



World Test Systems cc

Section 51 Manual

**PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2002**

Registered office address

Fancourt Office Park
Building 12, Ground Floor
Cnr. Northumberland Ave & Felstead Road
Northriding
Gauteng
South Africa

PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51 MANUAL FOR *World Test Systems cc*

A. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Introduction to *World Test Systems cc*

We represent various overseas companies and we actively market their products. We import and sell electrical, electronic, mechanical and vibration test and measurement systems to the industry

1. Contact details [Section 51(1)(a)]

Postal address: P.O Box 912, Jukskei Park, 2153

Street address: Fancourt Office Park, Building 12 ground floor, Cnr Northumberland Avenue and Felstead Road,. Northriding, Gauteng

Telephone numbers: 011 462-6618

Telefax numbers: 011 462-8188

Email address: sales@worldtest.co.za

Head of Body: Trevor Ho Leong and Nik Ostrovski

Website : www.worldtest.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

This Guide will be available from the South African Human Rights Commission. Please direct any queries 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 11 484-7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

Basic Conditions of Employment No. 75 of 1997
Close Corporation 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
Currency and Exchanges Act No. 9 of 1933
Customs and Excise Act No.91 of 1964
Employment Equity Act No. 55 of 1998
Harmful Business Practices Act No. 23 of 1999
Income Tax Act No. 95 of 1967
Insolvency Act No. 24 of 1936
Labour Relations Act No. 66 of 1995
Occupational Health & Safety Act No. 85 of 1993
Promotion of Access to Information Act No.2 of 2002
SA Reserve Bank Act No. 90 of 1989
Skills Development Levies Act No. 9 of 1999
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 the records held by the private body in question** [Sections 51(1)(c) and 51(1)(e)]

i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)** [Section 51(1)(c)]

As at the date of compilation of this manual, no such notices have been published in the Government Gazette relating to this private body.

None

ii **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed** [Section 51(1)(e)]

- CK1
- CK2
- CK7
- Tax Clearance certificate
- Import export permit

Any additional information can be defined as operational information required in the running of the company and is of no use to any one outside the company. (e.g. Requisitions, general accounting records, contracts and invoices.)

iii **The request procedures**

Form of request:

- The requester must use 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 number or electronic mail address of the body concerned [s 53(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 to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested 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 then 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 that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required 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 required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time 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 the manual** [Section 51(3)]

The manual is available at our offices free of charge, and copies are available from the SAHRC and from our website listed in this document.