



SINE-WAVE PRODUCTIONS CC.

ACCESS OF INFORMATION MANUAL

In terms of Section 51 of the
Promotion of Access to Information Act

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A. PREAMBLE

The Promotion of Access to Information Act was promulgated in March 2001. The Act was put in place in order to actively promote a society in which the people of South Africa have effective access to information, which enables them to more fully exercise and protect their rights. The promulgation of the Act was also designed to foster a culture of transparency and accountability in Public and Private Bodies, as defined. This Manual has been prepared in accordance with Section 51 of The Promotion of Access to Information Act, No. 2 of 2000.

B. INTRODUCTION TO **SINE-WAVE PRODUCTIONS CC.**

Business Registration No: 2004/051367/23

SINE-WAVE PRODUCTIONS CC. is a sound production company that specializes in live music.

Our services include sound & visual retail & installation, events management, mobile disco's, DJ hire, photography sound editing, sound recording, basic backtracks and voice overs.

- School functions (Langenhoven HS socials, Mr. & Miss. Langenhoven 2002-2003, Revue 2002, Song fest 2003)
- Weddings
- Corporate functions (The Citizen Food Expo, The Citizen Motorbike Expo, V.M.M.R year end function)
- Club DJ (Coolrunnigs Hatfield, Coolrunning Centurion, Coolrunnings Melville, Times 4 Hatfield, Tequila Sunrise Hatfield, Liquid Limbo Hatfield, Aand Klas Hatfield)
- Event DJ (Sonic Siënce, House Party, Usual Suspects)

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be show the correct procedure to follow should you require access to any of this information.

A copy of this manual is also available on our website

<http://www.sine-wave.co.za>

C. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. CONTACT DETAILS {SECTION 51(1)(A)}

Information Officer:

Hugo Janse Van Rensburg

Postal Address:

P.O. Box 23260

Gezina

Tshwane

South Africa

0031

Street Address:

404 Myburgh Street

Capital Park

Tshwane

South Africa

0084

Telephone Number:

+27 12 329 4999

Cell Phone Number:

+27 (0)83 341 1770

Fax Number:

+27 12 329 4999

E-Mail Address:

hugo@sine-wave.co.za

2. THE SECTION 10 GUIDE ON HOW TO USE THE ACT {SECTION 51(1)(B)}

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
E-Mail: PAIA@sahrc.org.za

3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION {SECTION 51(1)(D)}

- Closed Corporations Act No. 69 of 1984
- Companies Act No. 61 of 1973
- Employment Equity Act No. 55 of 1998
- Finance Act No. 35 of 2000
- Financial Services Board Act. No. 97 of 1960
- Value Added Tax Act No. 89 of 1991

4. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION {SECTIONS 51(1)(C) & 51(1)(E)}

4.1. Automatic availability of certain records held by **SINE-WAVE PRODUCTIONS CC.** {Section 51(1)(C)}

The Minister of Justice is entitled to publish a list of records submitted by New Breed Technologies to which the public may have access without formally applying for access to such records.

The list of records that are freely available and which need not be requested in terms of this Act are:

- Annual Report
- Booklets
- Advertisements
- Reports

4.2. Records that may be requested. {Section 51(1)(E)}

A description of the subjects of the records held by the body and the categories in which these subjects are classed.

4.2.1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- Share Register and other statutory registers

4.2.2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic banking records
- Asset Register
- Rental agreements
- Invoices

4.2.3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
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4.2.4. PERSONNEL DOCUMENTS AND RECORDS

- Employments contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- Disciplinary code
- Leave records
- Training Manuals
- SAMRO Contract & Records

5. OTHER INFORMATION AS MAY BE PRESCRIBED {SECTION} 51(1)(F)}

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

6. AVAILABILITY OF THE MANUAL {SECTION 51(3)}

This manual has been made available to the Human Rights Commission. In accordance with paragraph 9(1) of the Regulations promulgated in terms of the Act and is published on the website of **SINE-WAVE PRODUCTIONS CC.** www.sine-wave.co.za

7. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – {Section 51(E)}

7.1. FORM OF REQUEST

- The requester must complete the “Request for Access of Information” form and submit it together with the request fee to the information officer of **SINE-WAVE PRODUCTIONS CC.**
- The form must be submitted to the information officer of **SINE-WAVE PRODUCTIONS CC.** at our address, fax number, or electronic mail address.
- The form must:
 - provide sufficient particulars to enable the information officer of **SINE-WAVE PRODUCTIONS CC.** 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 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, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the information officer of **SINE-WAVE PRODUCTIONS CC.**

7.2. 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 information officer of **SINE-WAVE PRODUCTIONS CC.** must notify the requester (other than a personal requester) by notice, requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to **SINE-WAVE PRODUCTIONS CC.** is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the information officer of **SINE-WAVE PRODUCTIONS CC.** 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.

7.3. REQUEST FOR ACCESS OF INFORMATION OF **SINE-WAVE PRODUCTIONS CC.** FORM



**REQUEST FOR
ACCESS OF INFORMATION
of
SINE-WAVE PRODUCTIONS CC.**

In terms of Section 51 of the
Promotion of Access to Information Act

As Prescribed by the
South African Human Rights Commission

Requester

Name: _____
Organization: _____
Capacity in Organization: _____
Postal Address: _____
Physical Address: _____
Telephone Number: _____
Fax Number: _____

Records Requested

Which form of access is required:

Specify a postal address or fax number of the requester in the Republic to where the requested records would be dispatched:

Identify the right that you the requester is seeking to exercise or protect, and provide an explanation of why 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, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body:

Send request to:

Information officer: Hugo Janse Van Rensburg
Postal Address: P.O Box 23260, Gezina, 0031
Fax Number: (012) 329 4999
E-Mail Address: *hugo@sine-wave.co.za*

Signed by REQUESTER

Date of Request

