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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

INDEX

Company Name	Gazette No.	Date	Page No.
Lynn Haigh trading as L.H. Accounting Services	24444	18-2-2003	3

SECTION 51 MANUAL FOR LYNN HAIGH TRADING AS L.H. ACCOUNTING SERVICES

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

INTRODUCTION TO LYNN HAIGH TRADING AS L.H. ACCOUNTING SERVICES

Lynn Haigh is a Sole Proprietor Trading as L.H. Accounting Services – The company is a Bookkeeping Services Company. Client types range from the Fashion Industry, Manufacturing and Retail Furniture Industry, Plastics Engineering Industry, Hotel Industry, Ceramic Manufacture Industry, Catering Industry, Fabric Manufacture and Retail Industry, Insurance Brokerage Industry, Marketing and other type Retail Industries.

CONTACT DETAILS OF THE SOLE PROPRIETOR

Lynn Haigh
Kruger House, Kruger Street, Franschhoek Cape
P O Box 575, Paarden Eiland 7420
Telephone – (021) 876 4242
Fax – (021) 876 4244
Email – lhacc@xsinet.co.za

CONTACT DETAILS OF THE INFORMATION OFFICER

Miss Bicara Haigh - Personal Assistant
Kruger House, Kruger Street, Franschhoek, Cape
P.O. Box 575 Paarden Eiland 7420
Telephone – (021) 8764242
Fax – (021) 876 4244
Email – lhacc@xsinet.co.za

SECTION 10 GUIDE

The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone - (011) 484 8300
Fax – (011) 484 0582
Website – www.sahrc.org.za
Email – PAIA@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Any records that are required to be made available in terms of the Company laws of South Africa.

Any records kept in terms of legislation applicable to the business conducted by the Companies and Financial Services industry in general.

ACCESS TO THE RECORDS

Upon written notice or use of the prescribed forms, an appointment within reasonable company hours can be made by interested parties to view the records at Kruger House , Kruger Street, Franschhoek, Cape

Interested parties are requested to contact the Information Officer in order to make such an appointment.

RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERM OF THE ACT

Types of computer packages used by the company
Records covered under the Companies Act .

Please note that an appointment to view will still have to be made with the Information Officer although a formal application need not be submitted.

RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT

Employee Contracts
Supplier Contracts
Client Contracts and Client information
Documentation on Taxation
Lease Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before Lynn Haigh T/As L.H. Accounting Services will allow any access to be viewed.

THE REQUEST PROCEDURES

Form of Request

To request a document not in terms of the Act the requester must address the request to the Information Officer in writing and request an appointment to view the documentation.

To request a document in term of the Act, the request must use the prescribed form to make the request. This must be made to the Proprietor of L.H. Accounting Services. 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 body concerned 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 body concerned.

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- **AVAILABILITY OF THE MANUAL OF LYNN HAIGH T/AS L.H. ACCOUNTING SERVICES**
- The manual is available for inspection at the offices of L.H. Accounting Services at Kruger House , Kruger Street, Franschhoek , Cape. free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette.

PRESCRIBED FEES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

- (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

PRESCRIBED FORMS

See over the page.

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

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

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

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

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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.

Disability:		Form in which record is required:	
Mark the appropriate box with an X . NOTES: (a) Compliance with your request 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 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:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	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 _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

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