

**SECTION 51 MANUAL FOR
Element Dealers (Pty) Ltd trading as Micro Distributors**

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Introduction to Element Dealers (Pty) Ltd

Element Dealers (Pty) Ltd are primarily a computer hardware and software dealer, trading under the name Micro Distributors. The company also has a hardware repair facility, where repairs to all makes of computer hardware are done.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Element Dealers (Pty) Ltd trading as Micro Distributors
147 Republic Road, Fontainebleau, Randburg
tel 27 11 791 0816/7/8/9 fax 27 11 791 2385
email info@microdistributors.co.za
web address www.microdistributors.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2004. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

1. Arbitration Act No. 42 of 1965
2. Basic Conditions of Employment No. 75 of 1997
3. Companies Act No. 61 of 1973
4. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
5. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
6. Credit Agreements Act No. 75 of 1980
7. Debtor Collectors Act No. 114 of 1998
8. Employment Equity Act No. 55 of 1998
9. Finance Act No. 35 of 2000
10. Income Tax Act No. 95 of 1967
11. Insolvency Act No. 24 of 1936

12. Labour Relations Act No. 66 of 1995
13. Occupational Health & Safety Act No. 85 of 1993
14. Protection of Businesses Act No. 99 of 1978
15. Regional Services Councils Act No. 109 of 1985
16. Skills Development Levies Act No. 9 of 1999
17. Skills Development Act No. 97 of 1998
18. Unemployment Insurance Act No. 63 of 2001
19. Value Added Tax Act No. 89 of 1991

4. **Access to the records held by the private body in question** [Sections 51(1)(c) and 51(1)(e)]

4.1 Not Applicable

4.2 Administration: (subject)

Licences

CM46 Certificate to commence business number 98/00396

CM27 Consent to act as a Director

VAT103 VAT registration

CM1 certificate of incorporation

Correspondence

Quotations to clients

Operations:

Sales records

Workshop records

Client registry

Finances:

Financial statements

Annual financial statements

Assets inventory

4.3 The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. **Other information as may be prescribed** [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. **Availability of the manual** [Section 51(3)]

The manual is available for inspection at 147 Republic Road Randburg, during working hours.

Copies are available with the SAHRC, in the Gazette and at www.microdistributors.co.za