



## **Promotion of Access to Information Act Manual**

### **MarketSqr Supply Network CC**

**Registration Number: 1988/030711/23**

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(referred to as "the Corporation" after this)

# Index

	<b>Page</b>
Introduction	2
Definitions	2
Contact Details	3
Guide to Section 10 of the Act	4
Notices in terms of Section 52(2) of the Act	5
Information/Documents Available	6
Application Fees	7
Application Form	8

# Introduction

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The purpose of this manual is to assist potential requestors of information as to the procedure to be followed when requesting access to information or documents from the Corporation as contemplated in terms of the Act.

The Corporation may amend this manual from time to time and will make the finalised version available on the website and also keep it at the head office.

Should you require assistance regarding the use of this manual or to request information from the Corporation, you are requested to contact Francois Naudé.

## Definitions

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"the Act" shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;

"the/this manual" shall mean this manual together with all annexures thereto as available at the offices of the Corporation from time to time;

"SAHRC" shall mean the South African Human Rights Commission.

## Contact Details - Section 51(1)(a)

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<b>Name of the Corporation:</b>	MarketSqr Supply Network CC
<b>Registration number:</b>	1988/030711/23
<b>Main Member/Director:</b>	F. Naudé
<b>Information Officer:</b>	F. Naudé
<b>Physical address:</b>	138 Melville Street, Sunnyside, Pretoria, 0002
<b>Postal address:</b>	138 Melville Street, Sunnyside, Pretoria, 0002

**Telephone number: -** +27127511445  
**Fax number:** +27866858487  
**e-Mail address:** fnaude@marketsqr.com

## **Guide in terms of Section 10 of the Act - (Section 51(1)(b))**

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The SAHRC has compiled a guide in terms of section 10 of the Act. It contains information required by a person wishing to exercise any right as contemplated by the Act. The guide explains the rights and responsibilities of citizens and companies in terms of the Act. It is available in all of the official languages.

To gain access to this guide, you may visit the offices of the SAHRC or download it from their website:

**Offices of the SAHRC:** Forum 3, Braampark Office Park, Braamfontein

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**Other contact details of the SAHRC:**

**Telephone:** +27 11 877 3600

## **Notices in terms of Section 52(2) of the Act - (Section 51(1)(c))**

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We have not published any notices in terms of Section 52(2) yet.

## **Information / Documents available in terms of other Legislation -**

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## **(Section 51(1)(d))**

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We have information available in terms of the following legislation, where applicable:

- a) Consumer Protection Act No 68 of 2008
- b) Close Corporations Act No 69 of 1984
- c) Income Tax Act No 58 of 1962
- d) Basic Conditions of Employment Act No 75 of 1997
- e) Occupational Health and Safety Act Nr 85 of 1993
- f) Employment Equity Act Nr 55 of 1988
- g) Compensation for Occupational Injuries and Diseases Act No 130 of 1993
- h) Unemployment Insurance Act No 30 of 1966
- i) Value Added Tax Act No 89 of 1991
- j) Copyright Act No 98 of 1978
- k) Electronic Communications and Transactions Act 34 of 2005

## **Description of the Records**

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Any request for information or documents will only be made available subject to the provisions of the Act. The documents / information listed below pertain to the day-to-day management of the the Corporation :

- Corporation Registration Documents
- Sales Records
- Personal Information of customers

### **Section 51(1)(f)**

## FEES IN RESPECT OF REQUESTS FOR INFORMATION FROM 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 page or part of it.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

(a) For every photocopy of an A4-size page or part of it: R1,10

(b) For every printed copy of an A4-size page or part of it

Held on a computer or in electronic or machine readable

Form R0,75

(c) For a copy in a computer-readable form on:

(i) stiffy disc R7,50

(ii) compact disc R70,00

(d) (i) For a transcript of visual images for an A4-size

page or part of it R40,00

(ii) For a copy of visual images R60,00

(e) (i) For a transcription of an audio record for an

A4-size page or part of it R20,00

(ii) For a copy of an audio record R30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2), is 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 of it R1,10

(1)(b) For every printed copy of an A4-size page or part of it

held on a computer or in electronic or machine readable

form R0,75

(1)(c) For a copy in a computer-readable form on:

(i) stiffy disc R7,50

(ii) compact disc R70,00

(1)(d) (i) For a transcription of visual images for an A-size

page or part of it

R40,00

(ii) For a copy of visual images

R60,00

(1)(e) (i) For a transcription of an audio record for an

A4-size page or part of it

R20,00

(ii) For a copy of an audio record

R30,00

(1)(f) to search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

(2)(a) Six hours as the hours to be exceeded before a deposit is payable; and

(2)(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 a record must be posted to a requester.

## **FORM FOR APPLICATION OF INFORMATION**

### **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)**

#### **A. Particulars of Private body**

The Information Officer: Francois Naudé, 138 Melville Street, Sunnyside, Pretoria, 0002 +27127511445, fnaude@marketsqr.com

#### **B. Particulars of person requesting access to the record**

(a)	The particulars of the person who requests access to the record must be given below.
(b)	The address and/or fax number in the Republic to which the information is to be sent must be given
(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:**

\_\_\_\_\_

**C. 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:** \_\_\_\_\_



**D. Particulars of record**

<p>(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.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. <b>The requester must sign all the additional folios.</b></p>
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Description of the record or relevant part of the record:

Reference number, if available

Any further particulars of the record:

**E. Fees**

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- (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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**F. Form of access to record**

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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.

Disability: \_\_\_\_\_ Form in which record is required: \_\_\_\_\_

Mark the appropriate box with an X:

**NOTES:**

- (a) Compliance with your request 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:

Copy of record

Inspection of record

2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches etc.):

View the images

Copy of the images

Transcription of the images

3. If the record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassettes)	Transcription of soundtrack (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

Printed copy of record	Printed copy of information derived from the record	Copy in computer readable form (stiffy or compact disc)
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* 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
Postage is payable.		

**G. Particulars of right to be exercised or protected**

<p>If the provided space is inadequate, please continue on a separate folio and attach it to this form.</p> <p><b>The requester must sign all the additional folios.</b></p>
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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:

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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 \_\_\_\_\_ 20\_\_

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**SIGNATURE OF REQUESTER/**

**PERSON ON WHOSE BEHALF**

**REQUEST IS MADE**