

**IITPSA NPC (Registration Number 1958/001036/08)**

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT (ACT 2 OF 2000)**

**(PRIVATE BODY)**

IITPSA NPC

1958/001036/08

The Institute is a Professional Body for ICT Practitioners, recognised by the South African Qualifications Authority, established to represent and promote the Information and Communications Technology (ICT) professional and ICT professionalism, as well as to elevate ICT capacity in South Africa.

## **Section 51 Manual**

**Last updated: 2024-03-05**

### **INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT**

**Postal Address of head of IITPSA NPC:** P O Box, Halfway House, 1685

**Physical Address of head of IITPSA NPC:** Level 1 West, Gallagher House  
Gallagher Convention Centre  
19 Richards Drive  
Halfway House, Midrand, 1685

**Tel No of head of IITPSA NPC:** +27113151319

### **Persons designated/duly authorised persons:**

Information Officer Mr. M A (Tony) Parry

E-mail address [ceo@iitpsa.org.za](mailto:ceo@iitpsa.org.za)

Deputy Information Officer Mrs. Nashia Rajcoomar

Email address [nashia@iitpsa.org.za](mailto:nashia@iitpsa.org.za)

### **DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)**

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages. The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 33 Hoofd Street, Braampark, Forum 3, Braamfontein (2198) and on its website at [www.sahrc.org.za](http://www.sahrc.org.za)

### **THE LATEST NOTICE IN TERMS OF THE SECTION 52(2) (IF ANY):**

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

## **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)**

Where applicable to its operations, IITPSA also retains records and documents in terms of the legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation, should such interested parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.

### **Protection of Personal Information Act 4 of 2013**

- Income Tax Act, 1962
- Value-Added Tax Act, 1991
- Promotion of Access to Information Act, 2000
- Basic Conditions of Employment Act, 1997
- Compensation for Occupational Injuries and Diseases Act, 1993
- Employment Equity Act, 1998
- Labour Relations Act, 1995
- Occupational Health and Safety Act, 1993
- Skills Development Levies Act, 1999
- Unemployment Insurance Act, 2001
- Companies Act, 1973
- Consumer Protection Act, 2008

## **SUBJECTS AND CATEGORIES OF RECORDS HELD BY IITPSA NPC : SECTION 51(1)(e)**

### **COMPANIES ACT RECORDS**

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditors/ secretary/public officer and other officers

### **FINANCIAL RECORDS**

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Bank Statements
- Paid Cheques
- Asset Register
- Rental Agreement
- Invoices

## **INCOME TAX RECORDS**

- PAYE Record
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- VAT
- Skills Development Levies
- UIF
- Workmen's Comprehension

## **PERSONAL DOCUMENTS AND RECORDS**

- Employment contracts
- Disciplinary records
- Salary records
- SETA records
- Leave records
- Training records
- Training Manuals

## **HOW TO MAKE REQUEST FOR ACCESS [SECTION 51(e)]**

- The requester must complete Form 2, available at <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf> and submit this form together with a request fee, to the head of private body.
- The form must be submitted to the head of the private body at this/ her address fax, number, or electronic mail address.
- The form must:
  - Provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
  - Indicate which form of access is required,
  - specify a postal address or fax number of the requester in the Republic,
  - identify the right that the requester is seeking to exercise or protect,
  - and provide an explanation of why the requested record is required for the requested record is required for the exercise or protection of that right,
  - If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, if the request is made on behalf of another person, so submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

#### **PRESCRIBED FEES [SECTION 54]**

- A requestor is required to pay a prescribed fee (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposits shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with the court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
  - The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at <https://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>  
or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

**Duly authorised by Head of Organisation**

  
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