

**Bronwyn Leigh Crawford**  
trading as  
***Exec Events***

Manual in terms of section 51 of  
the Promotion of Access to Information Act (Act No. 2 of 2000)



## **1. INTRODUCTION**

This manual has been compiled in terms of section 51 of the Promotion of Access to Information Act (Act No. 2 of 2000). In this manual, the Promotion of Access to Information Act is referred to as “the Act”.

The Act gives effect to the right to access information that a person may require in order to exercise or protect any rights.

This manual contains, among other things, instructions on how to obtain information from Exec Events.

*Please remember that Exec Events does not have to give you access to all of its information. The Act says what information Exec Events must not give you or does not have to give you.*

## **2. DESCRIPTION OF EXEC EVENTS’ BUSINESS**

Exec Events co-ordinates and manages corporate events.

## **3. DETAILS REQUIRED IN TERMS OF SECTION 51 OF THE ACT**

### **3.1. Contact Details of Exec Events**

<u>Head of Exec Events:</u>	Ms Bronwyn Crawford
<u>Physical Address:</u>	17 Monte Serena Pretoria Avenue Sandton 2196
<u>Postal Address:</u>	P.O. Box 784063 Sandton 2146
<u>Telephone Number:</u>	011-783-2361
<u>Fax Number:</u>	086-527-6790
<u>E-mail Address:</u>	<a href="mailto:bronwyn@execevents.co.za">bronwyn@execevents.co.za</a>
<u>Web Site:</u>	<a href="http://www.execevents.co.za">www.execevents.co.za</a>

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### **3.2. The Guide Referred to in Section 10 of the Act**

Section 10 of the Act requires the South African Human Rights Commission to produce a guide. The guide must be published in each official language of South Africa and must contain information, in an easily understood form, that may be required by a person who wants to exercise any right referred to in the Act.

You can obtain the guide from the South African Human Rights Commission. Its details are:

Physical Address: Braampark Forum 3  
33 Hoofd Street  
Braamfontein  
Johannesburg  
2001

Postal Address: Private Bag X2700  
Houghton  
2041

Telephone Number: 011-877-3600

Fax Number: 011-403-0668

E-mail Address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

Web Site: [www.sahrc.org.za](http://www.sahrc.org.za)

### **3.3. Categories of Exec Events' Records that are Freely Available**

Section 52(1) of the Act allows Exec Events to give the Minister of Justice and Constitutional Development a description of the categories of Exec Events' records that are automatically available without you having to request access to those records in terms of the Act. The Minister may then publish that description.

Exec Events has not given the Minister any description of such categories.

### **3.4. Exec Events' Records that are Available in terms of other Legislation**

Records of Exec Events are available in terms of the following other pieces of legislation:

- ✓ Basic Conditions of Employment Act
  - ✓ Broad-Based Black Economic Empowerment Act
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- ✓ Income Tax Act

### **3.5. Categories of Exec Events' Records**

Exec Events holds records relating to the following matters:

- ✓ Accounting
- ✓ Marketing
- ✓ Personnel
- ✓ Sales

### **3.6. Availability of this Manual**

A copy of this manual is available:

- ✓ from Exec Events;
- ✓ from the South African Human Rights Commission; and
- ✓ on Exec Events' web site: [www.execevents.co.za](http://www.execevents.co.za).

## **4. HOW TO ACCESS EXEC EVENTS' RECORDS**

### **4.1. Request Forms**

You must use the form prescribed by the Government to make the request for access to a record. The form is contained in Annexure "A" of this manual.

The form must be sent to the head of Exec Events at the address, fax number or e-mail address listed in paragraph 3.1 above.

You must give enough details on the form so that the head of Exec Events can identify you and identify the record that you are requesting.

On the form, you must also identify the right that you want to exercise or protect and explain why the record that you are requesting is required for the exercise or protection of that right.

If you are making the request on behalf of somebody else, you must include with the form satisfactory proof of the capacity in which you are making the request.

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#### **4.2. Fees**

If you want access to a record that contains personal information about you, you will not be required to pay a fee.

If you want access to a record that does not contain personal information about you, you will be required to pay a request fee. The Government has set the request fee at R50.00.

After you have submitted the form, the head of Exec Events will tell you if you are required to pay the request fee. The request fee must be paid before your request will be processed.

After the head of Exec Events has made a decision on your request for access, you will be notified in the required form.

If the request for access is granted, a further access fee must be paid for the search, reproduction and preparation of the record as well as for any time that has exceeded the hours set by the Government to search for and prepare the record for disclosure.

All the fees are contained in Annexure "B" of this manual.

### **5. DECISIONS**

Within 30 days of making your request, the head of Exec Events will tell you whether your request has been granted or denied. However, the head of Exec Events may, in certain circumstances, take 60 days in which to tell you of the outcome of your request.

If your request is denied, the head of Exec Events will give you adequate reasons why the request was denied.

### **6. APPEALS**

#### **6.1. Internal Appeal Process**

Exec Events does not have an internal appeal process. Therefore, the decision of the head of Exec Events is final. If you are unhappy with the decision, you may use the external appeal process.

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**6.2. External Appeal Process**

If you are unhappy with the decision, you may go to Court within 30 days.

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## **Annexure “A”: Request Forms**

**REQUEST FOR ACCESS TO RECORD OF EXEC EVENTS**

(Made in terms of section 53(1) of the Promotion of Access to Information Act as read with regulation 10 of the Regulations promulgated thereunder.)

**A. Particulars of the Private Body**

To: The Head of Exec Events

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Particulars of the Person Requesting Access to the Record**

- a) The particulars of the person who is requesting access to the record must be given below.*
- b) The address and/or fax number in South Africa 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, if applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Particulars of the Person on whose behalf this Request is Made**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of the Record**

- a) *Provide full details 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 space provided below is not enough, please continue on a separate page and attach it to this form. **You must sign all pages that you attached to this form.***

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further details of the record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

- a) A request for access to a record, other than a record containing personal information about your, will be processed only after a **request fee** has been paid.
- b) You will be notified of the amount required to be paid as a request fee.
- c) The **fee payable for access** to a record depends on the format in which access is required and the reasonable time required to search for and prepare the record.
- d) If you qualify for exemption from paying any fee, please state the reason for the exemption.

Reason for exemption from paying fees: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**F. Format of Access to the Record**

*If a disability prevents you from reading, viewing or listening to the record in the formats described in 1 to 4 below, state the disability as well as the format in which the record is required.*

Disability: \_\_\_\_\_

Format in which access is required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mark the appropriate box with an **X**.

**NOTES:**

- a) Exec Events' ability to provide you with the record in the format in which you want it may depend on the format in which Exec Events has the record.
- b) In certain circumstances, Exec Events may refuse to give you with the record in the format in which you want it. In such a case, you will be informed if access will be given in another format.
- c) The fee payable for access to the record, if any, will depend in part on the format in which you want the record.

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

- I want a copy of record\*
- I want to inspect the record

2. **If the record consists of visual images** (including photographs, slides, video recordings, computer-generated images, sketches, etc.):

- I want to view the images
- I want a copy of the images\*
- I want a transcription of the images\*

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

- I want to listen to the soundtrack (CD)
- I want a transcription of the soundtrack\* (written or printed document)

4. **If the record is held on computer or in an electronic or machine-readable format:**

- I want a printed copy of record\*
- I want a printed copy of information derived from the record\*
- I want a copy in computer-readable format\* (CD)

\* If you requested a copy or a transcription of a record, do you want the copy or transcription posted to you? **Postage is payable.**

- Yes
- No

**G. Details of Rights to be Exercised or Protected**

*If the space provided below is not enough, please continue on a separate page and attach it to this form. **You must sign all pages that you attached to this form.***

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. Notice of Decision regarding Request for Access**

*Exec Events will tell you in writing whether your request has been approved or denied. If you want Exec Events to tell you this in manner other than writing, please state the manner and provide the necessary details so that Exec Events can comply with your request.*

How would you prefer to be informed of Exec Events' decision regarding your request for access to the record? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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

## **Annexure "B": Fees**

**FEES**

Note: If Exec Events is registered as a VAT vendor, VAT will be added to the fees stated below.

1. The fee for a copy of this manual is R1.10 for every photocopy of an A4-sized page or a part of such a page.

2. The fees for a copy of the record are as follows:

a. For every photocopy of an A4-sized page  
or a part of such a page: R1.10

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b. For every printed copy of an A4-sized page  
or part of such a page held on a computer  
or in an electronic or machine-readable  
format: 75c

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c. For a copy in computer-readable format on  
a CD: R70.00

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d. For a transcription of visual images: R40.00 for each A4-sized page or part of such a  
page

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e. For a copy of visual images: R60.00

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f. For a transcription of an audio record: R20.00 for each A4-sized page or part of such a  
page

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g. For a copy of an audio record: R30.00

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3. The request fee is R50.00. However, you do not have to pay this fee if the record contains personal information about you.

4. The access fees are as follows:

a. For every photocopy of an A4-sized page  
or a part of such a page: R1.10

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b. For every printed copy of an A4-sized page  
or part of such a page held on a computer  
or in an electronic or machine-readable  
format: 75c

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c. For a copy in computer-readable format on a CD:	R70.00
d. For a transcription of visual images:	R40.00 for each A4-sized page or part of such a page
e. For a copy of visual images:	R60.00
f. For a transcription of an audio record:	R20.00 for each A4-sized page or part of such a page
g. For a copy of an audio record:	R30.00
h. For each hour or part thereof that is reasonably required to search for and prepare the record for disclosure:	R30.00

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5. If the search for and preparation of the record for disclosure would, in the opinion of the head of Exec Events, take longer than six hours, Exec Events may require you to pay one-third of the access fee as a deposit. This does not apply if the record contains personal information about you.

6. When a copy of a record is to be posted, the actual amount of the postage is payable.

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