

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

Fax. No of Information Officer

086 600 1778

E- Mail address of Information Officer

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.

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

- | | |
|-----|--|
| (a) | A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. |
| (b) | You will be notified of the amount required to be paid as the request fee. |
| (c) | 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. |
| (d) | 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: | | | |
| (a) Your indication as to the required form of access depends 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. | | | |
| 1. If the record is in written or printed form- | | | |
| <input type="checkbox"/> | Copy of record* | <input type="checkbox"/> | Inspection of record |
| 2. If 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 record consists of recorded words or information which can be reproduced in sound- | | | |
| <input type="checkbox"/> | Listen to the soundtrack (audio cassette) | <input type="checkbox"/> | transcription of soundtrack* (written or printed document) |
| 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 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 transcription to be posted to you? | | | YES NO |

| | | |
|---|--|--|
| A postal fee is payable. | | |
| <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> | | |
| In which language would you prefer the record? | | |

G. Particulars of right to be exercised or protected

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| If the space provided is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |
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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

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| 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 th day of 20__.

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE