



FOREWORD

MANUAL OF SMALL MEDIUM ENTERPRISE ACCOUNTING AND ADMINISTRATIVE SERVICES CC – (REGISTRATION NUMBER: 2010/137887/23)

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000

(Private Body)

Last Updated: 28th December 2011.

INTRODUCTION

On 9 March 2001, the Promotion of Access to Information Act, No. 2 of 2000 (“the Act”) became operative, giving effect to the section 32(2) Constitutional right of access to information.

One of the main requirements specified in the Act, is the compilation of an information manual that provides information on both the types and categories of records held by a private body.

This document serves as the Small Medium Enterprise Accounting and Administrative Services CC information manual and provides reference to the records held by Small Medium Enterprise Accounting and Administrative Services CC and the process to request access to such records.

SCOPE OF THE MANUAL

The scope of this manual pertains to Small Medium Enterprise Accounting and Administrative Services CC and is a Close Corporation that offers and provides Accounting and Administrative Services to Clients. Therefore this manual is limited to the records held by Small Medium Enterprise Accounting and Administrative Services CC.

AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection on the Small Medium Enterprise Accounting and Administrative Services CC website at <http://www.smeaas.co.za> or on request from the designated contact person referred to in this manual.

CONTACT PERSON

SECTION 51(1)(a): CONTACT DETAILS

The responsibility for administration of, and compliance with the Act, is the responsibility of the Information Officer of Small Medium Enterprise Accounting and Administrative Services CC. Requests pursuant to the provisions of the Act should be directed as follows:



Contact person: Mrs. Jeanet Human.
Postal address: P O Box 11635, Aston Manor. 1630.
Physical address: 39 Oppikruin, Fiskaal Street, Glen Marais. Kempton Park.
Phone number: +27 (11) 972 2434
Fax number: +27 (11) 972 2434
E-mail: jeanet@smeas.co.za

HUMAN RIGHTS COMMISSION GUIDE

SECTION 51(1)(b): GUIDE FOR REQUESTERS ON HOW TO USE THE ACT

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The Guide is available for inspection, inter alia, as follows:

The South African Human Rights Commission:

PAIA Unit: 29 Princess of Wales Terrace, Corner York and St. Andrews Street, Parktown.

Kindly direct any queries to:

Postal address: Private Bag 2700, Houghton, 2041
Phone number: +27 (11) 484 8300
Fax number: +27 (11) 484 0582
E-mail: PAIA@sahrc.org.za
Website: [http:// www.sahrc.org.za](http://www.sahrc.org.za)

AUTOMATIC DISCLOSURE

SECTION 51(1)(c): RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

A section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the Act, has to date not been published.

LEGISLATIVE RECORDS

SECTION 51(1)(d): RECORDS HELD IN ACCORDANCE WITH OTHER LEGISLATION

Records are held in accordance with the following legislation:

- Close Corporation Act No. 69 of 1984
- Companies Act, No. 71 of 2008
- Constitution of South Africa Act, No. 108 of 1996
- Copyright Act, No. 98 of 1987
- Income Tax Act, No. 58 of 1962
- Promotion of Access to Information Act, No. 2 of 2000
- Protected Disclosures Act, No. 26 of 2000
- Regulation of Interception of Communications and Provisions of Communication Related Information Act, No. 70 of 2002

Notification of the availability of these records in terms of these Acts has not yet been given to the Cabinet Minister of Justice.



Please note that while every effort was made to identify all pertinent legislation, this firm cannot guarantee that all legislation has been included. Should there be other specific legislation which has been omitted, please contact the Information Officer of the Close Corporation (Jeanet Human).

RECORDS HELD

SECTION 51(1)(e): RECORDS SUBJECT AND CATEGORIES

RECORDS HELD: CLIENTS SERVICES RECORDS

Small Medium Enterprise Accounting and Administrative Services CC. comprises of a number of service lines which can be viewed on the <http://www.smeaas.co.za>. The following categories of records are held by Small Medium Enterprise Accounting and Administrative Services CC. in respect of clients:

- Client Annual Financial Statements
- Client Correspondence
- Client Review Files
- Client Contracts
- Client Internal Control Reports
- Client Statutory and Tax Records
- Client Business Information
- Client Accounting Software Records
- Client Payroll Software Records
- Legal Documentation
- Proposal and Engagement Documents
- Project Plans
- Solution Methodologies
- Working Papers

RECORDS HELD: FINANCE AND ADMINISTRATION

- Accounting Records
- Annual Financial Statements
- Agreements
- Banking Records
- Correspondence
- Invoices and Statements
- Management Reports
- Tax Records and Returns

RECORDS HELD: INFORMATION MANAGEMENT AND TECHNOLOGY

- Contracts and Agreements
- Equipment Register
- Periodicals
- Information Policies, Standards, Procedures and Guidelines
- Research Files (Articles)

RECORDS HELD: SECRETARIAL SERVICES

- Applicable statutory documents such as but not limited to certificates of founding statement and amendments
- Annual Report



ACCESS REQUESTS

SECTION 51(1)(e): ACCESS REQUEST PROCEDURE

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

COMPLETION OF ACCESS REQUEST FORM

In order to facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

- The Access Request Form must be completed.
- Proof of identity is required to authenticate the identity of the requester. Therefore in addition to the access form, requestors will be required to supply a copy of their identification document.
- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state "N/A" in response to that question.
- If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
- If there is insufficient space on a printed form, additional information may be provided on an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title

SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form together with a copy of the identity document must be submitted either via conventional mail, e-mail or fax and must be addressed to the contact person as indicated above.

This fee is not applicable to Personal Requesters, referring to any person seeking access to records that contain their personal information.

An initial, request fee of R50.00 is payable on submission.

PAYMENT OF FEES

Payment details can be obtained from the contact person as indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order (no credit card payments are accepted). Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested record.

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees.



If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

ACCESS REQUESTS

SECTION 51(1)(e): ACCESS REQUEST PROCEDURE

NOTIFICATION

Small Medium Enterprise Accounting and Administrative Services CC will within 30 days of receipt of the request decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The 30 day period within which Small Medium Enterprise Accounting and Administrative Services CC has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days, if the request is for a large volume of information, or the request requires a search for information held at another office of Small Medium Enterprise Accounting and Administrative Services CC and the information cannot reasonably be obtained within the original 30 day period. Small Medium Enterprise Accounting and Administrative Services CC will notify the requester in writing should an extension be sought.

CHAPTER 4

GROUND FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- Mandatory protection of the commercial information of a third party, if the record contains:
 - Trade secrets of that party.
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party.
 - Information disclosed in confidence by a third party to Small Medium Enterprise Accounting and Administrative Services CC if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
 - Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
 - Mandatory protection of the safety of individuals and the protection of property.
 - Mandatory protection of records which could be regarded as privileged in legal proceedings.
- The Commercial Activities of Small Medium Enterprise Accounting and Administrative Services CC which may include:
 - Trade secrets of Small Medium Enterprise Accounting and Administrative Services CC
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Small Medium Enterprise Accounting and Administrative Services CC.



FORMS

SECTION 51(1)(e): ACCESS REQUEST FORM

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**(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]**

PARTICULARS OF BODY

1. Requests can be submitted either via conventional mail, e-mail or fax and should be addressed to the relevant contact person as indicated below:

Small Medium Enterprise Accounting and Administrative Services CC.

Contact person: Mrs. Jeanet Human

Postal address: PO Box 11635, Aston Manor. 1630.

Physical address: 39 Oppikruin, Fiskaal Street, Kempton Park.

Phone number: +27 (11) 972 2434

Fax number: +27 (11) 972 2434

E-mail: jeanet@smeaas.co.za

PARTICULARS OF REQUESTER (If Natural Person)

2a

- (a) *Particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address: _____

Postal code: _____

Phone number: () _____

Fax number: () _____

Email address: _____

Capacity in which request is made, when made on behalf of another person:



PARTICULARS OF REQUESTER (If a Legal Entity)

- 2b
- (a) Particulars of the person who requests access to the record must be recorded below.
 - (b) Furnish an address and/or fax number in the Republic to which information must be sent.
 - (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Name of entity: _____

Registration number: _____

Postal address: _____

Postal code: _____

Phone number: () _____

Fax number: () _____

PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

3
This section must ONLY be completed if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number:

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PARTICULARS OF RECORD

- 4
- (a) Provide full particulars of the record to which access are requested, including the reference number if it 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.**

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____



FEES

5

- (a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a non-refundable request fee of R50.00 has been paid.
- (b) 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 the record.
- (c) You will be notified of the required amount to be paid as the access fee.
- (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: _____

FORM OF ACCESS TO RECORD

6a

Form in which record is required

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether 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 the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack (audio cassette) Transcription of soundtrack* (written or printed document)

4. If the record is held on computer or in an electronic or machine-readable form:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

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**



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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record? _____

In the event of disability

6b

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in the form in which the record is required.

Disability: _____ **Form in which record is required:** _____

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

7

*If the space provided is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all additional folios.***

1. **Indicate the right to be exercised or protected:** _____

2. **Explain why the record requested is required for the exercise or protection of the aforementioned right:**

NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

8

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?

9
Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE



YOU MUST:

1. Complete all necessary spaces.
2. Sign the access request form.
3. Sign additional folios completed.

SEND WITH THIS APPLICATION:

1. R50.00 request fee (if not personal requester).
2. Any additional folios completed.
3. Copy of Identity Document

FEES

SECTION 51(1)(e): PRESCRIBED FEES

**(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]**

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE NOT INCLUSIVE OF VALUE-ADDED TAX (VAT)

1		
(a)	For every photocopy of an A4-size page or part thereof	R 1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in a electronic or machine-readable form	R 0.75
(c)	For a copy in a computer-readable form on	
	(i) stiffy disc	R 7.50
	(ii) compact disc	R 70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R 40.00
	(ii) For a copy of visual images	R 60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
	(ii) For a copy of an audio record	R 30.00
(f)	To search for and prepare the record for disclosure - R30.00 for each hour or part thereof reasonably required for such search and preparation .	

**(Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]**

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE NOT INCLUSIVE OF VALUE-ADDED TAX (VAT)

- 2
- (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.

**(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]**

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE NOT INCLUSIVE OF VALUE-ADDED TAX (VAT)

- 3
- The actual postage fee is payable when a copy of a record must be posted to a requester.



ADDITIONAL INFORMATION

SECTION 51(1)(f): ADDITIONAL PRESCRIBED INFORMATION

The Minister of Justice has prescribed no additional information to be contained in this Manual.