

ACCESS TO INFORMATION MANUAL

**PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT**

for

Sonar Universal

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1. Preamble

The Promotion of Access to Information Act was promulgated in March 2001. The Act was put in place in order to actively promote a society in which the people of South Africa have effective access to information which enables them to more fully exercise and protect their rights. The promulgation of the Act was also designed to foster a culture of transparency and accountability in Public and Private Bodies, as defined. This Manual has been prepared in accordance with Section 51 of the promotion of Access to Information Act, No 2 of 2000.

This manual has been compiled not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages, you will be able to view the categories of information that we possess. The records contained in this manual are available from Sonar Universal by means of a request addressed to the sole proprietor at the address set out below. Sonar Universal reserves the right to refuse to provide information where such information falls under a specific exemption as set out in chapter 4 of the Act.

2. Introduction to Sonar Universal

Sonar Universal is a sole proprietorship specialising in marketing services. Our services include Marketing Strategy, Corporate Image and Logo development, Branding, Web site design and implementation, Brochureware, Promotional materials, Media planning, Advert design, production and placement.

3. SECTION 51 (1) (a) – Our Details

Name of Body	: Sonar Universal
Sole Proprietor	: Susan Craig
Postal Address	: P O Box 919, Parklands, 2121
Street Address	: 21 Westmeath Road, Parkview, Johannesburg
Telephone Number	: (011) 646-3987
Fax Number	: 088 (011) 646-3987
E-mail Address	: susancraig@iafrica.com

4. SECTION 51 (1) (b) – The SAHRC Guide

The SAHRC Guide is available from the South African Human Rights Commission. Please direct any queries to:

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

Postal Address : Private Bag X 2700
Houghton
2041

Telephone : (011) 484-8300

Fax : (011) 484-1360

E-mail Address : paia@sahrc.org.za

Web Site : www.sahrc.org.za

5. SECTION 51 (1) (c) – Information Automatically Available

No notice has been published in accordance with Section 52(2) of the Act regarding the categories of records freely available without a person having to request access in terms of the Act.

6. SECTION 51 (1) (d) – Other Statutory Information

Where applicable to the business of Sonar Universal, records are kept in accordance with the following legislation:

- Income Tax Act 58 of 1962
- Value Added Tax Act No 89 of 1991

7. SECTION 51 (1) (e) – Subjects and Categories of Information

Sonar Universal holds the following categories of records:

7.1 Accounting Records:

- Books of Account
- Delivery Notes, Orders, Invoices, Statements, Receipts, Vouchers and Bills of exchange
- VAT Returns
- Financial Statements

7.2 Information Technology;

- Licenses
- Operating Systems
- Software Packages

7.3 Insurance

- Details of insurance cover and insurers

7.4 Taxation

- Copies of all Income Tax Returns and other tax returns and documents

8. SECTION 51 (1) (f) – Additional prescribed Information

No notice has been published in accordance with section 51(1)(f) of the Act.

9. Request Procedure

9.1 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 sole proprietor of Sonar Universal. This request must be made to the address, fax number or e-mail address as stated above.
- The requester must provide sufficient detail on the request form to enable the sole proprietor of Sonar Universal to identify and record the requester. 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 sole proprietor of Sonar Universal.

9.2 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 sole proprietor of Sonar Universal must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.
- The fee that the requester must pay to Sonar Universal is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the sole proprietor of Sonar Universal has made a decision on the request, the requester must be notified in the required form.

- iv. 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.

10. Availability of this Manual

This manual is available for inspection upon request, during office hours (which are 8am to 4pm Monday to Friday) and free of charge at the registered address of Sonar Universal. Copies of this manual are also available from the SAHRC.

11. Fees

The fees chargeable by private bodies are contained in Part III of Annexure A of the Regulations. A copy of Part III follows for your convenience.

ANNEXURE “A”
PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in Regulation 9(2)© is R1.10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in Regulation 11(1) are as follows:
 - a. For every photocopy of an A4-size page or part thereof.....R 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.....R 0.75
 - c. For a copy in a computer readable form on:
 - i. Stiffy disc.....R 7.50
 - ii. Compact Disc.....R70.00
 - d. i. For a transcription of visual images, for an A4-size page
or part thereof.....R40.00
 - ii. For a copy of visual images.....R60.00
 - e. i. For a transcription of an audio record, for an A4-size page
or part thereof.....R20.00
 - ii. For a copy of an audio record.....R30.00
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation ii(2) is R50.00.
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.....R 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.....R 0.75
 - c. For a copy in a computer readable form on:
 - i. Stiffy disc.....R 7.50
 - ii. Compact Disc.....R70.00
 - d. i. For a transcription of visual images, for an A4-size page
or part thereof.....R40.00
 - ii. For a copy of visual images.....R60.00
 - e. i. For a transcription of an audio record, for an A4-size page
or part thereof.....R20.00
 - ii. For a copy of an audio record.....R30.00
 - 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
 - (b) 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.

ANNEXURE “B”

THIS IS AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2000.

The present charges, as interpreted from Annexure A above, are as follows:

1. Copies of a manual

Should an individual require a copy of the private body’s manual, a fee of R1.10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction Fees¹

Reproduction fees apply to obtaining copies or transcripts of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure A to the Regulations.

3. Access Fee²

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure A to the Regulations.

4. Other Fees

- 4.1 A request fee³ of R50 is payable by a requester who is seeking access to a record containing information which is not personal to the requester.
- 4.2 A search fee⁴ may be charged at a rate of R30 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed 6 hours the requester can be called upon to pay a deposit of not more than one third of the estimate of the access fee which will become payable.
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable⁵.

1 Section 52(3) and Regulation 1(1)
 2 Section 54(7) and Regulation 11(3)
 3 Section 54(1) and Regulation 11(2)
 4 Annexure “A”, Part III, Item 4(1)(f)
 5 Section 54(2)

12. Request Form

“FORM C ANNEXURE B”
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:

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 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

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

Full Names and Surname :

Identity Number :

D. Particulars of record

- (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 attached it to this form. The requester must sign the additional folios.*

1. Description of record or relevant part of the record:

.....

.....

- 2. Reference number, if available:
- 3. Any further particulars of the 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:

.....

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:

- Copy of Record Inspection of Record

2. If the record consist of visual images:

- View the images Copy of the images* Transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:

- Listen to the soundtrack (audio cassette)
- Transcription of sound track*
(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? If yes, **postage is payable**. Yes No

G. Particulars of Rights 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 additional folios.

1. Indicate the right which 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 of20.....

.....
SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE