

# BIGG IT SOLUTIONS T/A BIGG ONLINE CC

REG NO. 2010/008465/23

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## Section 51 Manual

in compliance with the Promotion of Access to Information Act.

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Last updated 2011-12-21

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

<b>Head of BIGG IT SOLUTIONS T/A BIGG ONLINE CC:</b>	MR WILLIAM BERRY (Billy)
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## **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 of the 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)**

Basic Conditions Of Employment No. 75 Of 1997  
Closed Corporations Act No. 69 Of 1984  
Compensation For Occupational Injuries And Health Diseases Act No.130 Of 1993  
Consumer Affairs (Unfair Business Practices) Act No. 71 Of 1988  
Copyright Act No. 98 Of 1978  
Credit Agreements Act No. 75 Of 1980

Currency And Exchanges Act No. 9 Of 1933  
Debtor Collectors Act No. 114 Of 1998  
Employment Equity Act No. 55 Of 1998  
Finance Act No. 35 Of 2000  
Financial Relations Act No. 65 Of 1976  
Harmful Business Practices Act No. 23 Of 1999  
Income Tax Act No. 95 Of 1967  
Insolvency Act No. 24 Of 1936  
Insurance Act No 27 Of 1943  
Intellectual Property Laws Amendments Act No. 38 Of 1997  
Labour Relations Act No. 66 Of 1995  
Occupational Health & Safety Act No. 85 Of 1993  
Pension Funds Act No. 24 Of 1956  
Promotion Of Access To Information Act 2 Of 2000  
Skills Development Levies Act No. 9 Of 1999  
Skills Development Act No. 97 Of 1998  
Stamp Duties Act No. 77 Of 1968  
Unemployment Contributions Act No. 4 Of 2002  
Value Added Tax Act No. 89 Of 1991

## **SUBJECTS AND CATEGORIES OF RECORDS HELD BY BIGG IT SOLUTIONS t/a BIGG ONLINE CC: SECTION 51(1)(e)**

### **Close Corporation Act Records**

- Documents of incorporation
- Minutes of members' meetings
- Records relating to the appointment of accounting officer/public officer and other officers

### **Financial Records**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Bank Statements
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

### **Income Tax Records**

- PAYE Records
- Documents issued to employees for income tax purposes

- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
  - VAT
  - Regional Services Levies
  - UIF

## Personnel Documents and Records

- Employment Equity Plan
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

## HOW TO MAKE A REQUEST FOR ACCESS [SECTION 51(e)]

1. The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
2. The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address.
3. The form must:
  - provide sufficient particulars to enable the head of the private body 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 head of the private body.

## PRESCRIBED FEES [SECTION 54]

1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

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);
3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
4. Records may be withheld until the fees have been paid.
5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za), or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>