

## PAIA

ST FRANCIS MARINE CC

CK 1994/023553/23

### **PROMOTION OF ACCESS TO INFORMATION ACT MANUAL OF A CLOSE CORPORATION BODY**

This manual has been prepared and made available in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000) ("The Act")

St Francis Marine cc is a close corporation company that conducts business as a manufacturer of catamaran boats.

#### **Contact Details**

Michael M Beckley, CFO of St Francis Marine, is the head of St Francis Marine in relation to matters associated with the Act, and requests for access to information in terms of the Act must be made to him:

Postal address: PO Box 16, St Francis Bay, 6312

Physical address: Farm Annex Vischgat, R330, St Francis Bay, 6312

Telephone: +27 42 294 0181

E-Mail: [admin@stfranciscatamarans.com](mailto:admin@stfranciscatamarans.com)

Website: <http://www.stfranciscatamarans.com>

#### **The Guide**

The Act grants a requester access to records of a private body, 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.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been 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 SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

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

## Records

Records available in terms of legislation [Section 51(1) (d)]

The following records are available in terms of the following legislation, if and where applicable, other than the Act:

- Basic conditions of employment Act (No. 75 of 1997)
- Closed Corporations Act (No. 69 of 1984)
- Electronic Communications and Transactions Act (No. 25 of 2002)
- Income Tax Act (No. 58 of 1962)
- Copyright Act (No. 61 of 1978)
- Value added Tax Act (No. 89 of 1991)
- Promotion of Access of Information Act (No. 2 of 2000)
- Unemployment Insurance Act (No. 30 of 1996)

## Information held

St Francis Marine holds information relating to the following subjects:

- Employment records
- Financial records
- Information Technology records
- Insurance Documents
- Internal Policies and Procedures
- Relevant agreements, such as leases and credit agreements
- Records in respect of customers
- Records in respect of manufactured boats

## Form of Request

To facilitate the processing of your request, kindly:

- 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).
- 2) Address your request to the CFO.
- 3) Provide sufficient details to enable the COMPANY to identify:
  - a. The record(s) requested;
  - b. The requester (and if an agent is lodging the request, proof of capacity);
  - c. The form of access required;
  - d. (i) The postal address or fax number of the requester in the Republic;  
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - e. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

### Prescribed Fees

The prescribed fee's are as per Section 51 (1) (f) and can be downloaded from the SAHRC website at [www.sahrc.org.za](http://www.sahrc.org.za).

The following applies to requests (other than personal requests):

- 1) A requestor is required to pay the prescribed fees before a request will be processed;
- 2) If the preparation of the record requested requires 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);
- 3) A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 4) Records may be withheld until the fees have been paid.

### Availability of this Manual

This Manual is available on our website <http://www.stfranciscatamarans.com>, at our offices and from the South African Human Rights Commission. If you require a copy of the Manual, it will be provided at the prescribed fee. The Manual will be updated from time to time, as and when it becomes necessary to do so.

*End of the Manual for St Francis Marine as a Close Corporation body, for the Promotion of Access to Information Act (PAIA).*