

PAIA Manual Cape Town Airconditioning & Ventilation

(Reg No: 2012/009256/07)

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.

Section 51(1)(a)

Cape Town Airconditioning & Ventilation (Airconditioning Contractor)

Directors: Martin Campbell(Senior), Martie Michau Campbell, Martin Campbell(Junior)

Postal Address: 12 Duminy Street, Parow East, Cape Town, 7500

Street Address: 12 Duminy Street, Parow East, Cape Town, 7500

Telephone Number: +27 21 930 6195

Fax Number: None

Email martin@capetownairconditioning.co.za

Section 51(1)(b)

To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za/>

Alternatively Call the Human Rights Advice Line on: 086-012-0120

Section 51(1)(c)

At this stage no Notice(s) has / have been published.

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:

- a) Basic Conditions of Employment Act No. 75 of 1997
- b) Close Corporation Act No. 69 of 1984
- c) Compensation of Occupational Injuries and Diseases Act No. 130 of 1993

- d) Electronic Communications and Transactions Act No. 25 of 2002
- e) Income Tax Act No. 58 of 1962
- f) Insolvency Act No. 24 of 1936
- g) Labour Relations Act No. 66 of 1995
- h) Occupational Health and Safety Act No. 85 of 1993
- i) Promotion of Access to Information Act No. 2 of 2000
- j) Unemployment Insurance Act No. 30 of 1966
- k) Value – Added Tax Act No. 89 of 1991

Section 51(1)(e)

1. INFORMATION AND SERVICES AVAILABLE TO THE GENERAL PUBLIC ON OUR WEB SITE.

Section 51(1)(f)

FEES IN RESPECT OF REQUESTS FOR INFORMATION
FEES IN RESPECT OF PRIVATE BODIES

1. 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.

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

- (a) For every photocopy of an A4-size page or part thereof R1,10
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
- (c) For a copy in a computer-readable form on -
 - (i) stiffer disc R7,50
 - (ii) compact disc R70,00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof R40,00
- (ii) For a copy of visual images R60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00
- (ii) For a copy of an audio record R30,00

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

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

- (1)(a) For every photocopy of an A4-size page or part thereof R1,10
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-

readable form R0,75

(c) For a copy in a computer-readable form on -

(i) stiffy disc R7,50

(ii) compact disc R70,00

(d) (i) For a transcription of visual images,
for an A4-size page or part thereof R40,00

(ii) For a copy of visual images R60,00

(e) (i) For a transcription of an audio record,
for an A4-size page or part thereof R20,00

(ii) For a copy of an audio record R30,00

(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.