

SECTION 51 MANUAL FOR

GOOD HOPE BRICK (Pty) Ltd
Reg No. 1999 / 01596 / 07

Contents

1. Introduction
2. Contact details
3. Section 10 Guide on how to use the act
4. Records available in terms of any other legislation
5. Records available without having to request access
6. List of records that may be requested
7. Request procedure
8. Fees
9. Other information as may be prescribed
10. Availability of the manual

1. Introduction

Good Hope Brick (Pty) Ltd is a private company with its core business activity being the manufacture and sale of concrete bricks, blocks, paving bricks and retaining wall blocks to the building and construction industry.

2. Contact details

Physical address: 19 Voortrekker Road, Salt River, 7925
 Postal address: PO Box 105, Paarden Eiland, 7420
 Telephone: 021-5112006 / 7
 Facsimile: 021-5102172
 Website: www.capebrick.com
 Email address: sales@capebrick.com

3. 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 2003. 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 11 484-0582
 Website: www.sahrc.org.za
 E-Mail: PAIA@sahrc.org.za

4. Records available in terms of any other legislation

Basic Conditions of Employment No.75 of 1997
 Companies Act No.61 of 1973
 Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
 Debtors Collectors Act No.114 of 1998
 Employment Equity Act No.55 of 1998
 Income Tax Act No.95 of 1967
 Labour Relations Act No.66 of 1995
 Occupational Health and Safety Act No.85 of 1993
 Regional Services Council Act No.109 of 1985
 Skills Development Levies Act No.9 of 1999
 Unemployment Insurance Act No.63 of 2001
 Value Added Tax Act No.89 of 1991

5. Records available without having to request access

Not applicable

6. List of records that may be requested

Human Resources

Staff recruitment policies
Employment contracts
Remuneration records and policies
Time sheets and leave records

Operations

Sales records
Production records
Client register

Finances

Annual financial statements
Stock records
Asset register

7. Request procedure

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Good Hope Brick (Pty) Ltd. This request must be made to the address, fax number or e-mail address as listed in section 2.

The requester must provide sufficient detail on the request form to enable the head of Good Hope Brick (Pty) Ltd 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 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 Good Hope Brick (Pty) Ltd.

8. 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 Good Hope Brick (Pty) Ltd 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 Good Hope Brick (Pty) Ltd 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 the disclosure.

9. Other information as may be prescribed

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

10. Availability of the manual

The manual is available for inspection at the following locations:

Office of Good Hope Brick (Pty) Ltd (free of charge)
Good Hope Brick (Pty) Ltd website
South African Human Rights Commission
The Government Gazette