

# **ACSTRA Africa (Pty) Ltd**

## **SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT**

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**A. INTRODUCTION**  
**Main Business**

ACSTRA Africa provides business solutions to SME and mid-market organisations. These solutions include, but are not limited to the supply of business software and related services such as installation, consulting, support and training.

**B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

**1. Contact details**

Head of the body: Michael Stewart

Postal address:  
P.O. Box 514  
Edenvale  
1610

Street Address:  
Unit 3 Highway Gardens Office Park  
77 Minuach Road  
Edenvale  
1609

Telephone number: +27 11 452-8295  
Fax number: +27 11 452-8326  
Email address: [mike@acstra.com](mailto:mike@acstra.com)

**2. The section 10 Guide on how to use the Act**

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. 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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **3. Records available in terms of any other legislation**

- Companies Act No. 61 of 1973
- Value Added Tax Act No. 89 of 1991
- Basic Conditions of Employment No. 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Credit Agreements Act No. 75 of 1980
- Debtor Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Financial Services Board Act No. 97 of 1990
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001

### **4. Access to the records held by ACSTRA Africa (Pty) Ltd**

#### **i. Information readily available**

- Notice of Registration: PAYE/SDL/UIF
- Notice of Registration: Value Added Tax
- Certificate of Incorporation
- Certificate to Commence Business
- Certificate of Change of Name
- Memorandum and Articles of Association

#### **ii. Records that may be requested:**

- Statutory information and company certificates
- Company structure
- Licences

### 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.
- 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.
- 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.
- 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.

#### **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.
- 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.
- 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.

**5. Other information as may be prescribed**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**6. Availability of the manual**

The manual is also available for inspection during office hours at the offices of ACSTRA Africa (Pty) Ltd free of charge, by appointment with the contact detailed in B 1 above. Copies are available from the SAHRC and on our website [www.acstra.com](http://www.acstra.com)

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