

UNIQUE VENTILATION AND SUPPORT SYSTEMS (PTY) LTD.  
MANUAL

in terms of  
Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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## INTRODUCTION

Unique Ventilation and Support Systems (Pty) Ltd, operations consist of manufacturing and supply of ventilation products to the mining and industrial industry.

Unique Ventilation and Support Systems (Pty) Ltd mission is to supply quality products and services that exceed the expectations of their customers in a time period and at a price that is beneficial to all stakeholders without any negative environmental consequences.

## PARTICULAR IN TERMS OF SECTION 51

### 1. Contact details *Section 51 (1) (a)*

The board has duly authorised the Financial Manager to deal with all matters in connection with request for information in terms of the Promotion of Access to information Act , 2 of 2000

Postal Address:	PO Box 1601, Krugersdorp, 1740
Address:	1 Resnick Street, Factoria, Krugersdorp 1739
Telephone Number :	+27 11 668 6300
Fax:	+27 86 687 9114
Email:	info@uvss.co.za

### 2. The guide as described in section 10. (*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:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

3. Categories of records of Unique Ventilation and Support Systems (Pty) Ltd. Which are available without a person having to request access in terms of the act in terms of section 52(2). (Section 51(1)(c))

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

4. Records available in terms of any other legislation. (Section 51(1)(d))

Records are kept in accordance with the following legislation:

- 2008 *Companies Act and subsequent amendments*
- 1978 *Copyright Act*
- 1998 *Employment Equity Act*
- 1967 *Income Tax Act*
- 1995 *Labour Relations Act*
- 1991 *Value Added Tax Act*
- 1997 *Basic Conditions of Employment Act*
- 1984 *Close Corporations Act*
- 2002 *Electronic Communications and Transactions Act*
- 2000 *Promotion of Access of Information Act*
- 1996 *Unemployment Insurance Act*
- 2002 *Disaster Management Act*
- 1993 *Occupational Health and Safety Act*
- 1998 *Skills Development Act*
- 2008 *Consumer Protection Act*
- 2003 *Broad Based Black Economic Empowerment Act*
- 2005 *National Credit Act*

5. How to request a record. A description of the subjects of the records held by Unique Ventilation and Support Systems (Pty) Ltd. And the categories in which these subjects are classed. (Sections 51(1)(e))

5.1 How to request a record. (see proforma request form in Section 9)

Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

Address your request to Financial Manager of the company

Provide sufficient details to enable the COMPANY to identify:

- a. The record(s) requested
- b. The requester (and if an agent is lodging the request, proof of capacity)
- c. The form of access required;
- d. The postal address or fax number of the requester in the Republic (If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof)
- e. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

5.2 Categories of records held by Unique Ventilation and Support Systems (Pty) Ltd.

### 5.2.1 Web Page and library records

The web page, [www.uvss.co.za](http://www.uvss.co.za) is accessible to anyone who has access to the internet.

The firm's library consists of a collection of works on various accounting and auditing issues. The material designation of the library is books and journals. The library is for use by clients and staff only.

### 5.2.2 Other Records

#### Operational records

This information can be defined as information needed in the day to day running of the organisation and is generally of little to no use to persons outside the organisation. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general house keeping information)

Confidential Client Files (containing information relating to any professional services rendered).

Human Recourse Files.

Financial records, including accounting records.

## 6. Other information as may be prescribed. (Section 51(1)(f))

Not applicable

## 7. Availability of the manual. (Section 51(3))

This manual is available from the South African Human Rights Commission (see details above), Unique Ventilation and Support Systems (Pty) Ltd. (see details above), and in electronic format at [www.uvss.co.za](http://www.uvss.co.za).

## 8. Fees in respect of private bodies

- 8.1 The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1.10 for every photocopy of an A4-size page or part thereof.

8.2 The fee for reproduction referred to in regulation 11(1) are as follow indicated in South African Rand / ZAR:

(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a compute readable form on compact disc	70,00
(d) (i)	For a transcription of visual images, for an A4-size page or part thereof	40,00
(d) (ii)	For a copy of visual images	60,00
(e) (i)	For a transcription of an audio record, for an A4-size page or part thereof	20,00
(e) (ii)	For a copy of an audio record	30,00

8.3 The request fee payable by the requester referred to in regulation 11(2) is R50.00.

8.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

1. (a) For every photocopy of an A4-size page or part thereof 1,10
  - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or Machine-readable form 0,75
  - (c) For a copy in a computer-readable form on compact disc 70,00
  - (d) (i) For a transcription of visual images, for an A4 size page or part thereof 40,00
  - (d) (ii) For a copy of visual images 60,00
  - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
  - (e) (ii) For a copy of an audio record 30,00
  - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
2. For purposes of section 54(2) of the Act, the following applies:
    - (a) Six hours as the hours to be exceeded before a deposit is payable; and one third of the access fee is payable as a deposit by the requester.
  3. The actual postage is payable when a copy of a record must be posted to a requester.

9. Prescribed request form.

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 Chief Executive Officer: Unique Ventilation and Support Systems (Pty) Ltd. – C Olevano
- b. Particulars of person requesting access to the record

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

Full name and surname: \_\_\_\_\_  
Identity Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Capacity in which request is made, when made on behalf of another person:  
\_\_\_\_\_

- c. Particulars of person on whose behalf requested is made

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full name and surname: \_\_\_\_\_  
Identity Number: \_\_\_\_\_

- d. Particulars of records

(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.*  
(b) *If the provided space is inadequate, please continue on a separate folio and attach it to*

1. Description of record or relevant part of the record:  
\_\_\_\_\_  
\_\_\_\_\_
2. Reference number, if available:  
\_\_\_\_\_  
\_\_\_\_\_
3. Any further particulars of records:  
\_\_\_\_\_  
\_\_\_\_\_



e. Fees

- (a) *A request for access to a record, other than 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 from 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: _____ _____ _____ _____
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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 to 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
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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"/> transcription on the images*
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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)
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4. If record is held on computer or in an electronic or machine- readable form:

<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)
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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

*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 requested 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 records?

\_\_\_\_\_

\_\_\_\_\_

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER

Approved by:

\_\_\_\_\_  
Cesare Clevano  
Director