

**Helchar Accounting Services**

**ACCESS OF INFORMATION  
MANUAL**

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

September 2014

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# 1. Introduction

*Helchar Accounting Services is an accounting and tax firm that caters to individuals, small and medium sized companies. We also provide customised services to meet specific needs.*

# 2. Contact Details

Information Officer:  
*Helen Charalambous*

Postal Address:  
*P.O. Box 3300  
Dalview  
1544*

Street Address:  
*Unit 3, Noble Office Park  
56 van der Walt Street  
Dalview  
Brakpan  
1541*

Telephone Number:  
*011 740 6216*

Fax Number:  
*011 740 6217*



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Information Officer

### **3. The Act**

3.1 *The Act grants a requestor access to records of the Company, 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 fees are dealt with in paragraphs 6 and 7.*

3.3 *Requesters are referred to the Guide to be 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 South African Human Rights Commission. Please direct any queries to:*

*The South African Human Rights Commission: PAIA Unit*

*Postal Address: Private Bag 2700, Houghton, 2041*

*Telephone: +27 11 484 8300*

*Fax: +27 11 484 0582*

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

## 4. Applicable Legislation

<i>Basic Conditions of Employment Act</i>	<i>No. 75 of 1997</i>
<i>Closed Corporations Act</i>	<i>No. 69 of 1984</i>
<i>Companies Act</i>	<i>No. 71 of 2008</i>
<i>Copyright Act</i>	<i>No. 98 of 1978</i>
<i>Electronic Communications &amp; Transactions Act</i>	<i>No. 25 of 2000</i>
<i>Employment Equity Act</i>	<i>No. 61 of 1973</i>
<i>Income Tax Act</i>	<i>No. 95 of 1967</i>
<i>Labour Relations Act</i>	<i>No. 66 of 1995</i>
<i>Occupational Health &amp; Safety Act</i>	<i>No. 85 of 1993</i>
<i>Promotion of Access to Information Act</i>	<i>No. 2 of 2000</i>
<i>Unemployment Contributions</i>	<i>No. 4 of 2002</i>
<i>Value Added Tax</i>	<i>No. 89 of 1991</i>

## 5. Access to Records and Availability

<i>Public Affairs</i>	<ul style="list-style-type: none"> <li>▪ <i>Newsletters</i></li> <li>▪ <i>Pamphlets</i></li> <li>▪ <i>Brochures</i></li> <li>▪ <i>Media Releases</i></li> </ul>	<i>Freely available</i> <i>Freely available</i> <i>Freely available</i> <i>Freely available</i>
<i>Financial</i>	<ul style="list-style-type: none"> <li>▪ <i>Financial Statements</i></li> <li>▪ <i>Financial &amp; Tax Records (Company &amp; Employees)</i></li> <li>▪ <i>Asset Register</i></li> <li>▪ <i>Management Accounts</i></li> </ul>	<i>Not required to disclose</i> <i>Not required to disclose</i>  <i>Not available</i> <i>Not available</i>
<i>Marketing</i>	<ul style="list-style-type: none"> <li>▪ <i>Market Information</i></li> <li>▪ <i>Customer Database</i></li> </ul>	<i>Freely available</i> <i>Not available</i>

## 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](http://www.sahrc.org.za), or the website of the Department of Justice and Constitutional Development (under regulations) at [www.doj.org.za](http://www.doj.org.za)*

6.2 *Address your request to the Company Secretary*

6.3 *Provide sufficient details to enable the Company to identify:*

6.3.1 *The record(s) requested;*

6.3.2 *The requestor. If an agent is lodging the request, proof of capacity;*

6.3.3 *The form of access required;*

6.3.4 *The postal address or fax number in the Republic of the requestor;*

6.3.5 *If the requestor wishes to be informed of the decision in any manner, in addition to written, the manner and particulars thereof;*

6.3.6 *The right which the requestor 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 fee (R50.00) before a request will be processed;*

*7.2 If the preparation of the record requested required 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](http://www.sahrc.org.za), or the website of the Department of Justice and Constitutional Development (under regulations) at [www.doj.org.za](http://www.doj.org.za)*

## **8. Availability of the Manual**

*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.*