs and Excise Act No. 91 of 1964
- f) Electronic Communications and Transactions Act No. 25 of 2002
- g) Employment Equity Act No. 55 of 1998
- h) Financial Intelligence Centre Act 38 of 2001
- i) Income Tax Act No. 58 of 1962
- j) Insolvency Act No. 24 of 1936
- k) Labour Relations Act No. 66 of 1995
- l) Occupational Health and Safety Act No. 85 of 1993
- m) Patents Act No. 57 of 1978
- n) Promotion of Access to Information Act No. 2 of 2000
- o) Skills Development Levies Act No. 9 of 1999
- p) Trademarks Act No. 194 of 1993
- q) Unemployment Insurance Act No. 30 of 1966
- r) Value-Added Tax Act No. 89 of 1991

#### Section 51(1)(e)

To request access to a record held by Black Umbrellas, please complete the following form: [\[http://www.blackumbrellas.org/gup/filez/SBU\\_PAIA\\_Application\\_Form.pdf\]](http://www.blackumbrellas.org/gup/filez/SBU_PAIA_Application_Form.pdf)

Black Umbrellas holds operational records as may be required for the day to day running of Black Umbrellas. For example, Black Umbrellas holds the following types of records on the following subjects:

SUBJECT	CATEGORY OF RECORD HELD
Internal phone lists	Hard copies and electronic copies
Company policies	Hard copies and electronic copies
Minutes of meetings	Hard copies and electronic copies
List of directors	Hard copies and electronic copies
Minute books and resolutions	Hard copies
Statutory registers	Hard copies

#### Section 51(1)(f) and Section 54(7)

#### FEES IN RESPECT OF REQUESTS FOR INFORMATION FEES IN RESPECT OF PRIVATE BODIES

The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)), under the 'regulations' section as well as the South African Human Rights Commission website ([www.sahrc.org.za](http://www.sahrc.org.za)).

- 1.1 The fee for a copy of this Manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
- 1.2 The fees for reproduction referred to in regulation 11(1) are as follows:
  - 1.2.1 For every photocopy of an A4-size page or part thereof: R1.10;
  - 1.2.2 For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0.75;
  - 1.2.3 For a copy in a computer-readable form on –
    - 1.2.3.1 stiffy disc: R7.50;
    - 1.2.3.2 compact disc: R70;

- 1.2.4 For a transcription of visual images, for an A4-size page or part thereof: R40;
- 1.2.5 For a copy of visual images: R60;
- 1.2.6 For a transcription of an audio record, for an A4-size page or part thereof: R20;
- 1.2.7 For a copy of an audio record: R30;
- 1.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is: R50.
- 1.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:
  - 1.4.1 For every photocopy of an A4-size page or part thereof: R1.10;
  - 1.4.2 For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0.75;
  - 1.4.3 For a copy in a computer-readable form on –
    - 1.4.3.1 stiffy disc: R7.50;
    - 1.4.3.2 compact disc: R70;
  - 1.4.4 For a transcription of visual images, for an A4-size page or part thereof: R40;
  - 1.4.5 For a copy of visual images: R60;
  - 1.4.6 For a transcription of an audio record, for an A4-size page or part thereof: R20;
  - 1.4.7 For a copy of an audio record: R30;
  - 1.4.8 To search for and prepare the record for disclosure: R30 for each hour or part of an hour reasonably required for such search and preparation;
  - 1.4.9 For purposes of section 54(2) of the Act, the following applies:
    - 1.4.9.1 Six hours as the hours to be exceeded before a deposit is payable; and
    - 1.4.9.2 one third of the access fee is payable as a deposit by the requester.
  - 1.4.10 The actual postage is payable when a copy of a record must be posted to a requester.

Availability of this Manual under section 51(3) of the Act

This Manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Black Umbrellas.

Copies of the Manual may be made, subject to the prescribed fees. Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

The Manual is also posted on Black Umbrellas' website: [www.shandukablackumbrellas.org](http://www.shandukablackumbrellas.org)