

**CoLAB Project Implementation (Pty) Ltd
(Registration Number 1999/015935/07)**

PAIA Manual

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000.

Section 51(1)(a)

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Section 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at <http://www.sahrc.org.za>.

Alternatively Call the Human Rights Advice Line on: 086 012 0120

Section 51(1)(c)

At this stage no Notice(s) has / have been published.

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:

- a. Basic Conditions of Employment Act No. 75 of 1997
- b. Closed Corporation Act No. 69 of 1984
- c. Companies Act No. 61 of 1973

- d. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- e. Customs and Excise Act No. 91 of 1964
- f. Electronic Communications and Transactions Act No. 25 of 2008
- g. Employment Equity Act No. 55 of 1998
- h. Income Tax Act No. 58 of 1962
- i. Insolvency Act No. 24 of 1936
- j. Labour Relations Act No. 66 of 1995
- k. Occupational Health and Safety Act No. 85 of 1993
- l. Patents Act No. 57 of 1978
- m. Promotion of Access to Information Act No. 2 of 2000
- n. Skills Development Levies Act No. 9 of 1999
- o. Trademarks Act No. 194 of 1993
- p. Unemployment Insurance Act No. 30 of 1966
- q. Value Added Tax Act No. 89 of 1991

Section 51(1)(e)

Availability of the following to be determined upon receipt of request:

a. Companies Act Records

- Documents of Incorporation
- Memorandum and Articles of Association
- Minutes of Board and Directors meetings
- Records relating to the appointment of directors/ auditors/ secretary/ public officer and other officers
- Share Register and other Statutory Registers

b. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Asset Register
- Rental Agreements
- Invoices

c. Income Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- Other Statutory Compliances

d. Personnel Documents and Records

- Employment Contracts
- Employment Equity Plan
- Disciplinary Records
- Salary Records
- SETA Records
- Disciplinary Code
- Leave Records
- Training Records
- Training Manuals

e. Trade Records

- Trade Secrets
- Domain Name Registrations
- Agreements with Suppliers
- Corporate Sales Agreements

A request for any of the above information must be made to the contact person, and submitted at the address, fax number or electronic mail address.

The request must:

- Identify the requester,
- Provide the sufficient particulars to identify the record/s requested,
- Indicate which form of access is required,
- Specify the Postal address, fax number or email address of the requester in the Republic,
- Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other matter, to state the manner and the necessary particulars to be informed in the other manner,
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to reasonable satisfaction.

Section 51(1)(f)
Fees in Respect of Requests of Information
Fees in Respect of Private Bodies

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.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - a. For every photocopy of an A4-sized page or part thereof: R1.10
 - b. For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0.75
 - c. For a copy in a computer readable form on:
 - Stiffy disc R7.50
 - Compact disk R70.00
 - d. For a transcription of visual images:
 - For an A4-size page or part thereof R40.00
 - For a copy of visual images R60.00
 - e. For a transcription of audio record
 - For an A4-size page or part thereof R20.00
 - For a copy on an audio record R30.00
3. The request fees payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - a. For every photocopy of an A4-sized page or part thereof: R1.10
 - b. For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0.75
 - c. For a copy in a computer readable form on:
 - Stiffy disc R7.50
 - Compact disk R70.00
 - d. For a transcription of visual images:
 - For an A4-size page or part thereof R40.00
 - For a copy of visual images R60.00
 - e. For a transcription of audio record
 - For an A4-size page or part thereof R20.00
 - For a copy on 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.

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
- 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.