



BEE-Scorecard (Pty) Ltd. Manual in Terms of Section 51, Promotion of Access to Information Act 2 of 2000

Information Required under Section 51(1) (a) of the Act

1. Name of Company: BEE Scorecard (Pty) Ltd
2. Registration Number: 2005/012680/07
3. Postal Address: PO Box 5757, Tygervalley, 7536
4. Physical Address: Zeezicht Building, Tygerberg Office Park
5. 163 Hendrik Verwoerd Drive, Platteklouf
6. Telephone Number: 021-9309230
7. Fax Number: 0861 250 250
8. Email Web address: info@bee-scorecard.co.za
9. Web address : www.bee-scorecard.co.za
10. Head/CEO: Dave D'Aguiar
11. Designated Information Officer:

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

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. 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 of 1999

Subjects and categories of records held by BEE Scorecard (Pty) Ltd: Section 51 (1) (e)

Companies Act Records

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors Meetings
- Records relating to the appointment of directors/auditor/secretary/public office and other officers
- Share Register and other statutory registers

Financial Records

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

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
 - Regional Services Levies
 - Skills Development Levies
 - UIF
 - Workmen's Compensations

Personnel Documents and Records

- Employment contracts
- Employment Equity Plan (if Applicable)
- Medical Aid Records
- Pension Fund Records
- Disciplinary Records
- Salary Records
- SETA Records
- Leave Records
- Training Records
- Training Manuals

Detail on how to make a request for access-Section 51 (e)

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 a 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 [s54(6)].