

SECTION 51 MANUAL FOR CLUB REFRIGERATION cc

Introduction to Club Refrigeration cc

Club Refrigeration cc is a manufacturing and contracting company involved in the field of refrigeration, air-conditioning and ventilation.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. **Contact details**

Full Name: Club Refrigeration cc

Registration No. 1985/14432/23

Street Address: 214 Frans du Toit Street – Rosslyn – 0200

Postal Address: P.O.Box 17397 – Pretoria North – 0116

Telephone Numbers: 27-12-5410977 or 8 AND 5410713 or 4

Fax Number: 27-12-5410224

Webpage address: www.clubref.co.za

E-mail address: clubref@icon.co.za

Head: F.F.Tafari

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

The Guide will be available from the South African Human Rights Commission by not later than August 2004. 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 11 484-7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. **Records available in terms of any other legislation**

Basic Conditions of Employment Act No. 71 of 1997

Occupational Health and Safety Act No. 85 of 1993

Skills Development Act No. 07 of 1998

Unemployment Insurance Act No. 63 of 2001

4. Access to the records

(i) **Records which are available without a person having to request access in terms of this Act in terms of section 52(2)**

Selected product brochures and price lists

(ii) **Records that may be requested.** (All records below are kept for a period of 5 years and then destroyed)

* **Administration:**

Close Corporation certificate
Industrial Council membership certificate
Merseta Membership certificate
Minutes of Management meetings
Trade Mark certificates
Patent certificates
Insurance policies

* **Human Resources:**

Employment contracts
Remuneration records
Disciplinary procedures
Disciplinary records

* **Operations:**

Job cards
Project records
Client records
Order books

* **Financial:**

Financial statements
Asset Inventory
Income tax returns
Vat returns

(iii) **The request procedure:**

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 [s 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 [s 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 [s 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 [s 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 head of the private body 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 [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

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

6. Availability of the manual

Copies of this manual are available for inspection at the offices of Club Refrigeration cc free of charge and copies are available with the SAHRC and on the Club Refrigeration website.