



AFRICA HOUSE

Insight & Access. Projects & Trade.

SECTION 51 Manual

Of WHITEHOUSE AND ASSOCIATES (Registration number CK98/27332/23)
T/A AFRICA HOUSE

Prepared in accordance with Section 51 of The Promotion of Access to
Information Act 2/2000

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1. INTRODUCTION

Whitehouse & Associates trading as Africa House is a research & consulting company based in Johannesburg, South Africa. Working exclusively in sub-Saharan Africa, we offer insight and access into the African trade and project environment through the provision of intelligence on projects and bespoke research on opportunities in markets.

2. COMPANY CONTACT DETAILS

Directors: Mrs. EA Whitehouse (Managing) (Email: liz@africainfo.co.za)
Mr. DM Bonnett (Email: duncan@africainfo.co.za)

Office Manager: Mrs. NJ Drake (Email: ndrake@africainfo.co.za)

Postal Address: 46 Garden Road, Orchards, Johannesburg, 2192

Street Address: 1-3 West Street, Houghton Estate, Johannesburg, 2198

Telephone Number: 011 728 5878

Email: info@africainfo.co.za

3. THE ACT

3.1 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.

3.2 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.

3.3 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

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	Public Product Information Public Corporate Records Media Releases	Freely available on web site www.africainfo.co.za
Financial	Financial Statements Financial and Tax Records (Company & Employees) Asset Register Management Accounts	Request in terms of PAIA. Not available. Not available Not available
Marketing	Market Information Public Customer Information: Product Brochures Owner Manuals Field Records Performance Records Product Sales Records Marketing Strategies Customer Database Dealer Franchise Documents	Limited Information available on web site. (see above) Freely available on website Not available Not available Not available Not available Not available Not available

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
- 6.2 Address your request to the Head of the Company (Elizabeth Whitehouse, Managing Director).
- 6.3 Provide sufficient details to enable Africa House 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.

7. PRESCRIBED FEES

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

- 7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 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);
- 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.

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- Manuals are subject to review and comment with the possibility of manuals being rejected on the basis of not meeting the minimum requirements and the SAHRC is not liable for the amendment costs if any and resubmission if any of any manuals.