

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, 2000 (“the Act”)**

**C J Graphics  
Sole Proprietor  
VAT No. 4220163473**

**1. INTRODUCTION**

C J Graphics is a Private Body.

**2. CONTACT DETAILS**

Street Address:  
15b Nola Ave  
BUCCLEUCH  
2054

Postal Address:  
P O Box 805  
KELVIN  
2054

**Tel:** 011 802 1977  
**Fax:** 011 804 5165

e-mail: [cherry@cjgraphics.co.za](mailto:cherry@cjgraphics.co.za)  
website: [www.cjgraphics.co.za](http://www.cjgraphics.co.za)

**Information Officer:** Cherry Bullard

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT [Section 51(1)(b)]**

A guide on how to exercise the rights set out in this Act may be obtained from the Human Rights Commission in all official languages.

Queries should be directed to the Commission at:  
Private Bag 2700  
Houghton 2041  
Telephone: (011) 484 8300 Fax: (011) 484 0582  
e-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
website: [www.sahrc.org.za](http://www.sahrc.org.za)

**4. RECORDS HELD BY A PRIVATE BODY [Section 51(1)(c)]**

The following information is readily available without specific request on [www.cjgraphics.co.za](http://www.cjgraphics.co.za)

➤ General description of services

**5. RECORDS HELD BY A PRIVATE BODY [Section 51(1)(d)]**

The information that is not readily available as indicated in paragraph 5 of this Manual may be requested in accordance with the procedures

prescribed in Section 18 of the Act, on the prescribed form. Copies of the prescribed form (Form C) and a list of the relevant charges are available below (page 4). They have been submitted for publication by the Government Gazette and are available from the Human Rights Commission.

Readers should note that the inclusion of any subject or category of records should not be taken as an indication that the records in question will be made available on request. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.

The following Acts as they apply to this Private Body:

- 5.1 Regional Services Councils Act No. 109 of 1985  
NOTE: Act repealed in so far as it applies to KZN:  
To provide for the joint exercise and carrying out of powers and duties in relation to certain functions in certain areas by local bodies within such areas; and to that end to provide for the delimitation of regions; the establishment of regional services councils; and the constitution, functions, powers, duties, assets, rights, employees and financing of such councils; and to provide for matters connected therewith.
- 5.2 Value Added Tax Act No. 89 of 1991  
To provide for taxation in respect of the supply of goods and services.

The following Acts that do not apply to this Private Body:

- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1962
- Labour Relations Act No. 66 of 1995
- Skills Development Levies Act No. 9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- Companies Act 61 of 1973

## 6. **Subjects and Categories of records held by C J Graphics: Section 51(1)(e)**

### 6.1 **COMPANIES ACT RECORDS N/A**

### 6.2 **FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Bank Statements

- Cheque books
- Electronic Banking Records
- Invoices

### **6.3 INCOME TAX RECORDS**

### **6.4 INCOME TAX RECORDS, PERSONNEL DOCUMENTS AND RECORDS** that are **not applicable** to this Private Body; *viz*:

- PAYE
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- Workman's compensation
- Employment contracts
- Employment Equity Plan
- Medical Aid Records
- Pension Fund Records
- Disciplinary Records
- Salary records
- SETA records
- Disciplinary Code
- Leave Records
- Training Records
- Training Manuals

### **7) OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

No other information is available currently in terms of this section.

### **8) AVAILABILITY OF THE MANUAL [Section 51(3)]**

The Manual is also available for inspection at the office of the Private Body and on the website [www.cjgraphics.co.za](http://www.cjgraphics.co.za)

### **9) PRESCRIBED FEES FOR PRIVATE BODIES**

- a. 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.
- b. 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) stiffy disk R 7.50

(ii) compact disc R70.00

- c. The request fee payable by a requester other than a personal requested referred to in Regulation 1(2) is R50.00 over and above.
- d. The access fees payable by a requester referred to in Regulation 11(3) are as detailed above.
- e. The fee to search for and prepare the record for disclosure is R30.00 for each hour or part of an hour reasonably required for such search and preparation.
- f. 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.
- g. The actual postage is payable when a copy of a record must be posted to a requester.

## 10) PRESCRIBED FORMS

### 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:**

Cherry Bullard – C J Graphics

#### **B. Particulars of person requesting access to the record:**

- (i) The particulars of the person who requests access to the record must be given below.
- (ii) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (iii) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: .....

Identity No: .....

Postal Address: .....

.....

.....

Telephone Number: .....

Fax No: .....

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 ONLY if a request for information is made on behalf of another person.

Full names and surname: .....

Identity No.: .....

**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 you, 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 to search for and prepare a record.

(d) If you qualify for exemption of payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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.....  
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.....

**F. FORM OF ACCESS TO RECORD**

**G. 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 ..... 200.....

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

**11)DECLARATION**

We, the undersigned, herewith declare that the information contained in this Manual is correct.

Signed at Buccleuch this 25<sup>th</sup> day of August, 2005.

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Cherry Bullard