

Access to Information Manual

Private Body

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000.

**Synédrio Consulting Services
Proprietary Limited
incorporated in South Africa
2015/201783/07**

Version Management

This manual is currently referred to as **version 1.1.2** and was last updated on **3 May 2016**.

The original **version 1.1.1** was issued on the **1st of December 2015**.



Contents

1. Purpose of the Manual in terms of PAIA	4
2. Request for access to information	4
3. Background of Synédrio Consulting Solutions Proprietary Limited	4
4. Organisation details in terms of section 51(1) of the Act	4
5. Description of guide in terms of section 10 - section 51(1) of the Act	5
6. Section 51(1)(c)	5
7. Legislation applicable to the entity - section 51(1)(d)	5
8. Subjects and categories of records held - section 51(1)(e)	6
9. Requesting procedure - section 51(1)(e)	7
10. Fees in relation to a request for information - section 51(1)(e)	8
11. Details of the South African Human Rights Commission	8
Annexure 1	9



1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Synédrio Consulting Solutions Proprietary Limited.

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact George Jacobus Viviers, Director.

In terms of section 25(2) states that:

- 1) If the request for access is granted, the notice in terms of subsection (1)(b) must state—
 - (a) the access fee (if any) to be paid upon access;
 - (b) the form in which access will be given; and
 - (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.
- 2) If the request for access is refused, the notice in terms of subsection (1)(b) must—
 - (a) state adequate reasons for the refusal, including the provisions of this Act relied upon;
 - (b) exclude, from such reasons, any reference to the content of the record; and
 - (c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Background of Synédrio Consulting Solutions Proprietary Limited

Synédrio Consulting Solutions Proprietary Limited is a firm responsible for consulting work to clients within the financial environment i.e. accounting, taxation and financial management.

4. Organisation details in terms of section 51(1) of the Act

Postal address:	Postnet Suite 731, Private Bag X04, Menlo Park, Pretoria, 0102.
Physical address:	Building 4, Summit Place Office Park. 220 Garstfontein Road, Menlyn, Pretoria, 0063.
Tel no:	+2782 552 2284.
Fax no:	+2786 443 3224.
Email address:	office@synedrio.co.za
Website:	www.synedrio.co.za

5. Description of guide in terms of section 10 - section 51(1) of the Act

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.

6. Section 51(1)(c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- ☐ for inspection;
- ☐ for purchase or copying from the private body; and
- ☐ from the private body free of charge.

Currently this information is related to information published regularly on the entity's website and social media pages.

7. Legislation applicable to the entity - section 51(1)(d)

The following legislation is applicable to the entity:

- ☐ Basic Conditions of Employment Act 75 of 1997;
- ☐ Broad-Based Black Economic Empowerment Amendment Act 53 of 2003;
- ☐ Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- ☐ Competition Act 89 of 1998;
- ☐ Consumer Protection Act 68 of 2008;
- ☐ Copyright Act 61 of 1978;
- ☐ Electronic Communications and Transactions Act 25 of 2002;
- ☐ Employment Equity Act 55 of 1998;
- ☐ Income Tax Act 58 of 1962;
- ☐ Labour Relations Act 66 of 1995;
- ☐ Occupational Health and Safety Act 85 of 1993;
- ☐ Prevention of Organised Crime Act 121 of 1998;
- ☐ Protection of Businesses Act 99 of 1978;
- ☐ Skills Development Act 97 of 1998;
- ☐ Skills Development Levies Act 9 of 1999;
- ☐ Stamp Duties Act 77 of 1968;
- ☐ Unemployment Insurance Act 63 of 2001;
- ☐ Unemployment Insurance Contributions Act 4 of 2002; and
- ☐ Value Added Tax Act 89 of 1991.

8. Subjects and categories of records held - section 51(1)(e)

The following is the most common subjects and categories of records held by the entity – the list is exhaustive and not all items are applicable at this stage:

Statutory records

- 📄 Documents of incorporation;
- 📄 Memorandum of Incorporation;
- 📄 Minutes of Board of Directors meetings;
- 📄 Minutes of Shareholder meetings;
- 📄 Records relating to the appointment of directors/auditor/secretary/public officer and other officers; and
- 📄 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; and
- 📄 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;
- 📄 Skills Development Levies;
- 📄 UIF; and
- 📄 Workmen's Compensation.

Staff documents and records

- 📄 Employment contracts;
- 📄 Employment Equity Plan;
- 📄 Medical Aid records;
- 📄 Pension Fund records;
- 📄 Disciplinary records;
- 📄 Salary records;
- 📄 SETA records;
- 📄 Disciplinary code;
- 📄 Leave records; and
- 📄 Training records and manuals.



Quality Control information

- ☐ Various proof of memberships;
- ☐ Quality control manual;
- ☐ Client engagement letters and various client information;
- ☐ Client registers; and
- ☐ Service level agreements with various providers.

Marketing information

- ☐ Brochures;
- ☐ Proposals; and
- ☐ Information published on website and social media pages.

9. Requesting procedure - section 51(1)(e)

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number or email provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right and also proof of the capacity in which the requester is requesting the information.

The form in Annexure 1 must:

- ☐ Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester.
- ☐ Indicate which form of access is required.
- ☐ Specify a postal address or fax number of the requester in the Republic.
- ☐ Identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right.
- ☐ If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner.
- ☐ If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices.

Copies of the manual may be made available subject to the prescribed fees.

Copies may also be requested from the South African Human Rights Commission at the address indicated below.

10. Fees in relation to a request for information - section 51(1)(e)

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee.

A fee will be required by the information officer before further processing of the request in terms of S54 of the Act.

A requester fee of R50 should be paid - this amount will be refunded should the request for access be refused.

A portion of the access fee (not more than one third) may be required before the request is considered.

The requester may lodge an application with a court against the payment of the request fee in terms of section 54(3)(b) of the Act.

The information officer may withhold a record until the requester has paid the applicable fees.

11. Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041
Phone: 011 484 8300
Fax: 011 484 0582
Email: PAIA@sahrc.org.za
Website: www.sahrc.org.za



Annexure 1

Request for Access to Record of Private Body in terms of 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 Information Officer
Synédrio Consulting Solutions Proprietary Limited
Postnet Suite 731
Private Bag X04
Menlo Park
Pretoria
0102

Mr G J Viviers

B. Particulars of person requesting access to the record

Guidance:

-  The particulars of the person who requests access to the record must be given below.
-  The address and/or fax number in the Republic to which the information is to be sent must be given.
-  Proof of the capacity in which the request is made, if applicable, must be attached.

Information to be supplied:

Detail	Information
Full name and surname	
Identity number	
Postal address	
Fax number	
Tel number	
Email address	
Capacity in which request is made, when made on behalf of another person	



C. Particulars of person on whose behalf request is made

Guidance:

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

Information to be supplied:

Detail	Information
Full name and surname	
Identity number	

D. Particulars of record

Guidance:

- ☐ 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.
- ☐ 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.

Information to be supplied:

Detail	Information
Description of record or relevant part of the record.	
Reference number, if available.	
Any further particulars of record.	

E. Fees

Guidance:

- ☐ A request for access to a record, other than record containing personal information about yourself, will be processed only after a request fee has been paid.
- ☐ You will be notified of the amount required to be paid as the request fee.
- ☐ The fee payable for 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.
- ☐ If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Information to be supplied:

Detail	Information
Reason for exemption from payment of fees.	

F. Form of access to record

Guidance:

If you are prevented by a disability to read, view 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.

Detail	Information
Disability details.	
Form in which the record is required.	

- ☐ Compliance with your request in the specified form may depend on the form in which the record is available.
- ☐ 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.
- ☐ The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

Information to be supplied:

If the record is in written or printed form:				
Copy of record		Inspection of record		
If the record consists of visual images:				
View the images		Copy of the images		Transcription of the images
If the record consists of recorded word or informations which can be reproduced in sound:				
Listen to soundtrack or audio		Transcription of soundtrack written or printed		
If the record is held on computer or in an electronic or machine-readable format:				
Printed copy of record		Printed copy of information derived from record		Copy in computer readable format
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 the copy or transcription should be posted.		No the information will be collected.		No the information should be emailed.

G. Particulars of right to be exercised or protected

Guidance:

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.

Information to be supplied:

Detail	Information
Indicate which right is to be exercised or protected.	
Explain why the record requested is required for the exercise or protection of aforementioned right.	

H. Notice of decision regarding request for access

Guidance:

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

Information to be supplied:

Detail	Information
How would you prefer to be informed of the decision regarding your request for access to the record?	

Signed at _____ this _____ day of _____ 20 ____.

Signature of requester
or person on whose behalf request is made.

