

Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

Section 51 Manual for

HomePin CC and its subsidiaries

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Introduction

HomePin Closed Corporation (2002/078339/23, VAT Reg. No. 076700463/3) is the private body of the following subsidiaries, each providing specialised products and/or services. This manual relates to the records held by the private body and its subsidiaries:

1. HomePin Gardening Services

The head office is located at Rayton in Pretoria.

Particulars in terms of the Section 51 Manual

1) Contact Details

Section 51 (1)(a)

Information Officer: Ms. Marietjie van den Berg

Postal Address: 8 Second Avenue
Rayton
1001

Street Address: 8 Second Avenue
Rayton
1001

Telephone: 082 959 8978

Website: www.homepin.co.za

E-mail: marietjie@homepin.co.za

2) The Section 10 Guide on how to use the Act

Section 51 (1)(b)

The Guide will be available from the South African Human Rights Commission by no later than 31 August 2005. 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) Records available in terms of other legislation

Section 51 (1)(d)

1. Closed Corporations Act No. 69 of 1984
2. Income Tax Act No. 95 of 1967

4) Access to the records held by the private body

Section 51 (1)c) and 51 (1)(e)

i) Categories of records that are available without having to request access in terms of this Act

- Advertising material of products and services

ii) Categories of records that may be requested

Section 51 (1)(e)

- Operational information:

This information can be defined as information required for the day-to-day running of the business, including:

- Telephone lists;
- Address lists;
- Company policies;
- Directives;
- General company information.

- Library:

The library consists of a collection of works on various industries related topics.

- Communication:

- Correspondence to and from persons and institutions.

- Finance:

- Financial records;
- Tax records;
- Management reports.

iii) 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 [Section 53 (1)].
 - 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 [Section 53 (2)(a), (b), (c)].
 - 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 [Section 53 (2)(d)].
 - 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 [Section 53 (2)(f)].
- 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 [Section 54 (1)].
 - 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 [Section 54 (3)(b)].
 - 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 [Section 54 (6)].

5) Other information as may be prescribed

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

6) Availability of the manual

The manual is available for inspection at the offices of the private body, free of charge. Copies are available with the South African Human Rights Commission, in the Government Gazette and on the private body's website.

Attachment A • Fee Structure

Section 51 (1)(f)

Fees in respect of Request for Information

Fees in respect of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) for every photocopy of an A4-size page and part thereof R 1.10
 - (b) for every printed copy of an A4-sized page or part thereof held on a computer or in an electronic or machine readable form R 0.75
 - (c) for a copy in a computer-readable form on
 - (i) stiffer disk R7.50
 - (ii) compact disk R70.00
 - (d) for a transcription of visual images,
 - (i) for an A4-size page or part thereof R40.00
 - (ii) for a copy of visual images R60.00
 - (e) for a transcription of an audio record, for an A4-size page or part thereof..... R20.00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) R50.00
4. The access fees payable by a requester referred to in regulation (11)3 are as follows:
 1.
 - (a) For every photocopy of an A4-size page or part thereof R 1.10
 - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0.75
 - (c) for a copy of a computer readable form on
 - (i) stiffer disk R7.50
 - (ii) compact disk R70.00
 - (d) for a transcription of visual images,
 - (i) for an A4-sized page or part thereof R40.00
 - (ii) for a copy of visual images R60.00
 - (e) for a transcription on audio record,
 - (i) for an A4-size or part thereof R20.00
 - (ii) for a copy of an audio record R30.00
 - (f) to search for and prepare the record for disclosure, R30.00 per hour or apart of an hour reasonably for such search preparation.
 2. for purpose of Section (54(2) of the Act, the following applies:
 - (a) Six hours as the hours exceeded before a deposit is payable: and
 - (b) one third of the access fee is payable as a deposit by the requester.
 3. The actual postage is payable when a copy of the record must be posted to a requester.