

**PROMOTION OF ACCESS TO INFORMATION MANUAL
OF
EVERYTHING EVENTS**

in compliance with

Section 51 of

The Promotion of Access to Information Act No. 2 of 2000

(hereinafter referred to as “the Act”)

INDEX

- 1. Introduction**
- 2. Contact Details**
- 3. The ACT and Section 10 Guide**
- 4. Applicable Legislation**
- 5. Schedule of Records**
- 6. Form of Request**
- 7. Prescribed fees**
- 8. Updating the manual**

1. INTRODUCTION

Everything Events is a directory that connects Clients with suppliers for the planning of their event(s).

2. COMPANY CONTACT DETAILS/ INFORMATION OFFICER

2.1 Director/Information Officer: Jade Leigh Atrash

2.2 Postal Address: P.O Box 4748, Dainfern Ridge, Dainfern, Gauteng

2.3 Email: jade@everythingevents.co.za

3. THE ACT

3.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

- 4.1 Companies Act No 71 of 2008
- 4.2 Copyright Act No 98 of 1978
- 4.3 Employment Equity Act No 55 of 1998
- 4.4 Income Tax Act No 95 of 1967
- 4.5 Labour Relations Act No 66 of 1995
- 4.6 Value Added Tax Act No 89 of 1991
- 4.7 Trade Marks Act No 194 of 1993
- 4.8 Basic Conditions of Employment Act No 75 of 1997
- 4.9 Consumer Protection Act No 68 of 2008
- 4.10 Electronic Communications and Transactions Act No 25 of 2002
- 4.11 Promotion of Access of Information Act No 2 of 2000
- 4.12 Unemployment Insurance Act No 30 of 1996

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
5.1 Public Affairs	<ul style="list-style-type: none"> ● Public Product Information ● Corporate Records ● Media Releases 	<p>Freely available from the website</p> <p>Request in terms of PAIA</p>
5.2 Financial	<ul style="list-style-type: none"> ● Financial Statements ● Financial and Tax Records (Company 	Request in terms of PAIA.

	& Employees) ● Asset Register ● Management Accounts	
5.3 Marketing	● Market Information ● Field Records ● Performance Records ● Product Records ● Marketing Strategies ● Customer Database	Request in terms of PAIA
5.4 Human resources	● Staff records	Request in terms of PAIA
5.5 Legal	● Legal contracts ● Intellectual property	Request in terms of PAIA

6. FORM OF REQUEST

6.1 To facilitate the processing of your request, kindly complete form C below.

7. PRESCRIBED FEES

7.1 The fees for reproduction of a record as referred to in section 52(3) are as follows-

- 7.1.1 request fee R150,00;
- 7.1.2 for every photocopy of an A4 size page or part thereof R1,10;
- 7.1.3 for every printed copy of an A4-size page or part thereof R0,75;
- 7.1.4 for a copy of a compact disc R80,00;
- 7.1.5 for a transcript of visual images for an A4 size page or part thereof
- 7.1.6 R65,00 for a copy of visual images R60,00;
- 7.1.7 for a transcript of an audio record, for an A4-size page or part R65,00;

7.1.8 for a copy of an audio record R30,00 10.2 The request fee payable by a requester, other than a personal requester is R50,00.

8. UPDATING OF MANUAL

8.1 A private body must, if necessary, update and publish its amended manual.

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 public 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 recorded below.*
- (b) *The address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request has been made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: E-mail:

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:

D. Particulars of record

- (d) *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.*
- (e) *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 the record or relevant part of the record:
 - 2) Reference number, if available:
 - 3) Any further particulars of the record:

E. Fees

- (a) *A request for access to a record other than 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 the 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 the exemption of the payment of any fee, please state the reason for exemption.*

Reason for the exemption from payment of fees:

F. Form of access to record

If you are prevented by disability to read, view of or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: Form in which record is required:

Mark the appropriate with an X.

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 the 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 the record consists of visual images-

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

view the images copy of the images* transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:

listen to the soundtrack

(audio cassette)

transcription of soundtrack*

(written or printed document)

4. 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 or transcription of a record (above), do you wish the copy or transcription to be posted to you?

Postage is payable.

YES NO

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

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 .

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE