



# **PROMOTION OF ACCESS TO INFORMATION MANUAL (PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000**

Date of Revision: 1 July 2021

**saiba**  
SOUTHERN AFRICAN INSTITUTE  
FOR BUSINESS ACCOUNTANTS

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p PO Box, 7905, Centurion, 0046  
r Southern African Institute for Business Accountants NPC  
1990/005364/08



## 1. Introduction

- 1.1. The Southern African Institute for Business Accountants NPC (“SAIBA”) is a non-profit company with members incorporated under registration number 1990/005364/08.
- 1.2. SAIBA is a voluntary professional body for accounting professionals, which offers a range of professional designations to its members. Approximately 44% of SAIBA’s members are employed in business, the public sector or academia. The remaining members manage their own small, medium or large accountancy practices.
- 1.3. SAIBA supports an open access model to the accounting profession. This principle is reflected in our logo of four circles representing our commitment to diversity, openness, being community driven and being inclusive.

## 2. Contact Details and Information Officer

- 2.1. The contact details for SAIBA are as follows:

Physical Address: The Workspace  
Cnr Pinaster Avenue & 18<sup>th</sup> Street  
The Club Shopping Centre,  
Hazelwood  
Pretoria

Postal Address: PO Box 7905  
Centurion  
0046

Telephone: 012 643 1800

Fax: 086 508 2923

Email: [saiba@saiba.org.za](mailto:saiba@saiba.org.za)

Website Address: [www.saiba.org.za](http://www.saiba.org.za)

CEO: Nicolaas van Wyk

- 2.2. SAIBA has duly authorised and appointed the information officer below to whom requests for access to information must be made in terms of the Promotion of Access to Information Act, 2 of 2000 (“the Act”):

Chantelle Booyens  
Telephone: 012 643 1800  
Fax: 086 508 2923  
Email: [cbooyens@saiba.org.za](mailto:cbooyens@saiba.org.za)

- 2.3. The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in the Protection of Personal Information Act 4 of 2013 (“POPIA”). The Information Officer oversees the functions and responsibilities as required for in terms of both this Act as well as the duties and responsibilities in terms of section 55 of POPI after registration with the Information Regulator.

### **3. Guide referred to in Section 10 of the Act**

3.1. Any person who wishes to exercise any right contemplated in the Act may obtain a copy of the information guide issued by the Human Rights Commission in terms of section 10(1) of the Act from the Human Rights Commission.

3.2. The contact details of the Human Rights Commission are as follows:

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27-11-877 3600

Fax: +27-11-403 0625

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

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

### **4. Notice in terms of section 52(2) of the Act**

As at the date of publication of this manual, no notice has been published on the categories of records that are automatically available without a person having to request access in terms of the Act.

### **5. Records available in terms of other legislation**

Records are kept by SAIBA in accordance with the following legislation:

- 5.1. Basic Conditions of Employment Act, 75 of 1997;
- 5.2. Close Corporations Act, 69 of 1984;
- 5.3. Companies Act, 71 of 2008;
- 5.4. Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- 5.5. Consumer Protection Act, 68 of 2008;
- 5.6. Electronic Communications and Transactions Act, 25 of 2002;
- 5.7. Employment Equity Act, 55 of 1998;
- 5.8. Financial Intelligence Centre Act, 38 of 2001;
- 5.9. Fund Raising Act, 107 of 1978;
- 5.10. Income Tax Act; 58 of 1962;
- 5.11. Labour Relations Act, 66 of 1995;
- 5.12. National Credit Act, 34 of 2005;
- 5.13. National Qualifications Framework Act, 67 of 2008;
- 5.14. Non-Profit Organisations Act, 71 of 1997;
- 5.15. SA Schools Act, 84 of 1996;

- 5.16. Skills Development Act, 97 of 1998;
- 5.17. Skills Development Levies Act, 9 of 1999;
- 5.18. Unemployment Insurance Act, 63 of 2001;
- 5.19. Unemployment Insurance Contributions Act, 4 of 2002;
- 5.20. Value-Added Tax Act, 89 of 1991.

## **6. Subjects and Categories of Records Held**

This section of the manual sets out the subjects and categories of records held by SAIBA. The inclusion of any subject or category of records should not be construed as an indication that records falling within that subject or category shall be made available. In particular, certain grounds of refusal as set out in the Act may be applicable to such records.

- 6.1. Statutory company documents
  - 6.1.1. Memorandum of incorporation and registration certificate of SAIBA.
  - 6.1.2. Membership register.
- 6.2. Accounting records
  - 6.2.1. Accounting records, books and documents.
  - 6.2.2. Interim and annual financial reports.
  - 6.2.3. Invoices in respect of creditors and debtors.
  - 6.2.4. Tax returns.
  - 6.2.5. Banking information.
  - 6.2.6. Other financial records
- 6.3. Information technology
  - 6.3.1. Computer and telecommunications software, support and maintenance agreements.
  - 6.3.2. Other documentation pertaining to computer and printer systems, telecommunications and computer programmes.
- 6.4. Intellectual Property
  - 6.4.1. Trade-marks and copyright.
  - 6.4.2. Records relating to domain names.
  - 6.4.3. Licences and other agreements relating to intellectual property rights.
- 6.5. Personnel records

- 6.5.1. List of employees.
- 6.5.2. Contracts and/or documentation pertaining to arrangements with directors.
- 6.5.3. Personnel files in respect of the employees.
- 6.5.4. Other information relating to employees.
- 6.5.5. Internal phone lists.
- 6.6. Governance records
  - 6.6.1. Minutes of meetings.
  - 6.6.2. Policies.
  - 6.6.3. Directives.
  - 6.6.4. Resolutions.
- 6.7. Marketing
  - 6.7.1. Articles and newsletters.
  - 6.7.2. Educational resources and training materials.
  - 6.7.3. Educational and training content.
  - 6.7.4. Circulars and communications.
- 6.8. Membership database
  - 6.8.1. Names, addresses and contact details of members.
  - 6.8.2. Members' bank details.
  - 6.8.3. Members' qualifications and work experience.
  - 6.8.4. Continued professional development records.
  - 6.8.5. Complaints against members.
  - 6.8.6. Correspondence with members.
- 6.9. Miscellaneous Agreements
- 6.10. Movable and immovable property
  - 6.10.1. Agreements for the lease of immovable property.
  - 6.10.2. Agreements for the purchase of movable property.
  - 6.10.3. Other agreements for the purchase, ordinary sale, conditional sale or hire of assets.

## 7. Procedure for Requesting Documents

### 7.1. Form of request

- 7.1.1. The requester is required to use the prescribed form annexed hereto as “**A**” to submit a request for access to a record held by SAIBA. The request is required to be made to the address or fax number or e-mail address of the information officer of SAIBA and should be clearly addressed to the information officer.
- 7.1.2. The requester is required to provide sufficient particularity on the request form to enable the information officer to identify the record and the requester. The requester should also indicate which form of access to the record is required and if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- 7.1.3. The requester is required to state the right that he or she is seeking to exercise or protect and provide a written explanation as to why the requested record is required for the exercise or protection of that right.

### 7.2. Fees

- 7.2.1. The fee for a copy of this manual is R1.10 for every photocopy of an A4-size page or part thereof.
- 7.2.2. The request fee payable by a requester, other than a person seeking access to a record containing his or her personal information, is R50.00.
- 7.2.3. The access fees payable by a requester whose request for access to a record of SAIBA has been granted are as follows:

7.2.3.1.	For every photocopy of an A4-size page or part thereof	R1.10
7.2.3.2.	For every printed copy of an A4- size page or part thereof held on a computer or in electronic or machine readable form	R0.75
7.2.3.3.	For a copy in a computer-readable form on – (a) Stiffy disc (b) Compact disc	R7.50 R70.00
7.2.3.4.	For a transcription of visual images, for an A4-size page or part thereof	R40.00
7.2.3.5.	For a copy of visual images	R60.00
7.2.3.6.	For a transcription of an audio record, for an A4-size page or part thereof	R20.00
7.2.3.7.	For a copy of an audio record	R30.00

- 7.2.4. 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.
- 7.2.5. For purposes of section 54(2) of the Act, the following applies:
  - 7.2.5.1. Six hours as the hours to be exceeded before a deposit is payable; and
  - 7.2.5.2. One third of the access fee is payable as a deposit by the requester.
- 7.2.6. The actual postage is payable when a copy of a record must be posted to a requester.

## **8. Availability of the Manual**

The manual will be available for inspection at the offices of SAIBA free of charge or on SAIBA's website at [https://saiba.org.za/accounts/public/downloads/paia\\_manual.pdf](https://saiba.org.za/accounts/public/downloads/paia_manual.pdf).



PRESCRIBED REQUEST FORM



J752

REPUBLIC OF SOUTH AFRICA

FORM C
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))
[Regulation 10]

A. Particulars of private body

The Head:

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: [Grid of 13 boxes]

Postal address: .....

Telephone number: (.....) ..... Fax 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: [Grid of 13 boxes]

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

D. Particulars of record

- (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.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (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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**FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

**F. Form of access to record**

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 below, 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 <b>X</b> .	
NOTES: (a) Compliance with your request for access 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.	

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form.  
**The requester must sign all the additional folios.**

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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?

.....

Signed at ..... this day..... of ..... year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE