

## SECTION 51 MANUAL FOR:



**Master Maths (Pty) Ltd.**  
1993/007285/07

### CONTENTS

1. Contact details
2. The section 10 Guide on how to use the Act
3. Records available in terms of any other legislation
4. Access to the records held by the private body in question
  - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)
  - ii. Records that may be requested
  - iii. The request procedures
5. Other information as may be prescribed
6. Availability of the manual

## **PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **1. Contact details:**

**Head of this private body:** Johan Welgens (Managing Director)

**Address:** 16 Stellendal Road, Somerset West, 7130

**Postal Address:** PO Box 573, Somerset West, 7129

**Telephone Number:** 021 851 5660

**Fax Number:** 021 851 5300

**Email address:** info@mastermaths.co.za

### **2. The section 10 Guide on how to use the Act**

The Guide is available from the South African Human Rights Commission. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

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

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

### **3. Records available in terms of any other legislation:**

Basic Conditions of Employment Act No. 75 of 1997

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993

Copyright Act No. 98 of 1978

Employment Equity Act No. 55 of 1998

Income Tax Act No. 95 of 1967

Intellectual Property Laws Amendments Act No. 38 of 1997

Labour Relations Act No. 66 of 1995

Occupational Health & Safety Act No. 85 of 1993

Skills Development Levies Act No. 9 of 1999

Trade Marks Act No. 194 of 1993

Unemployment Contributions Act No. 4 of 2002

Value Added Tax Act No. 89 of 1991

### **4. Access to the records held by the private body in question:**

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2):**

None.

**ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed:**

Accounting Records:

- Customer and Supplier records (Debtors and Creditors)
- Financial Statements
- Audited Financial Statements
- Statutory Returns (EMP 201, 501, VAT 201 and Income Tax returns)

Franchisee Records:

- Business Plans
- Franchise Agreements
- Records of Franchise visits
- Financial records of Franchisees

Legal Records:

- Trade Mark registrations
- Lease Agreements (Premises and Equipment)

Licensee Records:

- License Agreements

Staff Records:

- Employment contracts
- Payslips
- Statutory returns (IRP5's/IT3(A)'s)
- Disciplinary actions
- Performance evaluations

**iii. The request procedures:**

**Form of request:**

- The requester must use the prescribed method 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.
- The requester must provide sufficient detail on the request 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.

- 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.
- 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.

**Fees:**

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.

**5. Other information as may be prescribed:**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**6. Availability of the manual:**

The manual is available at the SAHRC, the website of the private body ([www.mastermaths.co.za](http://www.mastermaths.co.za)) as well as the offices of the private body. The manual may be viewed on the website or at the offices of the private body, free of charge.