

**Funny Birds CC Manual**

**Act 2 of 2000,  
The Promotion of Access to Information**

Prepared in accordance with Section 51 of the Promotion of  
Access to Information Act No. 2 of 2000

**Effective Date: 17 November 2015**

**1. Part I: Particulars of the Private Body -**  
**(Information required under section 51(1)(a) of the Act):**

- a. Name of the Body  
Funny Birds CC
- b. Head of the Body (Information Officer)  
I De Beer
- c. Postal Address  
P O Box 822  
Knysna  
6570
- d. Street Address  
10 Auction Mart Avenue  
Knysna  
6571
- e. Telephone Number  
044 3825394
- f. Fax Number  
086 7344042
- g. Contact Details of Information Officer
  - i. Phone: 044 3884622
  - ii. Fax: 0867344042

**2. Part II - Description and Access to the Guide –**  
**(Information required under section 51(1)(b) of the Act):**

- a. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- b. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.
- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15<sup>th</sup> February 2002 set forth how the Human Right Commission should make the guide available.

**3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -**

(Copy of notice, if any, required under section 51(1)(c) of the Act):

- a. Not applicable.

**4. Part IV - Records available in accordance with any other legislation -**

(Information required under section 51(1)(d) of the Act):

Legislation
1. Close Corporations Act of 1984
2. Companies Act NO. 71 of 2008
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Income Tax Act No. 95 of 1967
5. Unemployment Contributions Act No. 4 of 2002
6. Unemployment Insurance Act No. 63 of 2001
7. Value Added Tax Act No. 89 of 1991

While we have made every effort to identify all pertinent legislation, we cannot guarantee that all legislation has been included. Should you be aware of any specific legislation that should be included, and which has been omitted, please contact I De Beer on 044 3884622. Your assistance in this regard will be much appreciated.

**5. Part V - Access to Information**

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. Human Rights Commission – a copy will be made available to the Commission
- b. The manual is available for inspection at the offices of Funny Birds CC

5.2 Description of Records

Record Categories –

- i. Commercial and Legal
  - 1. Contracts and Agreements
  - 2. Trademark

3. Insurance
  4. Correspondence
  5. Statutory documents
- ii. Financial
    1. Accounting source documents
    2. Cash book
    3. Financial Year-end Results
    4. Tax and Levies
  - iii. Human Resources
    1. Employees Personnel Information
    2. Salaries and Wages
    3. Contracts and Agreements
  - iv. Marketing
    1. Advertising
    2. Contracts with Suppliers

### 5.3 The Request procedures

- i. 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 at the address, fax number or electronic mail address of the body concerned (Sec 53(1)).
- ii. 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 indicate which form of access is required and indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed (Sec 53(2) (a),(b) and (c)).
- iii. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation why the requested record is required for the exercise of the protection of that right.
- iv. 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 body. (Sec 53(2)(f))

## **6. Part VI - 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.

- i. The head of the private body must notify the requester, requiring the requester to pay the prescribed before processing the request further.
- ii. 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 requested fee. (Sec 54(3)(b)).
- iii. After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- iv. 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 (Sec 54 (6)).

## **7. Details of 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

Telephone: 011 484 8300  
Fax: 011 484 0582  
Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

Signed:

# 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 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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
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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.<br>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

- |  |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified of</i> the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees:

## F. Form of access to record

<p>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.</p>
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Disability:	Form in which record is required
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>			
	copy of record*		inspection of record
<b>2. If record consists of visual images</b> this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		copy of the images"
			transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	printed copy of record*		printed copy of information derived from the record"
			copy in computer readable form* (stiffy or compact disc)
<p>'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.</p>			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

v.