



RTS AFRICA ENGINEERING PROPRIETARY LIMITED

INFORMATION MANUAL

Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000

1. INTRODUCTION

- 1.1 RTS Africa Engineering Proprietary Limited (“RTS Africa”) is committed to the observance of and compliance with the directives of the Promotion of Access to Information Act 2 Of 2000 (“PAIA”) which gives effect to the right to access to information provided in section 32(1) Constitution. It echoes the key principles of good governance, transparency and accountability. In the pursuit of its objectives, RTS Africa encourages the sharing of information with requesters and members of the public as optimally as is possible. This information manual is drafted to give effect to this right.
- 1.2 The South African Human Rights Commission (SAHRC) keeps a guide on the use of the Act of all information manuals received from public and private bodies, which also indicates where the public can access such information manuals. Any queries relating to this guide should be directed to SAHRC, at:

PAIA (Promotion of Access to Information)
Information and Communications
Private Bag X2700
Houghton
2041
Telephone +27 11 484 8300
Fax (011) 484 1360
E-Mail paia@sahrc.org.za

2. COMPANY DETAILS

Full Name: RTS Africa Engineering Proprietary Limited
Physical Address: 832 Jan Shoba Street, Brooklyn, Pretoria, Gauteng, 0181
Postal Address: Postnet Suite No. 511, Private Bag X04, Menlo Park, Gauteng, 0102
Website: www.rtsafrica.co.za

3. CONTACT DETAILS OF INFORMATION OFFICER

Information Officer Designation	Finance Director
Names	Catherine Louise Scholtz
Email Address	catherine@rtsafrica.co.za
Postal Address	Postnet Suite No. 511, Private Bag X04, Menlo Park, Gauteng, 0102

4. AVAILABILITY OF THE INFORMATION MANUAL

The information manual will be available as prescribed by the Legal Deposit Act 54 of 1997 on RTS Africa’s website www.rtsafrica.co.za or by requesting a copy by email from the Finance Director at catherine@rtsafrica.co.za. Copies of this manual shall also be available from the SAHRC.

5. RECORDS IN THE POSSESSION OF RTS AFRICA

Details of the various subjects on which RTS Africa holds records and the categories of records within these subjects are detailed below. Some of the records are automatically available and no requests form or fees need to be paid for such records. Where fees apply to a request for information, such fees are set out below in paragraph 9.

RTS Africa holds records in accordance with the following pieces of legislation:

- Companies Act 61 of 1973
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Employment Equity Act No 55 of 1998
- Unemployment Insurance Act 63 of 2001
- Basic Condition of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993

Subjects and Categories of Records: RTS Africa keeps records in the categories listed hereunder. However, it should be noted that a request for access to such records will not automatically be granted. All requests for access will be evaluated on its own merits in accordance with the provisions of PAIA.

- Companies Act Records - Not Automatically Available, Request in terms of the PAIA
- Financial Records - Not Automatically Available, Request in terms of the PAIA
- Income Tax Records - Not Automatically Available, Request in terms of the PAIA
- Personnel Documents and Records - Not Automatically Available, Request in terms of the PAIA
- Consultant or Contractual Records - Not Automatically Available, Request in terms of the PAIA
- Information Technology Records - Not Automatically Available, Request in terms of the PAIA
- Media Releases – Freely Available on our Website, www.rtsafrica.co.za

6. PROCESS OF REQUESTING INFORMATION NOT AUTOMATICALLY AVAILABLE

- 6.1 The Access Request Form C must be completed and submitted to RTS Africa with the requested fee.
- 6.2 The completed Access Request Form together with a copy of the identity document must be submitted via either conventional mail, e-mail or fax and must be addressed to the respective Information Officer. The form must:
 - provide information to enable the Information Officer to identify the requester and records requested;
 - provide an explanation why the requested record is required for the exercise or protection of that right; and
 - if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.
 - If it is reasonably suspected that the requestor has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such a requestor.
- 6.3 RTS Africa will process the request within thirty (30) days, thereafter the requestor will be notified in writing whether access is granted or denied.

7. INTERNAL APPEAL PROCEDURE

RTS Africa does not have an Internal Appeal Procedure for requests. The decision made will be final; information requestors may apply for a court order if their request is rejected.

8. UPDATING THE INFORMATION MANUAL

This information manual may be updated annually or at an interval deemed as necessary.

9. PRESCRIBED FEES FOR PRIVATE BODIES

The fees for reproduction of a record as referred to in section 52(3) are as follows:

- a) For every photocopy of an A4 size page or part thereof R1.50
- b) For every printed copy of an A4-size page or part thereof R1.00
- c) For a copy of a compact disc R100.00
- d) For a transcript of visual images of an A4 size page or part thereof R50.00
- e) For a copy of visual images R70.00
- f) For a transcript of an audio record, for an A4-size page or part thereof R50.00
- g) For a copy of an audio record R50.00
- h) The requester is required to pay a prescribed fee of R50.00 before a request for information is attended to.
- i) If the Information Officer is of the opinion that six (6) hours will be exceeded to source, reproduce and/or prepare the information requested, a deposit is payable equal to one-third of an amount of R50.00 for each hour or part thereof, exceeding the six (6) hours.

ANNEXURE A

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)

A. PARTICULARS OF PRIVATE BODY

Name of Private Body: RTS AFRICA ENGINEERING (PTY) LTD

The Information Officer: CATHERINE L. SCHOLTZ

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- (a) The 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: _____

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: _____

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.**

(i) Description of record or relevant part of the record: _____

(ii) Reference number, if available: _____

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

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 hereunder, 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) Your indication as to the required form of access depends 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 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? **A postal fee is payable.** YES NO

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? _____

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

How would you prefer to be informed of the decision regarding your request for access to the record?

By Posted Mail _____

By Email _____

Signed at _____ this _____ day of _____ 20_____.

SIGNATURE OF REQUESTOR or
PERSON ON WHOSE BEHALF THE REQUEST IS MADE

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