

**ARC AFRICA (PTY) LTD
TRADING AS ARC MU:V**

(Reg no: 1999/022712/07)

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

**IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION
(ACT 2 OF 2000)
(the "Act")**



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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 **ARC Africa (Pty) Ltd** (hereafter "ARC MU:V")

2. Introduction

The Practice was founded in 1999 and is currently based in Pretoria, Gauteng.

ARC MU:V is currently undertaking work nationally over a broad spectrum of services, which includes:

- Standard Architectural Services
- Project Management
- Urban Design
- Space Planning
- Interior Design
- Tenant Co-ordination

Our main fields of expertise: Mixed Use Development, Retail, Corporate Head Offices, Education Facilities, Commercial High Density Residential, Petroleum Outlets.

3. Company Details

3.1 Name:

ARC Africa (Pty) Ltd trading as ARC MU:V

3.2 Directors:

MG Phala

AE de Jongh

3.3 Physical address:


1st Floor Grosvenor Place

235 Grosvenor Street

Hatfield, Pretoria

3.4 Postal address:

PO Box 13399



Hatfield
0028

3.5 Contact details:

Tel: (012) 362 7350,

Fax: (012) 362 7349,

Email: arcmuv@arc.co.za

Contact person for information:

Yolandé Jansen

Email: yolande@arc.co.za

3.6 Website address:

www.arc.co.za

4 The Act

4.1 The Act refers to the Promotion of Access to information Act, 2000.

4.2 The Act grants a requestor access to records of the Company, if the record is required for exercise or protection of any rights.

4.3 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided.

4.4 The form and tariff are dealt with in paragraph 7 and 8.

4.5 Requestors are referred to the Guide Compiled by the South African Human Rights Commission, which contains information for the purposes of exercising Constitutional Rights.

4.6 The Guide is available on the SAHRC website at www.sahrc.org.za.

4.7 The contact details of the Commission's Head Office are:

4.7.1 General information:

Postal address: Private Bag 2700, Houghton, 2041

Email address: info@sahrc.org.za

Telephone number: 011 877 3600

4.7.2 Complaints:

Email address: complaints@sahrc.org.za

5 **Applicable Legislation**

- Basic Conditions of Employment Act, 1997
- Broad-Based Black Economic Empowerment Act, 2003
- Companies Act, 2008
- Compensation for Occupational Injuries and Diseases Act, 1993
- Constitution of the Republic of South Africa, 1996
- Employment Equity Act, 1998
- Income Tax Act, 1962
- Labour Relations Act, 1995
- Occupational Health and Safety Act, 1993
- Promotion of Access to Information Act, 2000
- Protection of Personal Information Act
- Skills Development Levies Act, 1999
- Unemployment Insurance Act, 2001
- Unemployment Insurance Contributions Act, 2002
- Value-Added Tax Act, 1991

6 **Access to Records and Availability**

6.1 Financial: (available on request in terms of PAIA)

- 6.1.1 Audited financial statements
- 6.1.2 Asset register
- 6.1.3 Management accounts

6.2 Company: (available on request in terms of PAIA)

- 6.2.1 Memorandum of Incorporation
- 6.2.2 Registered Directors of company
- 6.2.3 Minutes of Board of Directors Meetings

6.3 Employees: (Available on request in terms of PAIA and POPI)

- 6.3.1 Demographics of Employees
- 6.3.2 Work Place Skills Plan
- 6.3.3 CETA Records

6.4 Tax Records: (available on request in terms of PAIA)

- 6.4.1 PAYE records
- 6.4.2 Documents issued to employees for Income Tax purposes
- 6.4.3 Records of payments made to SARS on behalf of employees
- 6.4.4 VAT records
- 6.4.5 Skills Development Levies Records
- 6.4.6 UIF Records
- 6.4.7 COID Records

7 Form of Request

To facilitate the processing of your request, kindly use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za or the website of The Department of Justice and Constitutional Development (under "Forms") at www.justice.gov.za.

Address your request to the Information Protection Officer.

Provide sufficient details to enable the Company to identify:

- The record(s) requested,
- The requester (and if an agent is lodging the request, proof of capacity)
- The form of access required,
- The postal address and contact details of the requester,
- If the Requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof,
- The right which the requester is seeking to exercise or protect with an explanation of such.

8 Prescribed Fees

The following applies to requests:

- 8.1 A requestor, other than a personal requestor, is required to pay the prescribed fees (R50.00) before a request will be processed (Section 54(1) of the Act).

- 8.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 8.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 8.4 Records may be withheld until the fees have been paid,
- 8.5 In addition to the request fee explained above, the requestor will be required to pay the following access fees as applicable:
- o A copy per A4 page : R1.10
 - o A printed copy per A4 page : R0.75
 - o A copy on a CD : R70.00
 - o Transcription of visual image
for A4 size page or part thereof : R40.00
 - o A copy of visual images : R60.00
 - o A transcription of an audio
record for an A4 size page or
part thereof : R20.00
 - o A copy of an audio recording : R30.00
 - o To search for the record for
Disclosure (per hour or part thereof) : R30.00
- 8.6 The actual postage fee is payable when a copy of a record must be posted to the requestor.
- 8.7 No request may be processed unless the request fee where applicable has been paid (section 22(1) of the Act).

All figures above exclude VAT.

The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za and the website of the Department of Justice and Constitutional Development (under Legislation) at www.justice.gov.za.

When a requester is not satisfied by a decision made by the head of a private entity, for example for refusing access, for imposing access fees, or for extending the time period in which the response is due, the requester may apply to court for relief within 180 days of receiving the decision that has caused the grievance. The decision of the private body will be reviewed by a court and a decision will be made by the courts as to whether or not to provide access.

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above the printed name.

MG Phala

Director

ARC Africa (Pty) Ltd