

Invictus Chartered Accountants (SA)

SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION

Main Business

Chartered Accountants

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Ajeeth Pravin Desai

Postal address:
Cluster Box 3216
Somerset Park
4021

Street Address:
1 Fairways Avenue
Fairways Park
Mount Edgecombe
4302

Telephone number: 031 5025617
Fax number: 031 5025797
Email: ajeethd@invictus.co.za

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. 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.

4. Records available in terms of any other legislation (In terms of Section 51(1)(d))

1. Basic Conditions of Employment No. 75 of 1997
2. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
3. Employment Equity Act No. 55 of 1998
4. Income Tax Act No. 95 of 1967
5. Labour Relations Act No. 66 of 1995
6. Occupational Health & Safety Act No. 85 of 1993
7. Public Accountants ' and Auditors' Act
8. Skills Development Levies Act No. 9 of 1999
9. Skills Development Act No. 97 of 1998
10. Unemployment Contributions Act No. 4 of 2002
11. Unemployment Insurance Act No. 63 of 2001
12. Value Added Tax Act No. 89 of 1991

5. Access to the records held by Invictus Chartered Accountants (SA)

i. Information readily available

Not Applicable

ii. Records that may be requested:

Administration

- ☐ Correspondence

Finances

- ☐ Annual financial statements
- ☐ Banking details
- ☐ Bank statements

Human Resources

- ☐ Disciplinary records and documentation pertaining to disciplinary proceedings
- ☐ Employment contracts
- ☐ Personnel Files

- Remuneration records and policies

Information Technology

- Computer software support and maintenance agreements
- Software licence agreements
- Agreements in respect of computer hardware
- Agreements with Internet Service Providers

Operations

- Specific types of work done and records related to it:

Specific agreements and documents relating to the private body's business activities

iii. 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 head of the private body. 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 any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 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.
- 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.

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 (if any) before further processing the request.
- 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.
- 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 request 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.

6. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. Availability of the manual

The manual is also available for inspection during office hours at the offices of Invictus Chartered Accountants (SA) free of charge. Copies are available from the SAHRC and www.invictus.co.za.