

Platinum Black's Section 51 Manual
(Promotion of Access to information Act 2 of
2000)

12th August 2005

Prepared by Platinum Black
Consulting





Introduction to Platinum Black

Platinum Black is a business optimization specialist, working in the entrepreneurial environment supplying business structuring and long term sustainability advice through a consulting medium. We work in all business environments and have a developed network enabling the supply of consulting advice for all aspects of working life.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

I. Contact details

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7725

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Website: www.platinumblack.co.za
Email: reception@platinumblack.co.za

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2004. 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 any other legislation

- Basic Conditions of Employment No. 75 of 1997.
- Companies Act No. 61 of 1973.
- Financial Services Board Act No. 97 of 1990.
- Financial Relations Act No. 65 of 1976.
- Income Tax Act NO.95 of 1967.
- Labour Relations Act No.66 of 1995.
- Skills Development Levies Act No. 9 of 1999.
- Skills Development Act No. 97 of 1998.
- Unemployment Contributions Act No. 4 of 2002.
- Unemployment Insurance Contributions Act No. 63 of 2001.
- Value Added Tax Act No. 89 of 1991.

4. Access to the records held by the private body in question

Platinum Black has a Business Assessment Centre pamphlet which may be obtained from our offices or a PDF version is available on our website (www.platinumblack.co.za).

Records that may be requested include the following:

Not applicable.

The request procedures.

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



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 for Platinum Black is available on our website (www.platinumblock.co.za), from our offices free of charge and copies are available with the SAHRC.