



115 FOURTH STR
WELKOM
(T) 057 – 357 1292/3

S.A.D. PANEELKLOPPERS BK
T/A

PRECISION

PANELBEATERS

workshop@precisionpanelbeaters.co.za
VAT: 4270159934
REG NO: 1996/040508/23



P.O. BOX 208
WELKOM
(C) 064 – 993 9029



ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

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

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 Precision Panelbeaters.

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. Margaretha Amos.

In terms of section 25(2) states that:

(1) 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 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(2) 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

Definitions:

In this manual, unless the context indicates otherwise -

PAIA - Promotion of Access to Information

CSI - Customer Satisfaction Index

☐ 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 Precision Panelbeaters:

Precision Panelbeaters was established in 1996 by Mrs. S.A.D. Steyn, registered under the closed corporation S.A.D. Paneelkloppers bk.

Mrs. Steyn is the sole member of the closed corporation.

Precision Panelbeaters is a EME Level 4 BEE company.

Precision Panelbeaters does panel beating & spray painting on all types of motor vehicles from motorcycles to heavy industrial vehicles for all industrial sectors, from private, to insurance, state & fleet.

For many years Precision Panelbeaters have offered excellent quality in workmanship and professional, friendly assistance.

5. Organisation Details

- a. Name: S.A.D. Paneelkloppers cc T/A Precision Panelbeaters.
- b. Physical address: 115 Fourth Street, Voorspoed, Welkom.
- c. Postal address: P.O. Box 208, Welkom, 9460.
- d. Contact details: 057 - 357 1292 / workshop@precisionpanelbeaters.co.za.
- e. Website address of your organisation: www.precisionpanelbeaters.co.za.

6. Details of the information officer:

Mrs. Margaretha Amos, Registration no: 10166/2021-2022/IRRTT.

7. Section 51(1) (c)

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

8. Section 51(1) (d)

The manual must describe those records which a private body must make available in terms of any other legislation. It is recommended that on completing this portion of the manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered. This list is by no means exhaustive, and is intended to serve as a guide only.

- ☐ Arbitration Act 42 of 1965
- ☐ Basic Conditions of Employment Act 75 of 1997
- ☐ Closed Corporation Act 69 of 1984
- ☐ Close Corporations amendment Act 25 of 2005
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993
- ☐ Competition Act 89 of 1998
- ☐ Consumer Protection Act 68 of 2008
- ☐ Employment Equity Act 55 of 1998
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 1993
- ☐ Skills Development Act 97 of 1998
- ☐ Skills Development Levies Act 9 of 1999
- ☐ Unemployment Insurance Act 63 of 2001
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Value Added Tax Act 89 of 1991

9. Section 51(1) (e)

List and categories of records held:

- Accounting records
- CSI records
- Factory Approval Statistic records
- Personnel Records
- Second Hand Goods Register Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Minutes of Meetings
- Administrative information

10. 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 e-mail address 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 and proof of the capacity in which the requester is requesting the information.

10.2 Availability of the Manual

10.2.1 This manual is available for inspection by authorized individuals during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.

10.3 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, but is an authorized individual, is also not required to pay the request fees.

D. 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:

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2. Reference number, if available:

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3. Any further particulars of record:

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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 for exemption.

Reason for exemption from payment of fees:

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

F. Form of access to record

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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request for access in the specified form may depend 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"/> 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 information derived from the record*	<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? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

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. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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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 in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE