

Promotion of Access to Information Act, Act 2 of 2000 (The Act)

Section 51 Manual of R.J. Bernstein trading as Bernstein Computer Consultants

1. Contact particulars

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|-------------------|--|----------------------|--|
| Head of business: | R. J. Bernstein | Information officer: | R. J. Bernstein |
| Postal address: | P.O. Box 383 Constantia Cape Town 7848 | Physical address: | 24 Caxton way Meadowridge 7806 |
| Telephone number: | (021) 712 9418 | Fax number: | 086 653-4888 |
| E-mail address: | rob@bcc.co.za | Website: | www.bcc.co.za |

2. Introduction

Computer Consulting, Sales & Service

3. Guide in terms of section 10 of The Act

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 all official languages, from the Human Rights Commission, tel (011) 484-8300, fax (011) 484-7149.

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request are available from Bernstein Computer Consultants CC.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Close Corporations Act 69 of 1984
- 5.2 Income Tax Act 58 of 1962
- 5.3 Value Added Tax Act 89 of 1991

6. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Bank statements, cheque books, cheques
- 6.1.4 Deposit slips
- 6.1.5 Cash books and petty cash books
- 6.1.6 Fixed asset register
- 6.1.7 Tax returns and assessments
- 6.1.8 VAT returns
- 6.1.9 Insurance records
- 6.1.10 Auditor's reports

6.2 Fixed Property

- 6.2.1 Building plans
- 6.2.2 Leases
- 6.2.3 Mortgage bonds or other encumbrances
- 6.2.4 Title deeds

6.3 Insurance

- 6.3.1 Claim records
- 6.3.2 Details of coverage, limits and insurers
- 6.3.3 Insurance policies

6.4 Legal, Agreements and Contracts

- 6.4.1 Acquisition or disposal documentation

6.5 Statutory Close Corporation Records

- 6.5.1 Founding Statement and amendments
- 6.5.2 Minute books
- 6.5.3 Resolutions passed at meetings

7. Requesting procedures

A person who wants access to the records must complete the necessary request form that is available at the offices of Bernstein Computer Consultants CC, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of R. J. Bernstein trading as Bernstein Computer Consultants, from the South African Human Rights Commission and from the Government Printer.

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 Personal Requester

The particulars of the person who requests access to the record must be given below.

Full names and surname: _____

Identity number: _____

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 representative or third party requester

This section must be completed ONLY if a request for information is made on behalf of another person.

OR

Information is requested of another person

OR

A public body requesting information in the public interest.

Full names and surname: _____

Identity number: _____

D.

Particulars of record

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

2. Reference number, if available:

3. 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.

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 image*

3. 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)

* If you requested a copy of a record (above), do you wish the copy to
be posted to you? Postage & media are payable.

YES

NO

E. Explain why the record requested is required.

F. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied.

Signed at

this

day of

20_.

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE