BRIDGE HOUSE SCHOOL NPC

MANUAL – PRIVATE BODIES

SECTION 51 OF PROMOTION TO ACCESS OF INFORMATION ACT

A CONTENTS

1. Contact Details
   1.1 Company Information
   1.2 Contact Person

2. How to use the Guide

3. Records available in terms of other legislation

4. Access to Records held by the Body
   4.1 Not Applicable
   4.2 Records that may be requested
   4.3 Request Procedures that must be followed and fees paid

5. Other information as may be prescribed

6. Availability of the Manual
B. PARTICULARS IN TERMS OF SECTION 51 AS PRESCRIBED

1. CONTACT DETAILS

1.1 Company Information

Full Name: BRIDGE HOUSE SCHOOL NPC
Trading Name: BRIDGE HOUSE SCHOOL NPC
Registration Number: 1995/000617/08
Date of Incorporation: 25 January 1995
Main Object – Industry Code: The Company in community, social and personal related services
Trading activity: The Company in community, social and personal related services
Geographical Area: RSA
TAX Reference No: 9000560020
Business Address: Waterval Farm
R45
Franschoek
7690
Western Cape
South Africa
Registered Address: Waterval Farm
R45
Postal Address: Waterval Farm
R45
Franschoek
7690
Western Cape
South Africa

Telephone Number: 021 874 8100
Facsimile: 021 8741260

Email: janchr@bridgehouse.org.za

Employment Detail: The company employs 128 employees

1.2 **Contact Person**

Name: Janis Anne Christian

Position: Director

Postal Address: Waterval Farm
R45
Franschoek
7690
Western Cape
South Africa
1.3 **Information Officer**

Name: Janis Anne Christian  
Position: Director  
Postal Address: Waterval Farm  
R45  
Franschoek  
7690  
Western Cape  
South Africa  

Telephone Number: 021 874 8100  
Facsimile: 021 874 1260  
Email: janchr@bridgehouse.org.za

2. **SECTION 10 GUIDE ON HOW TO USE THE ACT**

The Guide will be available from the South African Human Rights Commission by no later than December 2015. Please direct enquiries 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: +27-11-4840582

Email: fvanrensburg@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Legislation Applicable to this Company:

• Basic Conditions of Employment Act, No 75 of 1997
• Companies Act, No 61 of 1973 and 71 of 2008
• 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 1967
• Occupational Health & Safety Act No 85 of 1993
• Labour Relations Act, No 66 of 1995
• Skills Development Levies Act, No 9 of 1999
• Skills Development Act, No 97 of 1998
• Stamp Duties Act, No 77 of 1968
• Unemployment Contributions Act, No 4 of 2002
• Unemployment Insurance Act, No 63 of 2001

4. **ACCESS TO RECORDS HELD BY THE BODY**

4.1 **Not Applicable**

4.2 **Records that may be requested**

4.2.1 **Human Resources**
- Staff Recruitment Policies
- Staff Records and attendance register
- Minutes – Staff Meetings
- Employment Contracts
- Remuneration Records
- Employment Conditions and Policies
- Employee manual
- Records of Disciplinary Hearings
- Safety Manual

4.2.2 **Financial Department**
- Financial Statements
- Invoices
- Credit notes
- Receipts
- Goods received vouchers
- Asset Register
• Stock Records
• Income Tax Reports and Summaries
• PAYE & SDL Reports and Summaries
• UIF Reports and Summaries
• Compensation Commissioner Report and Summaries
• Regional Services Council Reports
• General Trading Licenses
• Insurance Policies and claims

4.2.3 Company Secretarial Department

• Company Register and prescribed company documentation
• Minutes – Directors Meetings
• Management Meetings
• Software License

4.2.4 Company Operations

• Instruction Manual
• Service/ Product specification Manual
• Client complaints / enquiry records
• Daily Sales Records
• Quality Control Records

4.3 Request Procedures to be followed and fees paid (as prescribed)

Form of Request
• The requester must make use of 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 or electronic email address of the body concerned [s 52(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 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 to provide an explanation of why the request record is required for the exercise or protection of that right [s 53(2) (d)].

• If a request is made on behalf of another person, the requester must 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 the requester is not required to pay a request
fee. Every other requester, who is not a personal requester, must pay the prescribed 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 prescribed form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent 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 MANUAL**
The rules pertaining to Private Bodies refers. The manual is to be made available as follows:

- The South African Human Rights Commission
  Postal Address: Private Bag 2700, Houghton 2041
  Or deliver to: Address: Boundary Road, Ilse of Houghton, Wilds View, Entrance 1, Houghton, Johannesburg

- The Government Printers – the manual will be printed in the Gazette

- The head of a private body will make the manual available for public inspection during office hours and upon request