

**PROMOTION OF ACCESS
TO INFORMATION ACT,
ACT 2 OF 2000 (The Act)**

SECTION 51 MANUAL

BOTTEGA DI FOTOGRAFIA (PTY) LTD

September 2015

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INTRODUCTION TO BOTTEGA DI FOTOGRAFIA (PTY) LTD

Bottega Di Fotografia (Pty) Ltd is a member of Bottega Di Fotografia International Limited, a European company limited by guarantee. Bottega Di Fotografia (Pty) Ltd is the brand name for the Bottega Di Fotografia International network and for each of the member firms. Bottega Di Fotografia (Pty) Ltd is a highly professional team of three photographers, a video maker and several assistants who are extremely passionate about their job and many years of combined experience.

Bottega Di Fotografia (Pty) Ltd mission is to provide the highest standard of service to clients and to perform professional services with due care, competence and diligence. The firm has a continuing duty to maintain professional knowledge and skill at a level required to ensure that clients receive the advantage of competent professional service based on up-to-date developments in practice, legislation and techniques.

PARTICULARS IN TERMS OF SECTION 51

1. CONTACT DETAILS [Section 51(1)(a)]

The board has duly authorized the Chief Executive Officer to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Postal address: P.O. Box 6192 Uniedal, Stellenbosch 7612.
Address: Brandwacht Office Park, Pinotage House,
First Floor, Trumali Street, Stellenbosch
7600.
Telephone: +27 21 882 8994
Facsimile: +27 21 882 8994
E-mail: valeria@bottegadifotografia.it

2. THE GUIDE AS DESCRIBED IN SECTION 10. [Section 51(1)(b)]

The guide will be available from:

The Human Rights Commission:

Postal address: Private Bag 2700
HOUGHTON 2041
Telephone: +27 11 484 8300
Facsimile: +27 11 484-0582
Website: www.sahrc.org.za

3. CATEGORIES OF RECORDS OF BOTTEGA DI FOTOGRAFIA (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

No notice of such records has been made to the Minister.

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]

Records are kept in accordance with the following legislation:

- Companies Act, Act 71 of 2008, and subsequent amendments
- Close Corporations Act, 1984.
- Income Tax Act, 1962.
- Value Added Tax Act, 1991.
- Disaster Management Act, 2002.
- Basic Conditions of Employment Act, 1997.
- Employment Equity Act, 1998.
- Labour Relations Act, 1995.
- Occupational Health and Safety Act, 1993.
- Skills Development Act, 1998.
- Unemployment Insurance Act, 2001.
- Consumer Protection Act, 2008.
- Broad Based Black Economical Empowerment Act, 2003 and subsequent amendments
- National Credit Act 2005.

5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY BOTTEGA DI FOTOGRAFIA AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]

5.1 How to request a record [See *pro forma* request form in Section 9]

- Section 53 prescribes that 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, or his duly authorized deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- 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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she 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 a request is made on behalf of a 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.
- 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.

- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The Chief Executive Officer of the private body will then make a decision on the request and notify the requester in the required form.

5.2 Categories of records held by Bottega Di Fotografia (Pty) Ltd

5.2.1 *Web page and library records*

The web page, www.bottegadifotografia.com is accessible to anyone who has access to the Internet.

The firm's Library consists of a collection of works on various accounting and auditing issues. The material designation of the Library is books and journals. The library is for use by clients and staff only.

5.2.2 *Other records*

Operational information

This information can be defined as information needed in the day- to-day running of the organisation and is generally of little to no use to persons outside the organisation. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general 'house-keeping' information).

Confidential Client Files (containing information relating to any professional services rendered).

Human resources files.

Financial records, including accounting records.

6. OTHER INFORMATION AS MAY BE PRESCRIBED *[Section 51(1)(f)]*

Not applicable.

7. AVAILABILITY OF THE MANUAL. *[Section 51(3)]*

This manual is available from the South African Human Rights Commission (see details above), Bottega Di Fotografia (Pty) Ltd (see details above), and in electronic format at www.bottegadifotografia.com.

8. FEES IN RESPECT OF PRIVATE BODIES

8.1 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.

8.2 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 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

8.3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50, 00.

8.4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1) (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 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, R30, 00 for each hour or part of an hour reasonably required for such search and preparation.

(2) 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 one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

9. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. *Particulars of private body*

The Chief Executive Officer: Bottega Di Fotografia (Pty) Ltd.

B. *Particulars of person requesting access to the record*

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. *Particulars of person on whose behalf request is made*

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

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: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

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:

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 hereunder, 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 X. NOTES: (a) Compliance with your request 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.		
1. If the record is in written or printed form:		
<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record	
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
3. If record consists of recorded words or information which can be reproduced insound:		
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)	
4. If record is held on computer or in an electronic or machine- readable form:		
<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> 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
--	-----	----

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. Indicate which right is to be exercised or protected:

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

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 _____ 20__

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Approved by

Stellenbosch 23 September 2015

Luciano Perbellini
Authorized Director