

InchBrook Audio Visual

Policy Document

Access to information act

Abstract:	This document provides a corporate policy statement on access to information act.
Document References:	Administration
Version:	1.0
Date of Issue:	14 April 2007
Reason for Issue:	Authorised for General Use
Author:	Francois J. du Plessis

Document Management

Table of Contents

1	Document Management	2
1.1	Change History	3
1.2	Related Documents	3
1.3	For Use By	3
2	Introduction	4
3	Preamble	4
4	Company Information	4
5	Act information	5
6	Requesting information	6
7	Policy changes	7
8	Employee Sign Off	7

Change History

Version Number	Issue Date	Author(s)	Reason for Issue
V1.0	14 April 2007	F.J. du Plessis	Initial version.

Related Documents

The following related documents should be read in conjunction with this document:

Document Title
Information & Communication Policy

For Use By

This policy document is for internal use by all InchBrook Audio Visual staff.

2. INTRODUCTION

This document is intended to set out InchBrook Audio Visual's corporate policy on access to information.

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

If you have any questions about this policy, please feel free to contact us through our website or write to us at InchBrook Audio Visual, P.O. Box 1416, Milnerton, 7435, Cape Town.

3. PREAMBLE

InchBrook Audio Visual is a closed corporation (cc) operating in Prime Park, Montague Gardens, Cape Town. Our business is the hire, sale, integration and ongoing service and maintenance of audio visual equipment.

4. COMPANY DETAILS

Full Name:	InchBrook Audio Visual CC
Registration Number:	2002/102662/23
Registered Address:	6 The Square, Prime Park, Printers Way, Montague Gardens
Postal Address:	P.O. BOX 1416, Milnerton, 7441
Telephone Number:	(021) 551 0047
Fax Number:	(021) 555 1748
Email Address:	info@inchbrookav.com
Head/CEO:	MR. Francois du Plessis
Designated Info Officer:	MISS Leanne Bronkhorst
Website Address:	www.inchbrookav.com

5. ACT INFORMATION

Information available in terms of the Act

- Categories of Information

We hold the following categories of information:

(a) STATUTORY CLOSE CORPORATION INFORMATION

- The Founding Statement
- Any Amending Founding Statement
- Proof of Registration
- Annual Financial Statements, including annual accounts and the report of the accounting officer
- Accounting records, including supporting schedules to accounting records and ancillary accounting records

(c) ACCOUNTING RECORDS

- Books of Account including journals and ledgers
- Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange

(d) STATUTORY EMPLOYEE RECORDS

- Employees' names and occupations
- Remuneration paid to each employee
- Date of birth of each employee
- Wages Register
- Attendance Register
- Salary and Wages Register
- Staff Records (after date of employment ceases)

(e) OTHER EMPLOYEE RECORDS

- Employee contracts
- Code of conduct

(f) FIXED PROPERTY

- Title Deeds
- Leases
- Mortgage Bonds or other encumbrances to fixed property

(g) MOVABLE PROPERTY

- Asset Register
- Finance & Lease Agreements

(h) TAXATION

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

(I) INSURANCE

- Insurance policies
- Claim records
- Details of insurance coverages, limits and insurers

(j) SALES AND MARKETING

- Brochures, Newsletters and Advertising Materials

6. REQUESTING INFORMATION

Procedure for requesting access to the above information;

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual)
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za)

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic - you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request from whether your request has been approved.

Fees in respect of private bodies

- The fee for a copy the manual as contemplated in regulation 9(2)(c) is R 1,10 for every photocopy of an A4-size page or part thereof.
- The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(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 -	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d)	
(i) For a transcription of visual images, for an A4-size page or part thereof	40,00

(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
(ii) For a copy of an audio record	30,00
<ul style="list-style-type: none"> • The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R 50,00. • The access fees payable by a requester referred to in regulation 11(3) are as follows: 	
	R
(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 -	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d)	
(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation.	30,00
(2) For purposes of section 54(2) of the Act, the following applies:	
(a) Six hours as the hours exceeded before a deposit is payable: and	
(b) One third of the access fee is payable as a deposit by the requester.	
• The actual postage is payable when a copy of a record must be posted to a requester.	

7. POLICY CHANGES

Changes to this policy

Please note that this Policy may change from time to time. We will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Policy changes). Each version of this Policy will be identified at the top of the page by its effective date, and we will also keep prior versions of this Privacy Policy in an archive for your review.

8. Employee Sign Off Form

This form should be returned to Leanne Bronkhorst.

Document Name : Access to information act

Document Version : version 1.0

Document Issue Date : January 2003

I confirm that I have received, read and understood the policy document described above and that it forms part of my terms and conditions of employment with InchBrook Audio Visual:

Signed :.....

Print Name :

Date :.....