

# **MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

Prepared in accordance with  
Section 51 of the  
Promotion of Access to Information Act 2000  
(Act 2 of 2000)  
ISSUED JUNE 2021

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## 1. INTRODUCTION

GR SUTHERLAND ASSOCIATES (Pty) Limited trading as SUTHERLAND conducts business as Multi-Disciplinary Consulting Engineers in the built industry.

Subsidiaries trading under the SUTHERLAND are:

- GR Sutherland Associates Consulting Mechanical Engineers (Pty) Ltd
- Sutherland Consulting Electrical Engineers (Pty) Ltd
- Sutherland Façade Design Engineers (Pty) Ltd

SUTHERLAND is registered with the Engineering Council of South Africa.

## 2. COMPANY CONTACT DETAILS

(Section 51 (1) (a))

Directors: Mr. Craig Robert Sutherland  
Mr. Ian Coleman  
Mr. Wayne Bruce Ritchie  
Mr. Ian Graham Sutherland  
Mr. Keith Adams

Managing Director: Mr. Ian Coleman

Postal Address: 2A Nautica Building, The Water Club, Beach Road, Granger Bay,  
Cape Town, 8005

Street Address 2A Nautica Building, The Water Club, Beach Road, Granger Bay,  
Cape Town, 8005

Telephone Number: +27 (21) 425 0065  
Fax Number: +27 (21) 425 0066  
Email: media@sutherlandengineers.com

## 3. THE ACT

(Section 51(1) (b))

**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. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.

**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**

(Section 51 (1) (c))

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

**5. SCHEDULE OF RECORDS**

(Section 51 (1) (d))

5.1 COMPANY ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers.
- Share Register and other statutory registers.

5.2 FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices
- Fee Proposals
- Request for Information records
- Client Project Agreements

5.3 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
  - Regional Services Levies
  - Skills Development Levies
  - UIF
  - Workmen's Compensation

5.4 PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment equity fund
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training manuals
- Training records
- Time Sheets

5.5 BUILDING PLANS

We keep building plans, drawings, designs, manuals, reports and minutes of meetings, and other relevant information to the engineering of buildings and other infrastructure for clients.

**6 REQUEST FORM**

(Section 51 (1)(e))

Refer to Annexure 1 – Form A

**7. PRESCRIBED FEES**

(Section 51 (1) (f))

Refer to Annexure 2 – Form B

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

**ANNEXURE 1**

**FORM A**

**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 the Information Officer / Deputy Information Officer:**

Attention: Mr K Adams  
Telephone Number: +27 (21) 425 0065  
Email: [media@sutherlandengineers.com](mailto:media@sutherlandengineers.com)  
Postal Address: 2A Nautica Building, The Water Club, Beach Road, Granger Bay, Cape Town, 8005

**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: \_\_\_\_\_  
Telephone 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**

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 pages.

1. Description of record or relevant part of the record:

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2. Reference Number (if available):

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3. Any further particulars of record:

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**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:

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**F. Form of access to a 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.

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 for the record, if any, will be determined partly by the form in which access is requested.

**Disability (if any)** \_\_\_\_\_

**Form in which record is required:**

**1. If the record is in written or printed form:**

- copy of record\*
- inspection of record

**2. If 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 the soundtrack (written or printed document)\*

**4. If the record is held on a 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

In which language would you prefer the record?

\_\_\_\_\_  
Note that **if** the record is not available in the language you prefer, access may be granted in the language in which the record is available.



**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 pages.

1. Indicate which right is to be exercised or protected:

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

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**H. Notice of decision regarding a 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?

- Postal Address
- E-mail
- Fax
- Other. Specify: \_\_\_\_\_

Signed at..... This..... day of .....20.....

\_\_\_\_\_  
 SIGNATURE OF REQUESTER / PERSON ON  
 WHOSE BEHALF REQUEST IS MADE

## ANNEXURE 2

### LIST OF FEES 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]

Copy per A4 page	R1.10
Printing per A4 page	R0.75
Copy on a CD	R70.00
Transcription of visual images per A4 page	R40.00
Copy of a visual image	R60.00
Transcription of an audio recording per A4	R20.00
Copy of an audio recording	R30.00
Search and preparation of the record for disclosure: R30.00 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.	
Actual postage fee	

#### Registered VAT Vendors

The Human Rights Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors, as required under section 223 of the Value Added Tax Act of 1991.