

CHASE WATERFORD (PTY) LIMITED

Registration Number:2001/020386/07

MANUAL
IN TERMS OF
SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT
2/2000
(the "ACT")

LAST UPDATED: 24TH JUNE 2019



DULY AUTHORISED –
HEAD OF ORGANISATION

INDEX

1. Introduction
2. Contact Details
3. The ACT and Section 10 Guide
4. Applicable Legislation
5. Schedule of Records
6. Form of Request
7. Other Information



DULY AUTHORISED –
HEAD OF ORGANISATION

1. INTRODUCTION

ChaseWaterford (Pty) Limited is a leading, privately owned supplier of risk management services. We help our clients clarify their vision and give strategic and operational support in assisting organisations realise financial benefits from the application and management of effective fraud and security solutions.

2. COMPANY CONTACT DETAILS

Directors: Mr Max Kennett
Mr Vernon Quinn
Mrs Nicola Evans Kennett
Mr Owen McIntyre

Office Manager/CEO: Mrs Nicola Evans Kennett

Postal Address: P.O. Box 44823, Claremont, 7735

Street Address: 19 Chain Avenue, Montague Gardens, 7441

Telephone Number: 021 701 4721

Fax Number: 021 701 4731

Email: nevans@chasewaterford.com

3. THE ACT

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 tariff 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



.....
DULY AUTHORISED –
HEAD OF ORGANISATION

4. APPLICABLE LEGISLATION

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

Subjects and categories of records held at the physical address by ChaseWaterford (Pty) Ltd:

Records	Subject	Availability
Sales and Marketing	• Accounting Company Information	Freely available on website www.chasewaterford.com
	• Service offerings & case studies	
	• Sales Records	Request in terms of PAIA
Client Databases	• Client and Customer Registry	Request in terms of PAIA
	• Contracts	Request in terms of PAIA
Information Technology	• IT Policies and Procedures	Request in terms of PAIA
	• User Manuals	Request in terms of PAIA
Intellectual Property	• Information relating to Work-In-Progress	Request in terms of PAIA
Personnel Records	• Attendance registers	Request in terms of PAIA
	• Correspondence	Request in terms of PAIA
	• Statutory Returns	Request in terms of PAIA
	• Conditions of Service	Request in terms of PAIA
	• Employee Records	Request in terms of PAIA
	• Employment Contracts	Request in terms of PAIA
	• General Correspondence	Request in terms of PAIA
• Industrial and Labour Relations Records	Request in terms of PAIA	



DULY AUTHORISED –
HEAD OF ORGANISATION

Records	Subject	Availability
Statutory Company records	• Performance Appraisals	Request in terms of PAIA
	• Personnel Guidelines, Policies and Procedures	Request in terms of PAIA
	• Remuneration Records and Policies	Request in terms of PAIA
	• Statutory Records	Request in terms of PAIA
	• Training Records	Request in terms of PAIA
Policies	• Founding Documents	Request in terms of PAIA
	• Annual Company Returns	Request in terms of PAIA
Minutes of Meetings	• Information relating to Health & Safety Regulations	Available at the office of ChaseWaterford
	• Minutes of Staff Meetings	Request in terms of PAIA
Administrative information	• Minutes of Management Meetings	Request in terms of PAIA
	• Suppliers Registry	Request in terms of PAIA
Financial Records	• Insurance Information	Request in terms of PAIA
	• Purchase and Order Information	Request in terms of PAIA
	• Financial Statements	Proprietary (Pty Ltd) - Request in terms of PAIA. Not available.
	• Financial & Tax Records (Company & Employees)	
• Asset Register		
• Management Accounts		

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za or attached at the end of this manual.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;



.....
DULY AUTHORISED –
HEAD OF ORGANISATION

- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

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.



DULY AUTHORISED –
HEAD OF ORGANISATION

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 below, 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 for access 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:					
	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 soundtrack* (written or printed document)		
4. If record is held on 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
--	-----	----

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..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE