

SAVETCON (PTY) LTD

2004/034314/07

A Guide to

ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the
Promotion of Access to Information Act

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Savetcon (Pty) Ltd

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact Prof B L Penzhorn. In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1) (b) must state—

(a) **the access** fee (if any) to be paid upon access;

(b) the form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1) (b) must—

(a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) exclude, from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used in this document

- Terms defined in the act shall have the meaning set out therein;

- Reference to sections shall be a reference to sections in the Act

4. Preamble

The Promotion of Access to Information Act No 2 of 2000, (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

5. Brief Company Overview

The Savetcon (Pty) Ltd was founded in 2004.

The principal activity consists of organising congresses and any other continuous professional-development courses which promote the interest and status of the veterinary profession.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess.

6. SECTION A: Particulars of the Private Body

(Information required under section 51(1) (a) of the Act)

Full name	-	Savetcon (Pty) Ltd (Registration No 2004/034314/07)
Postal address-		P O Box 25033 Monument Park 0152
Physical address -		47 Gemsbok Avenue Monument Park Pretoria 0152
Telephone	-	(012) 346- 0687
Telefax	-	(012) 346-2929
Website	-	www.savetcon.co.za

CONTACT DETAILS OF THE HEAD OF THE COMPANY AND REQUEST LIAISON OFFICER

The head of the company is Prof B L Penzhorn.

Contact details of the head of the company -

Telephone - (012) 346-0687
 Telefax: - (012) 346-2929
 E-mail - md@sava.co.za

The request liaison officer is Ms Petrie Vogel

Contact details of the request liaison officer -
 Telephone - (012) 346-0687
 Telefax - (012) 346-2929
 E-mail - petrie@savetcon.co.za

7. SECTION B: Description and Access to the Guide

(Information required under section 51(1)(b) of the Act)

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of the Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

8. SECTION C: Information available in terms of the Act

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and

- from the private body free of charge)

9. Methods of Access to Manual

- * Human Rights Commission - a copy will be made available to the Commission
- * Savetcon WebPage - www.savetcon.co.za
- * At the offices of the Savetcon (Pty) Ltd

RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO EITHER EMPLOYEES ONLY OR THE GENERAL PUBLIC AND EMPLOYEES

(Information required under section 51(1)(c) of the Act)

The following records are automatically available to all employees and need not be requested in accordance with the procedure outlined in paragraph -
 personnel records are available to the employee whose file it is;
 records of disciplinary hearings and related matters are available to the employee concerned;

the company's policies and procedures manual;

the company's document format manual;

The following records are automatically available to the general public and all employees and need not be requested in accordance with the procedure outlined in paragraph -

the company's employment equity plan;

10. SECTION D: Records held by the Company in terms of other legislation

(Information required under section 51(1)(d) of the Act)

The following records are not automatically available without a request in terms of the Act-

all statutory returns -

Value Added Tax Act No. 89 of 1991;

Unemployment Insurance Act No. 63 of 2001;

Unemployment Contributions Act No. 4 of 2002;

Income Tax Act No. 95 of 1967;

Companies Act No. 71 of 2008;

Basic Condition of Employment No. 73 of 1997

Compensation of Occupational Injuries and Diseases - Act 130 of 1993

Documents concerning compliance by the company, insofar as it may be necessary.

11. Section 51(1) (e)

This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration, such as:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Internal Phone lists
- Policies
- Minutes of Meetings
- Administrative information

12. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or

protection of that right. Proof of the capacity in which the requester is requesting the information

12.2 Availability of the Manual

12.2.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (*where is it available*). Copies of the manual may be made available subject to the prescribed fees.

12.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

12.3 Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

12.3.1 A fee will be required by the head (*contact person*) before further processing of the request in terms of S54 of the Act

12.3.2 A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused

12.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

12.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

12.3.5 The head may withhold a record until the requester has paid the applicable fees

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Telefax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

