

REGISTRATION NUMBER: 1998/003225/23

Manual - Promotion of Access to Information Act 2 of 2000

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## INTRODUCTION

The Promotion of Access to Information Act No 2 of 2000 was enacted to give effect to the constitutional right of access to any information that another person holds and that is required for the exercise or protection of any rights as well as to provide for matters connected therewith.

This manual is to assist potential requesters as to the procedure to be followed when requesting access to information from Prisma Accountants CC in terms of the Act.

This manual may be amended from time to time and any new versions of the manual will be made public.

## CONTACT INFORMATION

|                   |                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------|
| Head:             | Gerhard Labuschagne                                                                         |
| Postal address:   | PO Box 16<br>Magalieskruin<br>Pretoria<br>0150                                              |
| Physical address: | Shop 8 Kruin Sakesentrum<br>406 Braam Pretorius Street<br>Magalieskruin<br>Pretoria<br>0150 |
| Telephone:        | (012) 567-5502                                                                              |
| E-mail address:   | <a href="mailto:service@prispek.co.za">service@prispek.co.za</a>                            |

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## SECTION 10: GAUDE ON THE ACT – SOUTH AFRICAN HUMAN RIGHTS COMMISSION

In terms of section 10 of the Promotion of Access to Information Act 2 of 2000, the Human Rights Commission has compiled a guide on the use of this Act. It is available from the Human Rights Commission at any of the following offices:

Johannesburg: Private Bag X2700, Houghton, 2041  
Tel: 011 877 3600  
Fax: 011 403 0668

## RECORDS HELD BY PRISMA ACCOUNTANTS CC

### CLASSIFICATION KEY

|   |                      |                                                            |
|---|----------------------|------------------------------------------------------------|
| 1 | May be disclosed     | Document for public access                                 |
| 2 | Limited disclosure   | Personal information: Permission required from third party |
| 3 | May not be disclosed | Would breach a duty owed to a third party                  |
| 4 | May not be disclosed | Unreasonable disclosure of personal information            |
| 5 | May not be disclosed | Legally privileged document                                |
| 6 | May not be disclosed | Commercial information of the company                      |

## RECORDS OF PRISMA ACCOUNTANTS CC

|                     |                                               |     |
|---------------------|-----------------------------------------------|-----|
| General Information | Product/ Service Information                  | 1   |
|                     | News & Publications (if any)                  | 1   |
|                     | Owner & Management Structure                  | 1   |
|                     | Group & Company Structure (N/A)               | N/A |
|                     | Promotion of Access to Information Act Manual | 1   |
|                     | Related parties                               | 3,6 |
| Human Resources     | Staff records                                 | 2,4 |
|                     | Employment Contracts                          | 2,4 |
|                     | Payment structures                            | 6   |
| Financial Records   | Tax records (Company & Employee)              | 6   |
|                     | Financial Statements                          | 6   |
|                     | Management Accounts                           | 6   |
|                     | Asset register                                | 6   |

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|                     |                               |     |
|---------------------|-------------------------------|-----|
| Legal Records       | Statutory Records             | 1,5 |
|                     | Agreements                    | 6   |
|                     | Contracts                     | 5,6 |
| Operational Records | Income Records                | 6   |
|                     | Customer / Subscriber Records | 3,6 |
|                     | Supplier Records              | 1   |
|                     | Stock records (N/A)           | N/A |

**ACCESS TO RECORDS HELD BY PRISMA ACCOUNTANTS CC**

To facilitate the processing of a request, the requester must:-

- Use the prescribed form attached to this manual;
- Address the request to the head supplied within this manual, and e-mail the request form as per the provided details;
- Provide sufficient particulars to enable the head of the organization to identify
  - the record/s requested;
  - the requester;
- Indicate which form of access is required;
- Specify a postal address or e-mail address of the requester;
- Identify the right 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 the requester, in addition to a written reply, wishes to be informed of the decision on the request in any other manner, state that manner and the necessary particulars to be so informed;
- If the request is made on behalf of a person, submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the organization.

**PRESCRIBED FEES**

|                                                                          |                                              |          |
|--------------------------------------------------------------------------|----------------------------------------------|----------|
| The fee for a copy of the manual for every photocopy of an A 4 size page |                                              | R 2.00   |
| Fee for reproduction                                                     | Photocopy of A4 size page or part thereof    | R 2.00   |
|                                                                          | Printed copy of A4 size page or part thereof | R 2.00   |
|                                                                          | For a copy in PC format – E-mailed file      | R 100.00 |
|                                                                          |                                              |          |
| Access fees payable                                                      | Photocopy of A4 size page or part thereof    | R 2.00   |
|                                                                          | Printed copy of A4 size page or part thereof | R 2.00   |
|                                                                          | For a copy in PC format - E-mailed file      | R 100.00 |

Fees are payable with the lodgment of the request form.

The actual postage is payable when a copy of a record must be posted to a requester

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#### AVAILABILITY OF THE MANUAL

- This manual is available for inspection at the offices of Prisma Accountants CC free of charge;
- Copies of the manual may be obtained by request at the prescribed fees from Prisma Accountants CC:

*GERHARD LABUSCHAGNE*

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Gerhard Labuschagne  
Member Prisma Accountants

2025/09/01

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Date Reviewed

# FORM 2

## REQUEST FOR ACCESS TO RECORD

[Regulation 7]

**NOTE:**

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

**TO:** The Information Officer

|  |
|--|
|  |
|  |
|  |
|  |

(Address)

E-mail address: 

|  |
|--|
|  |
|--|

Fax number: 

|  |
|--|
|  |
|--|

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

| PERSONAL INFORMATION                                                         |           |  |                                                         |  |
|------------------------------------------------------------------------------|-----------|--|---------------------------------------------------------|--|
| Full Names                                                                   |           |  |                                                         |  |
| Identity Number                                                              |           |  |                                                         |  |
| Capacity in which request is made<br>(when made on behalf of another person) |           |  |                                                         |  |
| Postal Address                                                               |           |  |                                                         |  |
| Street Address                                                               |           |  |                                                         |  |
| E-mail Address                                                               |           |  |                                                         |  |
| Contact Numbers                                                              | Tel. (B): |  | Facsimile: <table border="1"><tr><td></td></tr></table> |  |
|                                                                              |           |  |                                                         |  |
| Cellular:                                                                    |           |  |                                                         |  |
| Full names of person on whose behalf request is made (if applicable):        |           |  |                                                         |  |
| Identity Number                                                              |           |  |                                                         |  |
| Postal Address                                                               |           |  |                                                         |  |

|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|-----------|
| Street Address                                                                                                                                                                                                                                                                                                                                                                         |          |  |           |
| E-mail Address                                                                                                                                                                                                                                                                                                                                                                         |          |  |           |
| Contact Numbers                                                                                                                                                                                                                                                                                                                                                                        | Tel. (B) |  | Facsimile |
|                                                                                                                                                                                                                                                                                                                                                                                        | Cellular |  |           |
| <p align="center"><b>PARTICULARS OF RECORD REQUESTED</b></p> <p><i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p> |          |  |           |
| Description of record or relevant part of the record:                                                                                                                                                                                                                                                                                                                                  |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
| Reference number, if available                                                                                                                                                                                                                                                                                                                                                         |          |  |           |
| Any further particulars of record                                                                                                                                                                                                                                                                                                                                                      |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
|                                                                                                                                                                                                                                                                                                                                                                                        |          |  |           |
| <p align="center"><b>TYPE OF RECORD</b><br/>(Mark the applicable box with an "X")</p>                                                                                                                                                                                                                                                                                                  |          |  |           |
| Record is in written or printed form                                                                                                                                                                                                                                                                                                                                                   |          |  |           |
| Record comprises virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )                                                                                                                                                                                                                                               |          |  |           |
| Record consists of recorded words or information which can be reproduced in sound                                                                                                                                                                                                                                                                                                      |          |  |           |
| Record is held on a computer or in an electronic, or machine-readable form                                                                                                                                                                                                                                                                                                             |          |  |           |

| <b>FORM OF ACCESS</b><br><i>(Mark the applicable box with an "X")</i>                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i> |  |
| Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>            |  |
| Transcription of soundtrack <i>(written or printed document)</i>                                                                                                     |  |
| Copy of record on flash drive <i>(including virtual images and soundtracks)</i>                                                                                      |  |
| Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>                                                                               |  |
| Copy of record saved on cloud storage server                                                                                                                         |  |

| <b>MANNER OF ACCESS</b><br><i>(Mark the applicable box with an "X")</i>                                                                                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i> |  |
| Postal services to postal address                                                                                                                                                                                                                     |  |
| Postal services to street address                                                                                                                                                                                                                     |  |
| Courier service to street address                                                                                                                                                                                                                     |  |
| Facsimile of information in written or printed format <i>(including transcriptions)</i>                                                                                                                                                               |  |
| E-mail of information <i>(including soundtracks if possible)</i>                                                                                                                                                                                      |  |
| Cloud share/file transfer                                                                                                                                                                                                                             |  |
| Preferred language<br><i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>                                                                            |  |

| <b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b><br><i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i> |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Indicate which right is to be exercised or protected                                                                                                                                                                     |  |
|                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                          |  |

|                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------|--|
| Explain why the record requested is required for the exercise or protection of the aforementioned right: |  |
|                                                                                                          |  |
|                                                                                                          |  |

| FEES   |                                                                                                                                                             |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)     | A request fee must be paid before the request will be considered.                                                                                           |
| b)     | You will be notified of the amount of the access fee to be paid.                                                                                            |
| 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 |                                                                                                                                                             |
|        |                                                                                                                                                             |
|        |                                                                                                                                                             |

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

| Postal address | Facsimile | Electronic communication<br>(Please specify) |
|----------------|-----------|----------------------------------------------|
|                |           |                                              |

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Requester / person on whose behalf request is made

-----  
**FOR OFFICIAL USE**

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| Reference number:                                                             |  |
| Request received by:<br>(State Rank, Name And Surname of Information Officer) |  |
| Date received:                                                                |  |
| Access fees:                                                                  |  |
| Deposit (if any):                                                             |  |

\_\_\_\_\_  
Signature of Information Officer