

Date: 30 August 2005

MANUAL – PRIVATE BODIES
SECTION 51 OF THE PROMOTION TO
ACCESS OF INFORMATION ACT

CAMARENA PORTER OPTOMETRISTS
INC

Reg No: 2001/007527/21

MANUAL – PRIVATE BODIES
SECTION 51 OF THE PROMOTION TO ACCESS OF
INFORMATION ACT

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OB. PARTICULARS IN TERMS OF SECTION 51 AS PRESCRIBED

1. CONTACT DETAILS

1.1 Company Information

| | | |
|------------------------|---|--------|
| Full Name: | CAMARENA | PORTER |
| | OPTOMETRISTS INC | |
| Shortened Name: | n.a. | |
| Registration Number: | 2001/007527/21 | |
| Date of Incorporation: | 02 April 2001 | |
| Main Object: | Optometrist Practice | |
| Income Tax Number: | 9297211147 | |
| Vat Number: | 4520192859 | |
| Business Address: | N1 Value Centre Goodwood 7460 | |
| Registered Address: | 1 st Floor, De Waterkant Building Helderberg Street, Stellenbosch | |
| Postal Address: | P O Box 12697, N1 City 7463 | |
| Telephone Number: | +27-21-595 3410 | |
| Facsimile: | +27-21-595 3415 | |
| Web page: | www.spectacleworld.co.za | |
| Email: | info@spectacleworld.co.za | |

1.2 Contact Person

| | |
|-------------------|-----------------------------|
| Name: | Adele Camarena- Eichinger |
| Position: | Director |
| Postal Address: | P O Box 12697, N1 City 7463 |
| Telephone Number: | +27-21-595 3410 |
| Facsimile: | +27-21-595 3415 |
| Email: | adele@spectacleworld.co.za |

2. SECTION 10 GUIDE ON HOW TO USE THE ACT

The Guide will be available from the South African Human Rights Commission by no later than August 2003 (as extended to 31 August 2005). Please direct enquires 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: +27-11-4840582

Email: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Legislation Applicable to this Company:

- Basic Conditions of Employment Act, No 75 of 1997
- Companies Act, No 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act, No 130 of 1993
- Constitution of SA, Act 108 of 1996
- Credit Agreements Act, Act 75 of 1980
- Income Tax Act, No 95 of 1967

- Insolvency Act, No 24 of 1936
- Insurance Act No 27 of 1943
- Labour Relations Act, No 66 of 1995
- Regional Services Councils Act, No 109 of 1985
- Skills Development Levies Act, No 9 of 1999
- Skills Development Act, No 97 of 1998
- Trade Marks Act, No 194 of 1993
- Unemployment Contributions Act, No 4 of 2002
- Unemployment Insurance Act, No 63 of 2001
- Value Added Tax Act, No 89 of 1991

4. ACCESS TO RECORDS HELD BY THE BODY

4.1 Market Brochures

4.2 Records that may be requested

4.2.1 Human Resources

- Staff Recruitment Policies
- Staff Records
- Employment Contracts
- Remuneration Records
- Employment Conditions and Policies
- Staff Attendance Records

4.2.2 Financial Department

- Financial Statements
- Invoices

- Credit notes
- Receipts
- Asset Register
- Income Tax Reports and Summaries
- VAT reports and Summaries
- PAYE & SDL Reports and Summaries
- UIF Reports and Summaries
- Compensation Commissioner Report and Summaries
- Regional Services Council Reports
- General Trading Licenses
- Insurance Policies and claims

4.2.3 Company Secretarial Department

- Company Register
- Minutes of Directors Meetings
- Trading Licenses – relevant medical board

4.2.4 Company Operations

- Stock Records
- Market Research
- Software Programs and Licenses

4.3 Request Procedures to be followed and fees paid (as prescribed)

Form of Request

- The requester must make use of 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 or electronic email address of the body concerned [s 52(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 so informed [s 53(21(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and to provide an explanation of why the request record is required for the exercise or protection of that right [s 53(2) (d)].
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2) (f)].

Fees

A requester who seeks access to a record containing personal information about the requester is not required to pay a request fee. Every other requester, who is not a personal requester, must pay the prescribed 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 [s 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 [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the prescribed form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. OTHER INFORMATION AS MAY BE PRESCRIBED [section 51(1)(f)]

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

6. AVAILABILITY OF MANUAL

The rules pertaining to Private Bodies refers. The manual is to be made available as follows:

- The South African Human Rights Commission

Postal Address: Private Bag 2700, Houghton 2041

Or deliver to: Address: Boundary Road, Ilse of
Houghton, Wilds View, Entrance 1, Houghton,
Johannesburg

- The head of a private body will make the manual available for public inspection during office hours and upon request
- To be placed on the website at www.spectacleworld.co.za