



Registration Number of Company: 2004/028453/07

Benchmarking and Manufacturing Analysts SA (Pty) Ltd

Promotion of Access to Information (PAIA)

MANUAL

**Compiled in Compliance with Section 14 of the PAIA Act
(Act 2 of 2000)**

INDEX

- 1.** Company Introduction
- 2.** Contact Details
- 3.** The ACT and Section 10 Guide
- 4.** Applicable Legislation
- 5.** Schedule of Records
- 6.** Form of Request
- 7.** Prescribed Fees

1. COMPANY INTRODUCTION

Benchmarking and Manufacturing Analysts SA (Pty) Ltd provides competitiveness benchmarking and upgrading, cluster facilitation, project management and facilitation, and policy and strategy research services to the private sector, local government, provincial government, national government and NGOs.

2. CONTACT DETAILS

Authorised Person: Terry Govender

Managing Director: Douglas Scott Comrie

Postal Address: Postnet Suite 10139, Private bag X7005
Hillcrest, 3650

Street Address: The House, Bellevue Campus
5 Bellevue Road
Kloof, 3610

Telephone Number: +27 (31) 764 6100

Fax Number: +27 (86) 607 4510

Email: legal@bmanalysts.com

Website: www.bmanalysts.com

3. THE ACT (Section 51(1) (b))

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

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978

- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act no 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Protection of Businesses Act 99 of 1978
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Stamp Duties Act 77 of 1968
- The National Credit Act 34 of 2005
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

5. Schedule of Records

Availability of all records: Request in terms of PAIA

- Sales and Marketing
- Basic contact information
- Internal Phone lists
- Policies
- Administrative information

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
- (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.