

# Eagle's Fare (Pty)Ltd



## Section 51(1)a Manual for Promotion of Access to Information

Information required in terms of section  
14 of the Promotion of Access to  
Information Act, 2000

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## **SECTION 1**

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) prescribes that a Public Body must provide details of records held by such Body so that any request for information may be accommodated.

The details of records kept by a Public Body are contained in a book commonly known as a manual. The manual therefore relates to the records kept by the Public Body. The records kept pertain to the business / functions of each and every unit. To distinguish between the functions / business of each unit, the records of each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records, also called files, the manual also contains information on the addresses of the Head of the Department as well as the Information Officer/s of the Public Body and also the name of each unit in the Public Body, its core function and a list of all records kept by the Public Body.

## **SECTION 2**

### **SECTION 10 GUIDE OF ALL MANUALS IN THE REPUBLIC OF SOUTH AFRICA**

The South African Human Rights Commission has published the guide as is prescribed by Section 10 of the Promotion of Access to Information Act. The guide is available at the offices of the South African Human Rights Commission.

The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission

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## **SECTION 3**

### **CONTACT DETAILS FOR EAGLE'S FARE (PTY) LTD**

P.O. Box 144

Ferndale

2160

Walter Sisulu National Botanical Gardens

End of Malcolm Road

Poortview

Roodepoort

Gauteng

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E-mail: [eat@eaglesfare.co.za](mailto:eat@eaglesfare.co.za)

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### **MANAGING DIRECTOR**

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2160

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### **ADMINISTRATION OFFICER**

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### **Description of functions:**

A fully licensed restaurant, providing food and beverages, that ensures a transparent, accountable, professional and efficient client service, and which includes quality, hygiene and reliability.

## **SECTION 4**

### **DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: 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 [www.sahrc.org.za](http://www.sahrc.org.za).

## **SECTION 5**

### **THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

## **SECTION 6**

### **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

## **SECTION 7**

### **SUBJECTS AND CATEGORIES OF RECORDS HELD BY Eagle's Fare (Pty) Ltd: SECTION 51(1)(e)**

#### **1. COMPANIES ACT RECORDS**

- Documents of incorporation
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share Register and other statutory registers

#### **2. FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
  - Bank Statements
  - Paid Cheques
  - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

#### **3. INCOME TAX RECORDS**

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  - VAT
  - Regional Services Levies
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

#### 4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

### SECTION 8

#### DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must make a formal request in writing and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- The form must:
  - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester, indicate which form of access is required, specify a postal address or fax number 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 manner, to state that 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 the reasonable satisfaction of the head of the private body.

**The request fee payable by a requester, other than a personal requester, referred to in section 54(1) of the Act is R50,00**  
**The fee for reproduction referred to in section 52(3) of the Act, is as follows:**

- (a) For every photocopy of an A4-size page or part thereof **R1,10**
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form **R0,75**
- (c) For a copy in a computer-readable form on –
  - (i) stiffer disc **R7,50**
  - (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 transcription of an audio record, for an A4-size page or part thereof **R20,00**  
 (iii) For a copy of an audio record **R30,00**

**The access fees payable by a requester referred to in section 54(7) of the Act, unless exempted under section 54(8) of the Act, are as follows:**

- (a) For every photocopy of an A4-size page or part thereof **R1,10**
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable for **R 0,75**
- (c) For a copy in a computer-readable form on –
  - (i) stiffer disc **R7,50**
  - (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 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 the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search. The actual postal fee is payable when a copy of a record must be posted to a requester. 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. **Notice of internal appeal** Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Regulations.

**Important: there is no appeal structure for private bodies. The requester must approach the court where a request for information is refused.**

**Appeal fees** There are no appeal fees to be paid by the requestor.

**Value-Added Tax** Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in terms of these regulations.

**Commencement** These regulations are effective from 31 December 2013.

**Exemptions from paying access fees** No person is exempt from paying access fees