

PRECISION METERS (PTY) LTD

Registration Number 2004/027131/07

MANUAL IN TERMS OF SECTION 51 OF

THE PROMOTION TO ACCESS OF

INFORMATION ACT NO 2 OF 2000

# SECTION 51 MANUAL

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## **A. INTRODUCTION:**

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Description:

The company is involved in the manufacturing, testing and trading of water meters and valves.

## **B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL:**

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1. Contact details {Section 51(1)(a)j}

Information officer: David John Walton

General information:

Heads of Business: David John Walton

Address: Unit 48 Panther Park  
11 Berkley Road  
Maitland  
7405

Postal address: c/o Postal Suite 414  
Private Bag X16  
Postnet  
Constantia  
**7848**

Telephone: +27 21510 4266

Fax: +27 21 510 8759

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Email address: [david@precisionmeters.co.za](mailto:david@precisionmeters.co.za)

Website: [www.precisionmeters.co.za](http://www.precisionmeters.co.za)

2 **The section 10 Guide on how to use the Act** [Section 51(1)(b)]

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 contact details of the Commission are:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11877-3803

Fax: +27 11 403-0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [section.51.paia@sahrc.org.za](mailto:section.51.paia@sahrc.org.za)

3. **Records available in terms of any other legislation** [Section *Sl(l){d}*]

Basic Conditions of Employment No.75 of 1997

Companies Act 71 of 2008

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Income Tax Act No.95 of 1967

Labour Relations Act No. 66 of 1995

Occupational Health & Safety Act No.85 of 1993

Skills Development Levies Act No. 9 of 1999

Skills Development Act No.97 of 1998

Unemployment Contributions Act No. 4 of 2002

Unemployment Insurance Act No. 63 of 2001

Value Added Tax Act No. 89 of 1991

Promotion to Access of Information Act No. 2 of 2000

4. **Access to the records held by the private body in question** [Sections *Sl(l)(c)* and *Sl(l)(e)*]

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)** [Section *Sl(l)(c)*]

Not applicable

- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51{1}{e}]**

Administration:

- Correspondence
- Founding statement and other statutory documents

Documentation Department

- Books & publications

Human Resources:

- Remuneration records
- Employee Records
- Conditions of Service
- Labour relation records

Operations:

- List of clients
- Consulting project working papers
- Billing records

Finances:

- Tax records
- Correspondence with SARS
- Company Financial statements
- Bank Statements
- Asset register

iii. 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 [§ 53(1)].

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 [§ 53(2)(a) and (b) and (c)].

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 [§ 53(2)(d)].

If a request is made on behalf of 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 [§ 53(2)(f)].

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 Information Officer must notify the requester (other than a personal requester), by written notice, that the requester has to pay the prescribed fee (if any) before the request will be processed [s 54(1)].

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 [s 54(3)(b)].

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

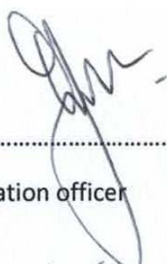
If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed (Section 51(1)(c))

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

6. Availability of the manual (Section 51(3))

The manual is available for inspection at the offices of Precision Meters (Pty) Ltd free of charge; and copies are available with the SAHRC.

  
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Information officer  
Signed at MAITLAND date 30/11/2015.