

Promotion of Access to Information Manual

for

Analyze Consulting Services (Pty) Ltd

(Registration Number 2016/004162/07)

Prepared in accordance with the terms of Section 51 of the Promotion of
Access to Information Act 2 of 2000

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1 Section 51 (1) (a)

1.1 Introduction

Analyze Consulting Services (Pty) Ltd provide expertise and skills to help companies solve business inefficiencies and deliver on opportunities. If a process or technology is not working smoothly in a business, we go into the business and dig deep to get to the bottom of the problem.

1.2 Contact Information

Name of Business	Analyze Consulting Services (Pty) Ltd
Directors	Catherine Anne Banks Reyer Peter Meihuizen
Office Manager/CEO	Reyer Peter Meihuizen
Physical Address	314 The Studios 6 Beach Road Woodstock Cape Town 7925
Postal Address	314 The Studios 6 Beach Road Woodstock Cape Town 7925
Telephone	021 4475696
Email	info@analyze.co.za
Website	www.analyze.co.za

2 Section 51 (1) (b)

2.1 Section 10 Guide on How to Use the Act

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

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.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all official languages.

The Guide will be available for inspection, inter alia, from the South African Human Rights Commission by no later than August 2004. Please direct enquiries to:

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

Postal Address	Private Bag X2700 Houghton 2041
Telephone	+27 11 484 8300
Fax	+27 11 484 7146
Email	PAIA@sahrc.org.za
Website	http://www.sahrc.org.za/

3 Section 51 (1) (d)

3.1 Records Available In Terms Of Other Legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Closed Corporations Act No. 69 of 1984
3. Employment Equity Act 55 of 1998
4. Income Tax Act 58 of 1962
5. Labour Relations Act No. 66 of 1995
6. Occupational Health & Safety Act No. 85 of 1993
7. Skills Development Levies Act No. 9 of 1999
8. Skills Development Act No. 97 of 1998
9. Unemployment Contributions Act No. 4 of 2002
10. Unemployment Insurance Act No. 63 of 2001
11. Value Added Tax Act No. 89 of 1991

4 Section 51 (1) (c) and (1) (e)

4.1 Access to Records Held By Analyze Consulting Services (Pty) Ltd

Analyze Consulting Services (Pty) Ltd maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

(i) Records which are available without a person having to request access - in terms of the Act Section 52 (2)

1. Services offered

(ii) Records which are available to a person who requests access

1. Administration: Lease agreements; maintenance contracts; software licenses; insurance policies
2. Human Resources: employment contracts and records; remuneration records; leave records; SETA records
3. Financial: Annual Financial Statements; Annual Budget; Tax Returns; PAYE records; Documents issued to employees for income tax purposes; VAT returns; Skills Development Levies; UIF returns; Workmen's Compensation Returns; Rental Agreements
4. Operations: Minutes of meetings; Policies; Rules and procedures

(iii) Procedure for requesting records

1. The requester must use the prescribed Form C to make the request
2. The request must be addressed to the head of Analyze Consulting Services (Pty) Ltd
3. The request must be made using the postal address or electronic mail address of Analyze Consulting Services (Pty) Ltd
4. The requester must properly detail their request on the form so that the head of Analyze Consulting Services (Pty) Ltd can properly identify the record and the requester
5. The requester must indicate the form of access that is required
6. The requester must also indicate if any other manner is to be used to inform the requester stating the particulars of such manner
7. The requester must identify the right that is to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right
8. Where a request is made on behalf of a third party, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of Analyze Consulting Services (Pty) Ltd

4.2 Schedule of Records

Records	Subject	Availability
Public Affairs	Public Product Information Public Corporate Records Media Releases	Available on Website (where applicable).
Financial	Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts	Request in terms of PAIA.
Marketing	Market Information	Limited Information available on web site. (see above)
	Public Customer Information: <ul style="list-style-type: none"> • Product Brochures • Owner Manuals 	Request in terms of PAIA.
	Field Records Performance Records Product Sales Records Marketing Strategies Customer Database Dealer Franchise Documents	Request in terms of PAIA.

4.3 Fees

A requester who seeks access to records containing personal information on that requester is not required to pay a fee. All other requests must pay the required request fees.

1. The head of Analyze Consulting Services (Pty) Ltd will notify the requester of the requirement to pay the prescribed fee (if any) before further processing the request
2. The fee that must be paid to Analyze Consulting Services (Pty) Ltd is ZAR50. The requester may lodge an application to the court against the payment of the required fee
3. After the head of Analyze Consulting Services (Pty) Ltd has made a decision on the request, the requester must be notified in the required form
4. If the request is granted then a further access fee may be payable for the search, retrieval, reproduction and preparation of the record that has been requested as well as any time in excess of the prescribed hours to do so

Photocopies, printed pages

The fee for a copy of the manual is ZAR1.10 for every A4-size page or part thereof.

The fee for every photocopy of an A4-size page or part thereof is ZAR1.10.

The fee for every printed copy of an A4-size page or part thereof for any record held on computer, electronically or in machine-readable format is R0.75

Electronically stored and machine readable formats

The fee for a copy of any electronic record shall be ZAR70 per compact disc required to provide that data.

Visual images and records

The fee for the transcription of visual images is ZAR40 per A4-size page or part thereof.

The fee for the reproduction of any visual images is ZAR60.

Audio records

The fee for the transcription of audio records is ZAR60 per A4-size page or part thereof.

The fee for the reproduction of any audio record is ZAR30.

Retrieval of record

The rate per hour or part thereof to search for and prepare the record which is request for disclosure is ZAR30.

Postage

Postage costs for the distribution of the requested record will only be payable when said record must be posted to the requester.

5 Section 51 (1) (f)

5.1 Other Information As May Be Prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.



6 Section 51 (3)

6.1 Availability of the Manual

This manual is available for inspection at Analyze Consulting Services (Pty) Ltd free of charge. Copies are made available with the South African Human Rights Commission, in the Gazette and for download from Analyze Consulting Services (Pty) Ltd website.

FORM C

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

A. Particulars of private body

The Head: Analyze Consulting Services (Pty) Ltd

B. Particulars of person requesting access to the record

- | |
|--|
| <p>(a) The particulars of the person who requests access to the record must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|--|

Full names and surname:

Identity number:

Postal address:

Fax 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

<p>This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.</p>

Full names and surname:

Identity number:

D. Particulars of record

- | |
|---|
| <p>(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.</p> <p>The requester must sign all the additional folios.</p> |
|---|

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- (a) A request for access to a 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 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
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 for 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"/>		<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 or machine-readable form:			

	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)	
'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 at this..... day of 20...

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE