



# ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT 2 OF 2000

**saiba**  
SOUTHERN AFRICAN INSTITUTE  
FOR BUSINESS ACCOUNTANTS

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p PO Box, 7905, Centurion, 0046  
r Southern African Institute for Business Accountants NPC 1990/005364/08  
directors M Lemmer, E S Klue, D R Thakhathi, S R Corrigan, N F van Wyk



## **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 The Southern African Institute for Business Accountants (SAIBA).

## **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

Mrs Jolandy Mouton  
Telephone: 012 643 1800  
Fax: 086 508 2923  
Email: [jmouton@saiba.org.za](mailto:jmouton@saiba.org.za)

In terms of section 25 (2):

- (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 requested 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. Background of SAIBA

SAIBA is a voluntary membership body with more than 2000 members. 44% of our membership is employed in business, the public sector or academia. Others manage their own small, medium or large accountancy practices.

Four key words describe the SAIBA strategy:

**Affordable. Attainable. Accessible. Open for business.**

SAIBA believes in an open access model to the accounting profession. This principle is reflected in our logo. The logo includes four circles. The circles indicate our commitment to diversity, openness, being community driven, and being inclusive.

#### 5. Organisation Details

- a. Name: The Southern African Institute for Business Accountants
- b. Physical Address: Unit 10  
Centuria Park  
265 Von Willich Avenue  
Centurion  
0157
- c. Postal Address: PO Box 7905  
Centurion  
0046
- d. Contact details: Telephone: 012 643 1800  
Fax: 086 508 2923  
Email: [saiba@saiba.org.za](mailto:saiba@saiba.org.za)
- e. Website Address: [www.saiba.org.za](http://www.saiba.org.za)

### **6.1 Details of the information officer**

Mr NF van Wyk  
Telephone: 012 643 1800  
Fax: 086 508 2923  
Email: [saiba@saiba.org.za](mailto:saiba@saiba.org.za)

### **6.2 Details of the deputy information officer**

Mrs Jolande Mouton  
Telephone: 012 643 1800  
Fax: 086 508 2923  
Email: [saiba@saiba.org.za](mailto:saiba@saiba.org.za)

## **7. Section 51 (1) (d)**

The manual described those records which SAIBA makes available in terms of any other legislation. Acts that are applicable to SAIBA include but are not limited to:

- Attorneys Act 53 of 1979
- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Closed Corporation amendment Act 25 of 2005
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Insurance Act 27 of 1943
- Intellectual Property Laws Amendments Act 38 of 1997
- Interception and Monitoring Prohibition Act 127 of 1992

- Labour Relations Act 66 of 1995
- Long Term Insurance Act 52 of 1998
- National Qualifications Framework Act 67 of 2008
- Non-Profit Organisations Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Protection of Business Act 99 of 1978
- Promotion of Access of Information Act 2 of 2000
- Regional Services Councils Act 109 of 1985
- SA Schools Act 84 of 1996
- Short Term Insurance Act 53 of 1998
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The Co-operatives Act 14 of 2005
- The Fund Raising Act 107 of 1978
- The National Credit Act 34 of 2005
- Trade Marks Act 194 of 1993
- Trust Property Control Act 57 of 1988
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

#### **8. Section 51 (1) (e)**

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

- Accounting records
- Information technology
- Intellectual property
- Personnel records
- Marketing
- Statutory company records
- Client databases
- Internal phone lists
- Policies

- Directives
- Minutes of meetings
- Administrative information

## **9. 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 email address (saiba@saiba.org.za) or fax number (086 508 2923) provided in this manual and marked for the attention of the information officer.

The requested 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 why 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.

### **9.2 Availability of the Manual**

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:

Unit 10  
Centuria Office Park  
265 Von Willich Avenue  
Centurion  
0157

Or electronically on [www.saiba.org.za](http://www.saiba.org.za) . Printed copies of the manual may be made available subject to the prescribed fees.

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

### **9.3 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:

- 9.3.1 A fee will be required by the head (contact person) before further processing of the request in terms of Section 54 of the Act.
- 9.3.2 A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused.
- 9.3.3 A portion of the access fee (not more than one third) may be required before the request is considered.
- 9.3.4 The requester may lodge an application with the court against payment of the request fee in terms of Section 54 (3) (b) of the Act.
- 9.3.5 The head may withhold a record until the requester has paid the applicable fees.

#### **9.4 Details of the South African Human Rights Commission**

Any queries with regard to this manual should be directed to:

**The South African Human Rights Commission: PAIA Unit**

**Research and Documentation Department**

**Private Bag 2700**

**Houghton**

**2041**

**Phone: 011 484 8300**

**Fax: 011 484 0582**

**Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**

**This manual is compiled on behalf of the Southern African Institute for Business Accountants NPC (SAIBA) by:**

**Chantelle Booyens**

**Financial & Operational Manager**



**Signature**



**Date**