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IRC PROJECTS (PTY) LIMITED

REGISTRATION NO: 2017/023597/07

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

DATE OF COMPILATION: 13 MAY 2024
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1. PREAMBLE

The Promotion of Access to Information Act, No. 2 of 2000 (PAIA) was enacted to give effect to the constitutional right of access to information and actively promotes a society in which any person has effective access to information. The aim of PAIA is to foster a culture of transparency and accountability by public and private bodies and assist in realising South Africa's goals of an open and participatory democracy. PAIA came into operation on 9 March 2001.

In terms of the PAIA, every business owner must produce and file a manual to comply with the provisions of Section 51 of the Act. Section 51 compliance requires the business to file the manual and have it available for inspection. IRC Projects (Pty) Limited (Company), in compliance with the Promotion of Access to Information Act 2 of 2000 (the Act), has prepared this PAIA Manual to facilitate the public's access to information held by the Company.

2. INTRODUCTION

IRC PROJECTS (PTY) LTD main function is the design and manufacture of formwork and shuttering for infrastructure projects.

3. COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors:	Craig Vezey Strong Prodromos Kitsikopoulos
Company Secretary / Accounting Officer:	DJ Crauwkamp
Postal address:	Postnet Suite 064 Private Bag X1 EDENGLEN 1613
Street address:	46 Plantation Road Sebenza EDENVALE 1619
Telephone number:	083 256 8361
Email address:	craig@ircprojects.co.za office@ircprojects.co.za

4. THE ACT

- 4.1. The Act grants a requestor access to records of the Company, if the record is required for the exercise of protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 4.2. 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 later sections.
- 4.3. Requestors are referred to the Guide on how to use the PAIA Manual as compiled by the South African Human Rights Commission (SAHRC), which contains information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

Postal address:	Private Bag 2700, Houghton, 2041
Telephone number:	(+27) 011 877 3600
Fax number:	(+27) 011 403 0625
Website:	www.sahrc.org.za

5. APPLICABLE LEGISLATION

No:	Ref:	Act:
1	No 71 of 2008	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 37 of 2002	Financial Advisory and Intermediary Services Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 2 of 2000	Promotion of Access to Information Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 30 of 1996	Unemployment Insurance Act
12	No 97 of 1998	Skills Development Act

6. INFORMATION AVAILABLE IN TERMS OF THE ACT

The subjects of which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 of the Act. Availability per request in terms of PAIA.

6.1. Accounting Records

- 6.1.1. Annual financial statements and working papers
- 6.1.2. General ledger
- 6.1.3. Subsidiary ledgers (receivables, payables, etc.)

- 6.1.4. Bank statements, cheque books, cheques
- 6.1.5. Customer and supplier statements and invoices
- 6.1.6. Deposit slips
- 6.1.7. Cash books and petty cash books
- 6.1.8. Fixed asset register
- 6.1.9. Tax returns and assessments

6.2. Fixed Property

- 6.2.1. Mortgage bonds or other encumbrances
- 6.2.2. Title deeds

6.3. Information Technology

- 6.3.1. Client database
- 6.3.2. Hardware
- 6.3.3. Internet
- 6.3.4. Licenses
- 6.3.5. Telephone lines, leased lines, and data lines

6.4. Personnel Records

- 6.4.1. Employee information records
- 6.4.2. IRP 5 and IT 3 certificates
- 6.4.3. Salary and wage registers
- 6.4.4. Salary slips and wage records
- 6.4.5. UIF, PAYE and SDL returns
- 6.4.6. Workmen's Compensation documents

6.5. Statutory Company Records

- 6.5.1. Certificate of Incorporation
- 6.5.2. Index of Members
- 6.5.3. Founding Statement and Amendments

7. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 7.1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) at www.sahrc.org.za, and;
- 7.2. address your request to the Head of the Company/Information Officer, and;
- 7.3. provide sufficient details to enable the Company to identify the following:
 - 7.3.1. The record(s) requested
 - 7.3.2. The requester (and if an agent is lodging the request, proof of capacity)
 - 7.3.3. The form of access required
 - 7.3.3.1. The postal address or fax number of the requester in the Republic
 - 7.3.3.2. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof
 - 7.3.4. 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

8. PRESCRIBED FEES

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

- 8.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed
- 8.2. 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)
- 8.3. A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit
- 8.4. Records may be withheld until the fees have been paid
- 8.5. The fee structure is available on the website of the SAHRC at www.sahrc.org.za

FORM C – REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

REPUBLIC OF SOUTH AFRICA

FORM C - REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

Regulations Regarding the Promotion of Access to Information

A. PARTICULARS OF PRIVATE BODY

The Head:

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 is to be given.
 (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

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Postal address:

Telephone number: (.....)..... Fax number: (.....).....

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 number:

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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 Requestor 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* (USB 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
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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 requestor 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 of 20.....

.....
SIGNATURE OF REQUESTOR / PERSON ON WHOSE BEHALF REQUEST WAS MADE