



ecolution  
consulting

**2011/133059/07**

**ECOLUTION CONSULTING (PTY) LTD**

**MANUAL**

**In terms of**

**Section 51 of**

**The Promotion of Access to information Act**

**ACT 2 OF 2000**

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@ Sustainable Solutions, 3rd Floor, Citadel Building, Cavendish Road, Claremont, Cape Town, South Africa, 7708

Director André Harms BSc Eng. (Elec-Mech)

[www.ecolution.co.za](http://www.ecolution.co.za)

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## PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 SECTION 51 MANUAL FOR ECOLUTION CONSULTING (PTY) LTD

### 1. INTRODUCTION TO ECOLUTION CONSULTING (PTY) LTD

The Company was established in 2011 in response to the need for market transformation towards more sustainable and responsible design, construction, operation and maintenance in the built environment.

### 2. INFORMATION IN TERMS OF SECTION 51

#### a.) Contact details [Section 51(1)(a)]

The Company has given authority to Andre Harms (Director) to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Director: Andre Harms

Street Address: @ Sustainable Solutions, 3rd Floor, Citadel Building,  
Cavendish Road  
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### 3. 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. Please direct queries to:

The South African Human Rights Commission – PAIA Unit

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+2711 877 3600
Fax Number:	+2711 403 0625
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

### 4. Applicable legislation

Reference	Act
No 95 of 1967	Income Tax Act
No 98 of 1978	Companies Act
No 89 of 1991	Value Added Tax Act
No 130 of 1993	Compensation for Occupational Injuries and Health
No 66 of 1995	Labour Relation Act
No 30 of 1996	Unemployment Insurance Act
No 75 of 1997	Basic Conditions of Employment Act
No 55 of 1998	Employment Equity Act
No 2 of 2000	Promotion of Access of Information ACT
No 63 of 2001	Unemployment Contribution Act
No 4 of 2001	Unemployment Insurance Act

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## 5. Access to the records held by the private body in question [Section 51(1)(c) and 51(1)(e)]

### i.) Records that may be requested. A description of subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

#### **Administration:**

Company registers  
Minute of meetings

#### **Human Resources:**

Employment contracts\*  
Remuneration records and policies\*

\*These records will contain personal information and can only be made available with the consent of the respective person

#### **Operations:**

Green Building Certification Submissions  
Marketing information  
Sales records  
Reports for clients

#### **Finance:**

Annual Financial statements  
Bank Statements  
Tax returns and records

### ii.) The request procedures

#### **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 private body. This request must be made to the address, or electronic mail address of the body concerned [s 53(1)]. Refer to Form C.
- The requester must provide enough 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 to be so informed [s 53(2)(a) and (b) and (c)].

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- 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 [s53(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 [s53(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 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 [s54(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 requester 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)].

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**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 attach it to this form. The requester must sign all the additional folios.

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

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.....

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2. Reference number, if available:

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.....

3. Any further particulars of record:

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**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:

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**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 below, 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 <b>X</b> .	
NOTES:	
(a) Compliance with your request for access 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.	

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	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? Postage is payable.	YES	NO
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**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. <b>The requester must sign all the additional folios.</b>
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1. Indicate which right is to be exercised or protected:

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.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....

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.....

**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..... of .....year .....

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