

SECTION 51 MANUAL FOR

# DRIVING.CO.ZA (PTY) LTD

(MANUAL REQUIRED UNDER PAIA - PROMOTION OF ACCESS TO INFORMATION ACT)

**INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

**Name of Information Officer**

Rob Handfield - Jones

**Postal Address of Information Officer**

Unit 1  
5 Humber Street  
Woodmead  
2191

**Street Address of Information Officer**

Unit 1  
5 Humber Street  
Woodmead  
2191

**Tel. No of Information Officer**

010 013 0283

**E- Mail address of Information Officer**

[info@driving.co.za](mailto:info@driving.co.za)

**DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by PAIA. It is available in all official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at [www. sahrc.org.za](http://www.sahrc.org.za).

**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.

**RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Records available in terms of other legislation are as follows:

Labour Relations Act 66 of 1995  
Basic Conditions of Employment Act 75 of 1997  
Compensation for Occupational Injuries and Disease Act 130 of 1993  
Companies Act 71 of 2008  
Unemployment Insurance Act 63 of 2001  
Income Tax Act 58 of 1962

**SUBJECTS AND CATEGORIES OF RECORDS HELD: SECTION 51(1)(e)**

The records held include the following:

**COMPANIES ACT RECORDS**

Documents of incorporation  
Memorandum and Articles of Association  
Minutes of Board of Directors meetings  
Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers  
Share Register and other statutory registers

**FINANCIAL RECORDS**

Annual financial statements  
Tax returns  
Accounting records  
Banking records  
Bank statements  
Electronic banking records  
Asset register  
Rental agreements  
Invoices  
Credit notes

**INCOME TAX RECORDS**

PAYE Records  
Documents issued to employees for income tax purposes  
Records of payments made to SARS on behalf of employees  
Other statutory compliance articles:

UIF  
Compensation Fund

**PERSONNEL DOCUMENTS AND RECORDS**

Employment contracts  
Disciplinary records  
Salary records  
Disciplinary code  
Leave records  
Training records

**DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)**

The requester must complete Form C (see below) and submit that form together with the prescribed request fee, to driving.co.za's Information Officer at either the postal address, fax number, or electronic mail address given in this manual. The fee structure is available on the SA Human Rights Commission's website.

**The form must:**

- provide sufficient particulars to enable the Information Officer of driving.co.za to identify the record/s requested and to identify the requester,
- indicate which form of access is required,
- specify a postal address or fax number of the requester in the Republic,
- identify the right that the requester 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 in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
- if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer of driving.co.za.

# FORM C

## 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 Head:

#### A. Particulars of person requesting access to the record

*(a) The particulars of the person who requests access to the record must be recorded below.  
(b) Furnish an address and/or fax number in the Republic to which information must be sent.  
(c) Proof of the capacity in which the request is made, if applicable, must be attached.*

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:

#### B. 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:

C. **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**

- |     |  |
|-----|--|
| (α) | A request for access to a record, other than a record containing personal information about yourself, will be processed only after a <b>request fee</b> has been paid. |
| (β) | You will be notified of the amount required to be paid as the request fee.   |
| (γ) | 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.            |
| (δ) | If you qualify for exemption of the payment of any fee, please state the reason thereof.   |

Reason for exemption from payment of fees:

**F. Form of access to record**

<i>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.</i>			
Disability:		Form in which record is required:	
Mark the appropriate box with an "X".			
NOTES:			
(α) Your indication as to the required form of access depends on the form in which the record is available.			
(β) 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.			
(γ) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
<b>1. If the record is in written or printed form-</b>			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
<b>2. If record consists of visual images-</b> (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*
<b>3. If record consists of recorded words or information which can be reproduced in sound-</b>			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine – readable form-</b>			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of 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			<input type="checkbox"/> YES <input type="checkbox"/> NO

copy or transcription to be posted to you?		
<b>A postal fee is payable.</b>		
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>		
<b>In which language would you prefer the record?</b>		

**G. Particulars of right to be exercised or protected**

If the space provided is inadequate, please continue on a separate folio and attach it to this form. <b>The requester must sign all the additional folios.</b>
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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 thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.
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How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at Johannesburg this      <sup>th</sup> day of                      20\_\_.

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE