

**Section 51 Manual for: Ardmore Ceramic Art Studio trading as Ardmore Ceramics
Registration Number: 2003/022090/23
Information Required Under Section 51(1)(a) of the Act for Ardmore Ceramics**

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Description of Guide Referred to in Section 10: Section 51(1)(b)

The Human Rights Commission has compiled a Guide in terms of Section 10 of PAIA. 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

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)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999

Subjects and Categories of Records Held by Ardmore Ceramics: Section 51(1)(e)

1. Companies Act Records

- Documents of incorporation
- Memorandum and Articles of Association

2. Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
 - Bank Statements
 - Paid Cheques
 - Electronic Banking Records
- Asset Register
- Rental Agreements
- Invoices

3. 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
 - Skills Development Levies
 - UIF
 - Workmen's Compensation

4. Personnel Documents and Records

- Employment Contracts
- Employment Equity Plan (if applicable)
- Medical Aid Records
- Pension Fund Records
- Disciplinary Records
- Salary Records
- SETA Records
- Disciplinary Code
- Leave Records
- Training Records
- Training Manuals

Details on How to Make a Request for Access – Section 51(e)

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

Voluntary Disclosure

Ardmore Ceramics has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Ardmore Ceramics and its services is freely available on Ardmore Ceramics' website. Certain other information relating to Ardmore Ceramics is also made available on such website from time to time.

Fees in Respect of Requests for Information

Fees in Respect of 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 thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - a. For every photocopy of an A4-sized page or part thereof: R1,50
 - b. For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form: R0,80
 - c. For a copy in a computer-readable form on compact disc R75,00
 - d. For a transcription of an audio record, for an A4-size page or part thereof R25,00
 - e. For a copy of an audio record R35,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R60,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - a. For every photocopy of an A4-size page or part thereof R1,50
 - b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,80
 - c. For a copy in a computer-readable form on compact disc R75,00
 - i. For a transcription of visual images, for an A4-sized page or part thereof R45,00
 - ii. For a copy of visual images R75,00
 - iii. For a transcription of an audio record, for an A4-size page or part thereof R30,00
 - iv. For a copy of an audio record R45,00
 - d. To search for and prepare the record for disclosure, R35,00 for each hour or part of an hour reasonably required for such search and preparation.
5. For purposes of section 54(2) of the Act, the following applies:
 - a. Six hours as the hours to be exceeded before a deposit is payable; and
 - b. One third of the access fee is payable as a deposit by the requester.
 - c. The actual postage is payable when a copy of a record must be posted to a requester.