



**PROVIDING PROFESSIONAL SERVICES IN:**

**QUANTITY SURVEYORING  
PROJECT MANAGING  
PROCESS ENGINEERING  
CONSTRUCTION DISPUTE  
HEALTH & SAFETY  
ARBITRATION**

**A Guide to**

# **ACCESSING OUR INFORMATION**

**Our Manual in terms of Section 51 of the  
Promotion of Access to Information Act**

## **Preamble**

The Promotion of Access to Information Act No. 2 of 2000, (“the Act”) came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

## **Introduction to this private body**

Bingelela Consulting Professionals are Quantity Surveyors & Project Managers operating in the professional services industry arena.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

**A copy of this manual is also available on our website.**

## Section A – Our details

Full Name : Krisp Trade 24 (Pty) Ltd t/a Bingelela Consulting Professionals

Registration Number : 2002/002904/07

Registered Address : 14 Anglers Rod  
Meerensee  
Richards Bay

Postal Address : P O Box 102278  
Richards Bay  
3901

Telephone Number : +27-35-753-4580

Fax Number : +27-35-753-5590

Head/CEO : J.H.M.J.Richards

Designation Information Officer : J.H.M.J.Richards

Email Address of Information Officer : [jrichards@bingelela.com](mailto:jrichards@bingelela.com)

Website : [www.bingelela.com](http://www.bingelela.com)

Directors : J.H.M.J Richards  
J Croeser

## **Section B – The official guide**

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

**Post:** South African Human Rights Commission  
Promotion of Access to information Act Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

**Telephone:** (011) 484-8300

**Fax:** (011) 484-0582

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**E-mail:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **Section C – Information available in terms of the Act**

### **1. Categories of information**

We hold the following categories of information:

#### **(a) STATUTORY COMPANY INFORMATION**

- (i) The Founding Statement;
- (ii) Any Amending Founding Statement;
- (iii) Proof of registration;
- (iv) Minute Books as well as Resolutions passed at meetings;
- (v) Annual Financial Statements, including annual accounts and the report of the account officer;
- (vi) Accounting records, including supporting schedules to accounting records and ancillary accounting records.

#### **(b) STATUTORY EMPLOYEE RECORDS**

- (i) Employees' names and occupations;
- (ii) Remuneration paid to each employee;
- (iii) Date of birth of each employee;
- (iv) Salary and wages register;
- (v) Employment agreements;
- (vi) Tax returns of employees.

#### **(c) FIXED PROPERTY**

- (i) Title Deeds;
- (ii) Leases;
- (iii) Building Plans;
- (iv) Mortgage Bonds or other encumbrances to fixed property.

#### **(d) TAXATION**

- (i) Copies of all Income Tax Returns and other tax returns and documents.

(e) INSURANCE

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverage, limits and insurers.

(f) INFORMATION TECHNOLOGY

- (i) Hardware;
- (ii) Operating Systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Lines, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery

## **2. Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form. These forms are available from:

- Our information officer (whose contact details are in section A of this manual);
- The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za))
- The Department of Justice and Constitutional Development website([www.doj.gov.za](http://www.doj.gov.za)).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

## **Section D – information available in terms of other legislation**

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Banks Act No. 94 of 1990
- Basic Conditions of Employment Act No. 75 of 1997
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Unemployment Insurance Act No. 63 of 2001

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Income Tax Act No. 58 of 1962
- Value-added Tax Act No. 89 of 1991

## **Section E – Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Newsletters.
2. Other literature intended for public viewing.

(All of this information can be found on our Website: [www.bingelela.com](http://www.bingelela.com))