

# Atlegang Consulting CC



## Promotion of Access to Information Manual

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# 1. Introduction

## 1.1 Reference to the Constitution of the Republic of South Africa, No. 108 of 1996

Section 32 of the Constitution of the Republic of South Africa, No. 108 of 1996 ("the Constitution") provides:

S32(1) Everyone has the right of access to -  
(a) any information held by the state; and  
(b) any information that is held by another person and that is required for the exercise or protection of any rights.

S32(2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), was enacted on 3 February 2002 to give effect to section 32 of the constitution, that is giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

Where a request is made in terms of this Act, the private or public body to which the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

The Act came into effect on 9 March 2001 with the exception of sections 10, 14, 16 and 51 which sections were brought into operation on 15 February 2002.

## 1.2 Reference to Atlegang Consulting

This Manual has been compiled in accordance with the Promotion of Access to Information Act of 2000 (Act No. 2 of 2000) (The Act). The Act prescribes that a public body must provide details of records held by such public body so that any request for information may be accommodated.

The Manual is to serve as a guide on how members of the public can access the information that is being kept in the records of Atlegang Consulting. The Manual gives effect to the right of access to information as contained in the Constitution of the Republic of South Africa and the Promotion of Access to Information Act 2 of 2000 (PAIA). This provides for the right of access to information held by the State or other public bodies by members of the public. The Manual also prescribes the manner in which the information must be accessed. Set out below is the procedure with regard to the lodging of a request for access to Atlegang Consulting information.

The Manual also contains information of the designated Information Officer who is responsible for handling all the applications that are made for access to information of Atlegang Consulting as well its core function and a list of all records kept by Atlegang Consulting.

## 2. Business Information

Business name : Atlegang Consulting CC  
Legal form : Close Company  
Registration or ID nr : 2003/022355/23  
Managing Owner : Lina Koorsen

Postal address : P.O. Box 13133  
Clubview  
0014

Physical Address : 6 Weeromkeer Nook  
Die Hoewes  
Centurion  
0157

Telephone nr : +27 83 467 5425  
+27 84 756 5128

Fax nr : +27 86 585 2298

E-mail address : [info@atlegangconsulting.co.za](mailto:info@atlegangconsulting.co.za)  
Website : [www.atlegangconsulting.co.za](http://www.atlegangconsulting.co.za)

## 3. Information Officer

Any person who wishes to request any information from Atlegang Consulting CC with the object of protecting or exercising a right may contact the Information officer. The Information officer has been duly authorised by the member to deal with the matters in connection with requests for information in terms of the Promotion of Access to Information Act 2, of 2000.

Information Officer : Lina Koorsen  
Designation : Managing Owner

Postal Address : P.O. Box 13133  
Clubview  
0014

Telephone nr : +27 83 467 5415  
Fax nr : +27 86 585 2298  
E-mail address : [lina@atlegangconsulting.co.za](mailto:lina@atlegangconsulting.co.za)

Description of the functions :

To ensure a transparent, accountable and professional and efficient client service.  
To co-ordinate all matters relating to transparency, legislation and to process requests in terms of the Act.

## 4. Guide of all manuals in South Africa

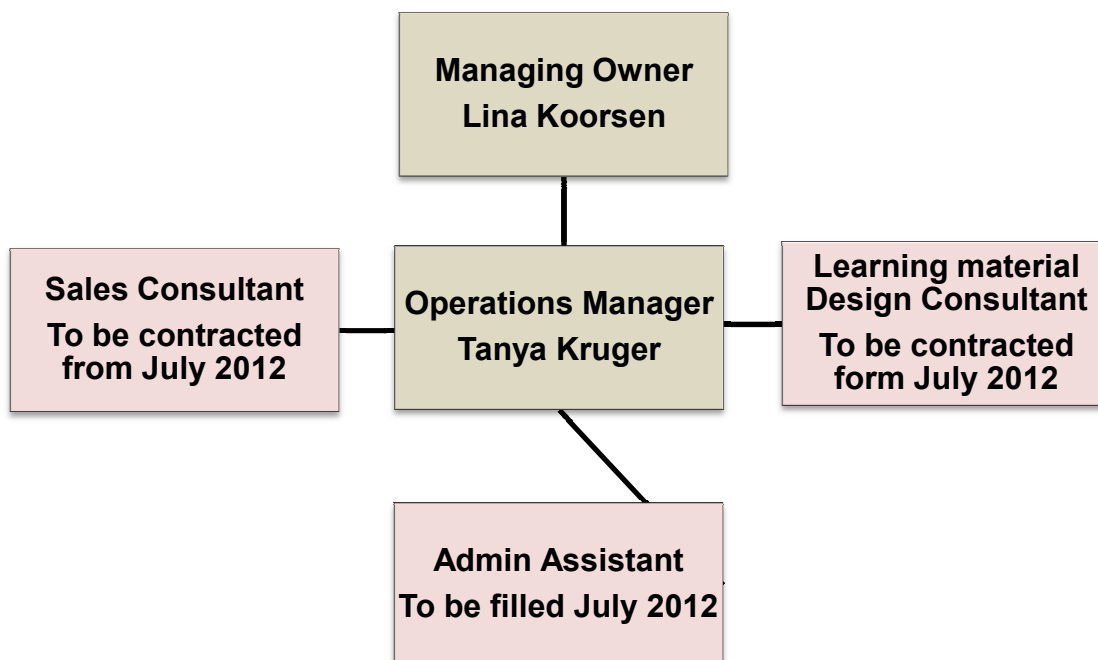
The SAHRC has in terms of section 10 of The Act compiled a guide on the use of The Act. The guide is available at the SAHRC. The SAHRC will further upon receiving each and every Manual from public and private bodies compile a final directory (Guide). This Directory would be similar to a telephone directory and will contain the "Address" where a Body's Manual could be found apart from the SAHRC.

Any queries relating to the guide should be directed to SAHRC, at:

PAIA (Promotion of Access to Information)  
Information and Communications  
Private Bag X2700  
Houghton  
2041

Telephone : +27 11 484 8300  
Fax : +27 11 484 1360  
E-mail address : paia@sahrc.org.za

## 5. Organogram of Atlegang Consulting



## 6. About Atlegang Consulting

“Atlegang” means success which is the core of our vision and values. Our logo symbolises us visualising success, as W. Clement Stone once said: “Whatever the mind of man can conceive and believe, it can achieve”.

We aim to achieve growth within all the diverse cultures and beliefs in our country and success all around.

We are results driven and aims to ensure that all clients’ needs with regard to Education and Training Development are identified, documented and that a well planned-, cost effective strategy are developed to address those needs.

### 6.1 Vision

Atlegang Consulting expect to be the provider by choice. In providing excellent customer services with passion, commitment and expertise, we will ensure that all customer needs and expectations are achieved.

### 6.2 Mission

- ✓ To deliver top quality Education and Training Development Practitioner services to our clients, driven by our values.
- ✓ To focus on results and outputs that are clearly defined.
- ✓ To give maximum value to our Clients to insure repeat business and strong referrals.
- ✓ To contribute to the success of our clients, enhance their business and create innovative solutions to their challenges, leading to increased productivity and increasing wealth in the economy.

### 6.3 Values

Atlegang Consulting are committed to our values, which release fresh energies and attracts success, achievement and well-being.

- ✓ **Concern for others.**

To listen attentively and silently to others, be non-judgemental and open to other’s opinions and points of view.

- ✓ **Respect for the individual.**

To treat every person as a special, unique and distinctive individual and to be fully responsive to their interests and needs. To appreciate the diverse cultures of our Country.

- ✓ **Integrity and honesty.**

That a no-compromise attitude with regard to integrity and honesty are at the order of the day when dealing with all our clients .

To believe in wholeness, goodness and excellence and is willing to serve as a praiseworthy example for others.

✓ **Results oriented.**

That all work undertaken are result oriented which will lead to constructive and useful outcomes, successes and achievement.

✓ **Continious improvement.**

To learn on a day-to-day basis from all our clients and to take recommendations on board to continuously improve on services to achieve customer satisfaction.

## 6.4 Products and services

- ✓ NQF Aligned learning material for sale
- ✓ Assistance with Provider Accreditation
- ✓ Design and develop outcomes-based learning material
- ✓ Facilitation, assessment and moderation services
- ✓ Non-credit bearing skills programmes training
- ✓ Consultation on ETD related issues

## 7. Legislation

7.1 Categories of records of Atlegang Consulting CC which are available without a person having to request access in terms of the Act in terms of Section 52(2) [Section 51(1)(c)]

No notice of such records has been made to the Minister.

7.2 Records available in terms of any other information [Section 51(1)(c)]

Records are kept in accordance with the following legislation:

- ✓ Companies Act, 1973
- ✓ Close Corporations Act, 1984
- ✓ Income Tax Act, 1962
- ✓ Unemployment Insurance Act 2001
- ✓ Value Added Tax Act 1991
- ✓ Compensation for Occupational Injuries and Diseases Act 1993
- ✓ Labour Relations Act 1995
- ✓ Basic Conditions of Employment Act 1997
- ✓ Skills Development Act 1998
- ✓ South African Revenue Services Act 1997
- ✓ Promotion of Access to Information Act 2000
- ✓ Skills Development Levies Act 1999
- ✓ National Small Business Act 1996
- ✓ Occupational Health and Safety Act 1993

## 8. How to request a record. [Section 51(1)(e)]

See prescribed request form in Section 12 (Page 10)

- ✓ Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the Information officer of Atlegang Consulting CC.
- ✓ The request must be made to the address, fax number or electronic mail address of the Information officer of Atlegang Consulting CC as mentioned in Section 3 on page 4.
- ✓ The requester must provide sufficient detail on the request form to enable the Information officer of Atlegang Consulting CC to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if s/he wishes to be informed in any other manner and state the necessary particulars to be so informed.
- ✓ The requester must identify the right that s/he is seeking to exercise protect 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 a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information officer of Atlegang Consulting CC.
- ✓ The Information officer of Atlegang Consulting CC must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing of the request.
- ✓ The request fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- ✓ If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. The Information officer of Atlegang Consulting CC will then make a decision on the request and notify the requester in the required form.

## 9. Categories of records held by Atlegang Consulting.

### 9.1 Web page

The web page, [www.atlegangconsulting.co.za](http://www.atlegangconsulting.co.za) is accessible to anyone who has access to the Internet.

### 9.2 Other records

Operational information. This information can be defined as information needed in the day-to-day running of the organization and is generally of little to no use to persons outside the organization. (Examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general "house-keeping" information).

- ✓ Correspondence files
- ✓ Accounting files



- ✓ Human resources files
- ✓ Contracts & Agreements
- ✓ Training Records
- ✓ Health and safety

### 9.3 Other information as may be prescribed. [Section 51(1)(f)]

Not applicable.

## 10. Availability of the manual. [Section 51(3)]

This manual is available from the South African Human Rights Commission (as per details in Section 4 on page 5), Atleang Consulting CC (as per details in Section 3 on page 4), or in electronic format from the website, if listed in point 3.

## 11. Fees in respect of private bodies

Item	Fee
1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) for every photocopy of an A4-size page or part thereof	R1, 10
2. The fees for reproduction referred to in regulation 11(1) are as follows:	
a) For every photocopy of an A4-size page or part thereof	R1, 10
b) 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
c) For a copy in a computer-readable form on -	
i. compact disc	R70, 00
d) For a transcription of visual images,	
i. for an A4-size page or part thereof	R40, 00
ii. for a copy of visual images	R60, 00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2)	R50, 00
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:	
a) For every photocopy of an A4-size page or part thereof	R1, 10
b) 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
c) For a copy in a computer-readable form on -	
ii. compact disc	R70, 00
d) For a transcription of visual images,	
iii. for an A4-size page or part thereof	R40, 00
iv. for a copy of visual images	R60, 00
e) To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation.	R30, 00

5. For purposes of section 54(2) of the Act, the following applies: a) ix hours as the hours to be exceeded before a deposit is payable; b) One third of the access fee is payable as a deposit by the requester.	
6. The actual postage is payable when a copy of a record must be posted to a requester.	

## 12. Prescribed request form

See next page





Mark the appropriate box with an "X"

**NOTES:**

- ✓ Your indication as to the required form of access depends on the form in which the record is available.
- ✓ 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
- ✓ The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	Copy of record	<input type="checkbox"/>	Inspection of record
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2. If record consists of visual images:

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc)

<input type="checkbox"/>	View the image	<input type="checkbox"/>	Copy of image *	<input type="checkbox"/>	Transcription of * image
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\* If requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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A postal fee is payable

**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.

Indicate which right is to be exercised or protected:


Explain why the requested record is required for the exercising 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 thereof 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