

NUVISION ELECTRONICS CC

SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT

CONTENTS

A. Introduction

B. Particulars in terms of section 51 of the Promotion of Access to Information Act

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. Information readily available, if applicable
 - ii. Records that may be requested
 - iii. The request procedures
5. Other information as may be prescribed
6. Availability of the manual

A. INTRODUCTION
Main Business

DISTRIBUTION OF ELECTRONIC COMPONENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: ROBERT GORDON MCMASTER

Postal address:
P.O. BOX 16628
ATLASVILLE
1465

Street Address:
4 AMARELLA STREET
ALPHEN PARK
BENONI
1501

Telephone number: 011 894 8214
Fax number: 011 894 5387
Email: rmcmaster@nuvisionelec.co.za

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

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. 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

1. Administration of Estates Act, No. 66 of 1965
2. Arbitration Act No. 42 of 1965
3. Attorneys Act
4. Basic Conditions of Employment No. 75 of 1997
5. Close Corporations Act No. 69 of 1984
6. Companies Act No. 61 of 1973
7. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
8. Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
9. Copyright Act No. 98 of 1978
10. Credit Agreements Act No. 75 of 1980
11. Currency and Exchanges Act No. 9 of 1933
12. Debtor Collectors Act No. 114 of 1998
13. Employment Equity Act No. 55 of 1998
14. Finance Act No. 35 of 2000
15. Financial Services Board Act No. 97 of 1990
16. Financial Relations Act No. 65 of 1976
17. Harmful Business Practices Act No. 23 of 1999
18. Income Tax Act No. 95 of 1967
19. Insolvency Act No. 24 of 1936
20. Insurance Act No 27 of 1943
21. Intellectual Property Laws Amendments Act No. 38 of 1997
22. Labour Relations Act No. 66 of 1995
23. Long Term Insurance Act No. 52 of 1998
24. Medical Schemes Act No. 131 of 1998
25. Occupational Health & Safety Act No. 85 of 1993
26. Pension Funds Act No. 24 of 1956
27. Post Office Act No. 44 of 1958
28. Public Accountants ' and Auditors' Act
29. Regional Services Councils Act No. 109 of 1985
30. SA Reserve Bank Act No. 90 of 1989
31. Short Term Insurance Act No. 53 of 1998
32. Skills Development Levies Act No. 9 of 1999
33. Skills Development Act No. 97 of 1998
34. Stamp Duties Act No. 77 of 1968
35. Stock Exchange Control Act No. 1 of 1985
36. Tax on Retirement Funds Act No. 38 of 1996
37. Trade Marks Act No. 194 of 1993
38. Unemployment Contributions Act No. 4 of 2002
39. Unemployment Insurance Act No. 63 of 2001
40. Usury Act No 73 of 1968
41. Value Added Tax Act No. 89 of 1991

4. Access to the records held by NUVISION ELECTRONICS CC

i. Information readily available

Not Applicable

ii. Records that may be requested:

No Documents may be requested

iii. The request procedures:

Form of request:

- The requester must use the prescribed form 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 form 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 also available for inspection during office hours at the offices of NUVISION ELECTRONICS CC free of charge. Copies are available from the SAHRC.