

## SECTION 51 MANUAL FOR PHILSEC SYSTEMS CC

### **Description of core business:**

The Sales, Installation and Maintenance of Electronic Communication and Security equipment

#### 1. **Contact Details:** *{(Section 51 (1)(a))}*

Information Officer	Mr D W Vaughan
Postal Address	PO Box 1448 7985 Sun Valley
Street Address	67 Clovelly Rd 7975 Clovelly
Phone	021 7822879
Fax	021 7820688
Email	Info@philsec.co.za
Web Site	www.philsec.com

#### 2. **Section 10 guide on how to use the act:** *{(Section 51 (1)(b))}*

Please direct any queries to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Dept  
Private Bag 2700  
Houghton  
2041  
Tel +27 11 484 8300  
Fax +27 11 484 0582  
Web: [www.sahrc.org.za](http://www.sahrc.org.za)  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### 3. **Records Available in terms of other legislation** *{(Section 51 (1)(d))}*

Basic Conditions of Employment No. 75 of 1997  
Closed Corporations Act No. 69 of 1984  
Income Tax Act No. 95 of 1967  
Occupational Health & Safety Act No. 85 of 1993  
Regional Services Councils Act No. 109 of 1985  
Skills Development Act No. 97 of 1998  
Skills Development Levies Act No. 9 of 1999  
Unemployment Contributions Act No. 4 of 2002  
Unemployment Insurance Act No. 63 of 2001  
Value Added Tax Act No. 89 of 1991

### **Records that are available without formal request**

Pamphlets and brochures as supplied to us by our suppliers.

4. **Access to records held by this private body.** *{(Section 51 (1) (c) and (Section 51 (1) (e))}*

Annual Financial Statements, including annual accounts and the report of the accounting officer.

Any Amending Founding Statement

Minute Books as well as Resolutions passed at meetings

Proof of registration

The Founding Statement

Member returns to SARS

Monthly returns to council

VAT Records

**The request procedure:**

**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 designated person, at the address given above. *{s 53(1)}*.
- The requester must provide sufficient detail on the request form to enable the designated person 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 *{s53 (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 designated person *{s53 (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 designated person 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 *{s54(1)}*.
- The fee that the requester must pay to a PhilSec Systems cc is R50. The requester may lodge an application to the court against the payment of the requested fee *{s4 (3) (b)}*.
- After the designated person 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, and 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 this manual**

- From SAHRC
- From our website ([www.philsec.com](http://www.philsec.com))

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