



MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT OF 2000

Compiled June 2014

This manual is published in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 ("the Act").

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

CONTENTS

1. INTRODUCTION TO CORRUPTION WATCH 2

2. CONTACT DETAILS..... 2

3. HOW TO ACCESS THE GUIDE DESCRIBED IN SECTION 10 OF PAIA 3

4. RECORDS HELD BY CORRUPTION WATCH (RF) NPC..... 3

4.1 Records which are available without a request in terms of PAIA.....3

4.3 Categories of records held by Corruption Watch (RF) NPC.....4

5. HOW TO REQUEST ACCESS TO INFORMATION HELD BY CORRUPTION WATCH (RF) NPC..... 4

5.1 Form of Request.....4

5.2 Applicable Fees.....5

6. OTHER INFORMATION 6

FORM C

1. INTRODUCTION TO CORRUPTION WATCH

- 1.1 Corruption Watch is a non-profit civil society organisation. Corruption Watch's activities include exposing corruption and the abuse of public funds in South Africa. It seeks to ensure that those who engage in corrupt activities and the abuse of public funds in both the public and private sector are held to account. As part of its mandate, Corruption Watch investigates selected cases of alleged corruption and financial misconduct.
- 1.2 Corruption Watch is a non-profit company registered in terms of the Companies Act of 2008 with registration number K2011/118829/08 and is governed by an independent board of directors.

2. CONTACT DETAILS

Information Officer:

The Executive Director
David Lewis

Postal Address:

P.O. Box 30630
Braamfontein
2017

Physical Address:

8th Floor Heerengracht Building
87 De Korte Street
Braamfontein
Johannesburg
2001

Telephone number: +2711 242 3900

Fax number: +2711 403 2392

Email address: info@corruptionwatch.org.za

Web: www.corruptionwatch.org.za

3. HOW TO ACCESS THE GUIDE DESCRIBED IN SECTION 10 OF PAIA

The South African Human Rights Commission has compiled a Guide in terms of section 10 of the Act which contains information required by a person who wishes to exercise any right contemplated by PAIA. The Guide is available in all languages. The Guide can be accessed from the South African Human Rights Commission.

**The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department**

Physical Address:

Postal address:
Private Bag 2700
Houghton
2041

Telephone: +2711 877 3600
Fax: +2711 403 0625
Email: PAIA @sahrc.org.za
Website: www.sahrc.org.za

4. RECORDS HELD BY CORRUPTION WATCH (RF) NPC

4.1 Records which are available without a request in terms of PAIA

Corruption Watch (RF) NPC has submitted no request to the Minister in accordance with section 52 (2) of the Act.

Corruption Watch is committed to making a wide range of information within its control easily and freely available as widely as possible. Accordingly, Corruption Watch regularly provides information requested either telephonically, by email, or through its website (www.corruptionwatch.org.za). Records available freely from Corruption Watch include:

- Corruption Legislation;
- Court judgments on matters impacting corruption;
- Submissions on legislation;
- Media releases issued by Corruption Watch;
- All available Annual Reports.

4.2 Categories of records held by Corruption Watch (RF) NPC

Corruption Watch maintains records under various categories and subject matters and in accordance with legislation. All requests for access to records will be evaluated on a case by case basis in accordance with the provisions of the Act and the process outlined in 5 below.

The following types of records are held by Corruption Watch:

- Copyrights
- Founding documents, including Corruption Watch Memorandum of Incorporation
- Financial records, including audited financial statements
- Corporate governance, records including minutes of meetings
- Human resource records including employment contracts
- Administration records

5. HOW TO REQUEST ACCESS TO RECORDS HELD BY CORRUPTION WATCH (RF) NPC

5.1 Form of Request

Requests for access to records held by Corruption Watch must be made on the prescribed Form C (attached). The prescribed form must be submitted together with a request fee, to the Information Officer at his address, fax number or electronic mail address (see page 2 above).

The form must:

- provide sufficient information to enable the Information Officer to identify the record(s) requested and to identify the requester;
- indicate which form of access is required;
- specify the postal address, fax number or electronic mail address of the requester in the Republic of South Africa;
- 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 outcome of 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.

5.2 Applicable Fees

- 5.2.1** The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- 5.2.2** The Information Officer will then make a decision on the request and notify the requester 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.
- 5.2.3** The fee structure can be accessed at <http://www.sahrc.org.za/home/21/files/FEES.pdf>
- 5.2.4** The fees for reproduction are as follows:
- 5.2.4.1** For every photocopy of an A4-size page or part thereof: R1,10
- 5.2.4.2** For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0,75
- 5.2.4.3** For a copy in a computer-readable form on
- (a) Stiffy disc: R7,50
 - (b) Compact disc: R70,00
- 5.2.4.4** A transcription of visual images
- (a) for an A4 size page or part thereof: R40,00
 - (b) for a copy of visual images: R60,00
- 5.2.4.5** For a transcription of an audio record
- (a) For an A4 size page or part thereof: R20,00
 - (b) For a copy of an audio record: R30,00

- 5.2.5 The request fee payable by requester, other than a personal requester, referred to in regulation 11(2) is R50,00
- 5.2.6 For purposes of section 54(2) of the Act, the following applies:
- (a) six hours as the hours to be exceeded before a deposit is payable; and
 - (b) One third of the access fee is payable as a deposit by the requester.
- 5.2.7 The actual postage is payable when a copy of a record must be posted to a requester.

6. OTHER INFORMATION

A copy of this manual is available on our website www.corruptionwatch.org.za or by sending a request for a copy to the Information Officer by electronic mail. The manual may also be obtained from our offices at the address set out in page 2 above. This manual will be updated from time to time as and when required.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head: Corruption Watch (RF) NPC
David Lewis

Fax number: +2711 403 2392

Email address: info@corruptionwatch.org.za

B. Particulars of person requesting access to the record

- | |
|--|
| <p>(a) The particulars of the person who requests access to the record must be given below.</p> <p>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.</p> <p>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|--|

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

<p>This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.</p>

Full names and surname:

Identity number:

D. Particulars of record

- (a) 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.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (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 for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.		YES	NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of
.....20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE