

ACCESS TO INFORMATION MANUAL

As required by Section 51 of the Promotion to Access of Information Act No 2 of 2000 ("PROATIA")

CENTURION ACADEMY (Pty) Ltd
("the company")



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Centurion Academy (Pty) Ltd
(" THE COMPANY ")

INTRODUCTION

The object of PROATIA is to give you access to the records of the company under certain circumstances. PROATIA seeks to promote a society in which you have access to information to enable you to exercise and protect your rights, and to promote a culture of transparency and accountability. Section 51 of PROATIA requires all private bodies to compile a manual containing various information including the company details, a description of the records of the company, as well as the means by which a record may be accessed. The company is a private body and therefore this manual has been compiled in terms of and in order to comply with Section 51 of PROATIA.

COMPANY DETAILS

The company details are as follows –

Registration Number	1999/024870/07
Postal Address	P.O. BOX 10200 Centurion 0046
Physical Address	1023 Bank Avenue Centurion 0157
Telephone Number	012 663 6333
Facsimile Number	012 663 6404
General contact Email address for the company	christien@ca2000.co.za
Email address for heads of the company	theo@ca2000.co.za
Website	www.ca.ac.za

HUMAN RIGHTS COMMISSION 'S PROATIA GUIDE

In Terms of Section 10 of PROATIA, the South African Human Rights Commission ("SAHRC") is required to compile a guide, in each official language, containing information for any person who wishes to exercise any right contemplated in PROATIA. This guide will be available from the SAHRC no later than 31 August 2003. Should you wish to obtain access to the abovementioned guide, the SAHRC can be contacted on either 0860 120 120 or via their website, www.sahrc.org.za.

RECORDS OF THE COMPANY

A description of the records held by the company, as required by section 51(1)(e) of PROATIA, is set out in the [Description of Records Table](#) which is either attached to this manual as Annexure A or which can be accessed through the hyperlink.

REQUEST FOR ACCESS TO A RECORD

In order to comply with our obligations in terms of PROATIA the company has authorised and designated, Christien Smit, to deal with all matters relating to PROATIA. In order to request access to a record please complete the [Request for Access Form](#) which is available at www.sahrc.org.za, attached to this manual as Annexure B and submit it to the company at its physical address, its fax number or general contact the email address provided above.

INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

The company holds information in accordance with the following legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Labour Relations Act No. 66 of 1995
7. Occupational Health & Safety Act No. 85 of 1993
8. Skills Development Levies Act No. 9 of 1999
9. Skills Development Act No. 97 of 1998
10. Value Added Tax Act No. 89 of 1991
11. Higher Education Act No. 101 of 1997
12. Further Education and Training Colleges Act of 2006

The Minister of Justice and Constitutional Development has not made any regulations in terms of section 51(f) of the Act.

DECISION REGARDING
REQUEST

Centurion Academy (Pty) Ltd provides for numerous grounds upon which the company may refuse to grant you access to a record of the company. These grounds for refusal are to protect –

- the privacy of another person
- commercial information of another company
- confidential information of another person
- the safety of individuals and property
- records privileged from production in legal proceedings
- research information

You will be notified in writing whether your request has been approved or denied within 30 calendar days after receipt by the company of the completed [Request for Access Form](#). Should any record of the company requested by you not be found or not exist, the company will, by way of affidavit, notify you that it is not possible to give access to that particular record.

ACCESS TO
RECORDS

If your request for access to records of the company is approved, access will be provided in the form as the company reasonable determines, unless you have requested access in a specific form.

FEES

Section 52 (3) states that fees payable for access to records are to be prescribed. The prescribed fees are as set out in the [Fee Schedule](#) which is available at www.sahrc.org.za [REG](#), attached to this manual as Annexure C.

FREQUENTLY ASKED
QUESTIONS

Who may request access to a record?

Any person including a department of state and a person acting on behalf of another person.

ANNEXURE A

DESCRIPTION OF RECORDS TABLE

CATEGORIES OF RECORDS ON EACH SUBJECT	FORM HELD	AVAILABILITY
1. Company Secretarial Records		
Company Incorporation Documents	CM1	Automatically available
Names of Directors	CM29	Automatically available
Salaries of Directors		Not automatically available
2. Financial Records of the Company		
Financial statements	Audited set of Financial Statements	In accordance with the Companies Act
Documents relating to taxation of the company	Tax Assessments	In accordance with the Income Tax Act
Financial Agreements	Physical	Not automatically available
Banking Details	Physical	Automatically available
3. Insurance of Company		
Insurance Policies held by the Company	Copy of Insurance Policy	Not automatically available
Register of all immovable property owned by the company	Physical	Not available
4. Employees		
List of Employees	Pastel Payroll File	Not automatically available
Personal information of employees	Payroll File	Not automatically available
Employee contracts of employment	Contract File	Not automatically available
Pension Funds & Provident Fund	N/A	Not available
Salaries of Employees	Payroll File	Not automatically available
Leave records	Physical	Not automatically available
5. Company Policies and Directives		
Internal relating to employees and the company	Physical	Not automatically available
External relating to clients and other third parties	N/A	Automatically available
6. Agreements or Contracts		
Standard Agreements	Physical	Not automatically available
Contracts concluded with customers	Physical	Not automatically available
NDA's	N/A	Not automatically available
Letter's of Intent, MOU's	N/A	Not automatically available
Third party contracts (such as JV agreements, VAR Agreements etc.)	N/A	Not automatically available
Office management contracts	N/A	Not automatically available
Supplier contracts	N/A	Not automatically available
7. Regulatory		
Permits, Licences or Authorities	Higher Education Act No 101 of 1997 Further Education and Training Colleges Act, 2006	Not automatically available
8. Published Information		
External Newsletters and Circulars	N/A	Not available
Internal Newsletters and Circulars	Website	Not available
Information on the company published by third parties	N/A	Not available
9. Customer Information		
Customer Details	Pastel Accounting	Not automatically available
Contact details of individuals within customers	Pastel Accounting	Not automatically available
Communications with customers	Emails/Faxes/Face to face/telephone	Not automatically available
10. Reference Materials		
Books	N/A	Not available
Newsletters and journals articles	N/A	Not available
Magazines	N/A	Not available
Newspaper articles	N/A	Not available

ANNEXURE B

REQUEST FOR ACCESS FORM (in terms of The Promotion of Access to Information Act)			
NAME OF THE COMPANY TO WHOM THE REQUEST IS MADE			
[Insert full name of company]			
PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION			
Surname		First names	
Identity number		E-mail address	
Telephone no.		Facsimile no.	
Postal address			
PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE (IF APPLICABLE)			
Surname		First names	
Identity number		E-mail address	
Telephone no.		Facsimile no.	
Postal address			
PARTICULARS OF RECORDS REQUESTED			
REFERENCE (if applicable) :			
FORM OF ACCESS TO RECORD			
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.			
(Mark the appropriate shaded box with an X.)			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	Inspection of record
2. If the 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"/>		<input type="checkbox"/>	transcription of the images*
3. If the record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack	<input type="checkbox"/>	Transcription of soundtrack*(written or printed)
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"/>		<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 transactions to be posted to you?			<input type="checkbox"/> YES <input type="checkbox"/> NO
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 above, state your disability and indicate in which form the record is required.			
Disability			
Form in which record is required:			
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED			
EXPLANATION OF WHY RECORD IS REQUIRED FOR EXERCISE OR PROTECTION OF ABOVEMENTIONED RIGHT			
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.			
SIGNATURE			
Signed at		Date	
Signature of the Requester			

ANNEXURE C

FEE SCHEDULE	
FEES FOR REPRODUCTION	
For every photocopy of an A4 page or part thereof	R1.80
For every printed copy of an A4 page or part thereof held on a computer or in electronic or machine-readable form	R0.75
For a copy in a computer readable form on stiffy disc	R7.50
For a copy in a computer-readable form on compact disc	R70.00
For a transcription of visual images per A4 page or part thereof	R40.00
For a copy of visual images	R60.00
For a transcription of an audio record per A4 page or part thereof	R20.00
For a copy of an audio record	R30.00
REQUEST FEE	
For a person requesting access to information other than a personal requester i.e. a requester seeking access to a record containing personal information about the requester.	R50.00
SEARCH FEE	
Per hour or part thereof required to search for and prepare the record for disclosure.	R30.00
DEPOSIT	
A deposit of one third of the access fee is payable as a deposit if the search for a record requires more than six hours.	