



SOUTH AFRICAN METAL FINISHING ASSOCIATION
Non Profit Organisation. Registration Number: 081-225-NPO

ACCESS TO INFORMATION MANUAL

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

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from the South African Metal Finishing Association [SAMFA] NPO Reg: 081-225-NPO

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact Ms F. A. van der Spuy.

In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

(a) **the access fee** (if any) to be paid upon access;

(b) the form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must—

(a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) exclude, from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used in this document

- Terms defined in the act shall have the meaning set out therein;
- Reference to sections shall be a reference to sections in the Act

ACRONYMS

- SAMFA is the acronym for the South African Metal Finishing Association



4. Background of the South African Metal Finishing Association.

In March 2005 the metal finishing associations of KwaZulu Natal, Western Cape and Gauteng joined forces to form the South African Metal Finishing Association. (SAMFA) This alliance today represents a significant proportion of the metal finishing industry in the country and membership includes electroplaters, powder coaters, anodisers and

suppliers to the trade. The association was born out of need clearly highlighted during 2000 when Danish funding and expertise was first made available to the industry to execute resource conservation and environmentally friendly technologies.

Currently SAMFA provides technical support for its members, acts as a link between metros, municipalities, government departments and members of the metal finishing industry to assist with compliance issues and the like.

The association provides training programmes related to environmental improvement as well as the promotion of best practice in the metal finishing industry.

Finally, the association provides a platform for suppliers of plant and technology to access end-users in the industry who benefit from being kept abreast of modern developments.

5. Organisation Details

Name: South African Metal Finishing Association

NPO Registration: 081-225-NPO

Physical Address: 22 Constantia View, 8 Fowes Road, Wynberg, Cape. 7800

Postal Address: PostNet Suite 39, Private Bag X3, Plumstead. 7801

Principal Contact: Mrs. F. A van der Spuy

Tel: 021 761 8537 **Fax:** 086 620 5145

Email: headoffice@samfa.org.za

Website: www.samfa.org.za

6. Details of the information officer

Ms. F. A van der Spuy

Tel: 021 761 8537

Email: headoffice@samfa.org.za

7. Section 51(1) (c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge



The SAMFA constitution is freely available on request to head office, or it may be downloaded from the website at www.samfa.org.za. There is no charge.

Comprehensive information relating to the activities of the association (past and present) is available on the website and may be copied or downloaded free of charge.

8. Section 51(1) (d)

Records available in terms of any other legislation.

- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Electronic Communications and Transactions Act 25 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Non-profit Organisations Act 71 of 1997.
- Occupational Health and Safety Act 85 of 1993
- The Fund-Raising Act 107 of 1978
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

9. Section 51(1) (e)

Subjects on which SAMFA holds record, and categories of records held on each subject. These include:

Accounting records [Management Accounts – Annual Financial Statements]

Banking Details

Insurance Policies [moveable property]

Contracts

Information Technology [Register of hardware and software owned]

Intellectual Property [Trademark Registration Documents]

Personnel Records

Sales and Marketing [Documentation for Advertising and Promotions]

Statutory Company records

Member Database

Database of metal finishers and allied/interested companies

Details of Regional Executives

Minutes of Meetings



Administrative information

10. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information

10.2 Availability of the Manual

10.2.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (*where is it available*). Copies of the manual may be downloaded free of charge from our website at www.samfa.org.za

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

10.3 Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

10.3.1 A fee will be required by the information officer before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The information officer may withhold a record until the requester has paid the applicable fees



10.4 Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za



Signed: F A van der Spuy (Ms)

ANNEXURE 1

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]

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 to whom the request is being made:

The Information Officer
South African Metal Finishing Association
PostNet Suite 39
Private Bag X3
Plumstead
7801

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. |
| (b) | 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 *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.

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 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) You will be *notified* of the amount required to be paid as the request fee.
- (c) 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.
- (d) If you qualify for exemption *of* the payment *of* 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: record is required:	Form in which	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		
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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		transcription of soundtrack*
	audio cassette		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