

MANUAL

OF

**C2C CONSULTING ENGINEERS CLOSE CORPORATION
(Private Body)**

**Prepared in accordance with Section 51 of the promotion of access
to information act, No 2 of 2000**

**PROMOTION OF ACCESS TO INFORMATION ACT
ACT 2 OF 2000
C2C CONSULTING ENGINEERS CLOSE CORPORATION**

INTRODUCTION

The aim of the manual is to assist potential requests as to the procedure to be followed when requesting access to information/documents from C2C Consulting Engineers Close Corporation as contemplated in terms of the Act.

The following words will bear the following meaning in this manual:

"the Act" - shall mean the promotion of access to information Act, Nr 2 of 2000 together with all relevant regulations published.

"private body" - refers to C2C Consulting Engineers Close Corporation, doing business as consulting civil engineers.

PARTICULARS IN TERMS OF SECTION 51

1 CONTACT DETAILS [Section 51(1)(a)]

Head of private body	Errol Ernest van Amsterdam
Information officer	Errol Ernest van Amsterdam
Postal address	PO Box 810, Kuils River, 7579
Street address	27 Kerk Street, Elim, Kuils River, 7580
Telephone	021 903 3077
Facsimile	021 903 8411
Email	info@c2cafrica.co.za
Registration Number	2003/048775/23

2 GUIDE AS DESCRIBED IN SECTION 10 [Section 51(1) (b)]

The guide will be available from the Human Rights Commissioner. **Please direct any queries to:**

The Human Rights Commissioner

Postal address Private Bag 2700

Houghton, 2041

Telephone 011 877 3600

Facsimile 011 403 0684

Website <http://www.sahrc.org.za>

3 CATEGORIES OF RECORDS OF THE PRIVATE BODY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2)

No notice of such records has been made to the Minister.

4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

[Section 51(1)(d)]

The private body from time to time may keep and have available certain records in terms of inter alia the following legislation:

- Close Corporation Act 69 of 1984
- Basic condition of Employment Act 75 of 1997
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Skills Development Act 9 of 1999
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Compensation of Occupational Injuries and Diseases Act 130 of 1993

Preference to above legislation includes all subsequent amendments to the relevant legislation.

5 HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECT OF THE RECORDS HELD BY THE PRIVATE BODY AND THE CATEGORIES IN WHICH THESE SUBJECT ARE CLASSED

[Section 51(1)(e)]

5.1 How to request a record

The information listed in this manual from the private body by means of a request as prescribed in section 53 of the Act. Request can be addressed to the head of the private body at the address as indicated in paragraph 1. All request fees (if any), as prescribed in Section 54 of the Act, must be paid to the private body before any request is processed.

NOTE: Access to certain records may or must be denied on the grounds set out in the Act (Section 62-70)

5.2 PRIVATE BODY DOCUMENTS AND RECORDS

A INCORPORATION DOCUMENTS AND RECORDS

- Close Corporation documents including secretarial and statutory documentation

B FINANCIAL DOCUMENTS AND RECORDS

- VAT records
- Tax records
- PAYE records
- UIF records
- Order forms
- Invoices
- Current account records and bank statements
- Cash records
- Financial reports and statements
- General financial documents and other accounting records

Please note - the above documents may be available from the accountant's office

C OPERATIONAL INFORMATION

This information can be defined as information needed in the day to day running of the organisation and in general of little use to persons outside the organisation. (Examples of such information are: list of clients, address lists, internal telephone lists, business policies, directives and general business information)

These records include, but are not limited to records which pertain to the Private Body's own affairs.

D HUMAN RESOURCES DOCUMENTS AND RECORDS

Personal records provided by employees and other records including but not limited to:

- Letters of appointment
- Salary advice slips
- Leave records
- Disciplinary codes, procedures and records
- Unemployment Insurance records
- Records relating to deductions statutory or otherwise

"Employee" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assist in carrying out or conducting the business of the Private Body. This includes, without limitation, members, all permanent, limited duration staff, as well as contract workers.

6 OTHER INFORMATION AS MAY BE PRESCRIBED

[Section 51(c)(f)]

Not applicable.

7 AVAILABILITY OF THE MANUAL [Section 51(3)]

This manual is available from the South African Human Rights Commission (see details in paragraph 2) and the office of the private body (see details in paragraph 1).