



Registration Number of Company:

1999/032723/23

NAME OF COMPANY:

AfriBugs CC

MANUAL

in terms of

Section 51 of

the Promotion of Access to Information Act

2/2000

(the "ACT")

P.G.H.

DATE OF COMPILATION: 21/02/2003

DATE OF REVISION: 31/05/2021

A. CONTENTS

1. Introduction
2. Contact details
3. The Act and section 10 Guide on how to use the Act
4. Applicable Legislation
5. Schedule of Records
6. Form of Request
7. Prescribed fees & forms
8. Availability of the manual

P.G. 4.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. INTRODUCTION

AfriBugs CC conducts business as an environmental consultancy. We have specialised in the field of conducting specialist studies of terrestrial invertebrates for Environmental Impact Assessments, but also carry out research projects and house a collection of ant specimens that has been digitised and is made available online via the global ant database, AntWeb (www.antweb.org).

2. COMPANY CONTACT DETAILS

Director / CEO: Mr. PG Hawkes

Postal Address: 341 27th Avenue
Villieria, Pretoria
0186

Street Address: 341 27th Avenue
Villieria, Pretoria
0186

Telephone Number: 012 333 5748

Fax Number: n/a

Email: peter.hawkes@afribugs.com

3. THE ACT & SECTION 10 GUIDE

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 75 of 1997	Basic Conditions of Employment Act
2	No 69 of 1984	Close Corporations Act
3	No. 130 of 1993	Compensation for Occupational Injuries and Diseases Act
4	No 55 of 1998	Employment Equity Act
5	No 95 of 1967	Income Tax Act
6	No 66 of 1995	Labour Relations Act
7	No. 10 of 2004	National Environmental Management : Biodiversity Act
8	No. 57 of 2003	National Environmental Management : Protected Areas Act
9	No. 107 of 1998	National Environmental Management Act
10	No. 85 of 1993	Occupational Health and Safety Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 89 of 1991	Value Added Tax Act

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public information	<ul style="list-style-type: none">• Services offered and pricing• Published database records	Freely available on web site www.afribugs.com and / or www.antweb.org
Financial information	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register	Not freely available; Request in terms of PAIA.
Work outputs	<ul style="list-style-type: none">• Specialist reports• Collecting permits• Specimen records (other than those placed on public databases)	Request in terms of PAIA. Often subject to confidentiality agreements; requests in terms of PAIA may need to be referred to clients or their appointed EAPs*. Request in terms of PAIA. Request in terms of PAIA.

* Most of our work is carried out as sub-consultants appointed by Environmental Assessment Practitioners (EAPs) who in turn have been appointed by the project proponents. Many of our projects are subject to confidentiality agreements and thus we may be legally bound not to disclose aspects of the background information that was provided to us in order to carry out our assessments. To the extent permissible by such agreements we may provide records relating to these projects but may be obliged to refer requests to the client or to the EAP who subcontracted us to carry out a specialist study.

6. 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 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)].

7. PRESCRIBED FEES AND FORMS:

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.
- 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.
- 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.

The fee structure is available on the website of the Department of Justice and Constitutional Development at <https://www.justice.gov.za/paia/PAIA-brochure.pdf> and the South African Human Rights Commission at www.sahrc.org.za.

The prescribed form C is provided as an annexure to this manual and is also available on the website of the Department of Justice and Constitutional Development at https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

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

The manual is available at the offices and on the website (www.afribugs.com) of AfriBugs CC for inspection free of charge.

Signed on 01/06/2021:

A handwritten signature in black ink, appearing to read 'P.G. Hawkes', with a horizontal line drawn underneath the name.

Peter G. Hawkes

ANNEXURE A: PRESCRIBED FORMS

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)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone 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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> 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. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

DATE OF COMPILATION: 21/02/2003

DATE OF REVISION: 31/05/2021

E. Fees

- | | |
|-----|--|
| (a) | A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid. |
| (b) | You will be <i>notified of</i> the amount required to be paid as the request fee. |
| (c) | The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record. |
| (d) | If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption. |

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) 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 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 for 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 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

G Particulars of right to be exercised or protected

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.

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

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?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE