



PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (The Act)

SECTION 51 MANUAL FOR STRIDE DISTRIBUTORS CC

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1. INTRODUCTION TO STRIDE DISTRIBUTORS CC

STRIDE DISTRIBUTORS CC is an animal health company that specialise in supplying products for use in the equine and pet market – predominantly nutrient-based.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

2. PARTICULARS IN TERMS OF SECTION 51

Full Name	:	STRIDE DISTRIBUTORS CC
Registration Number	:	1998/030320/23
Registered Address	:	Agricultural Research Centre Olifantsfontein Road Irene, PRETORIA
Postal Address	:	PO Box 1247 RIVONIA 2128
Telephone Number	:	012 665-5157
Fax Number	:	012 665-0988
Head / CEO	:	D G CATTON
Designated Information Officer	:	D G CATTON
E-mail Address of Information Officer	:	gcatton@iafrica.com

3. THE GUIDE AS DESCRIBED IN SECTION 10

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The guide will contain the following information:

1. Objects of the act
2. Particulars of the information officer of every public body
3. Particulars of every private body as are practicable
4. The manner and form of a request for access to information held by a body

5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application
7. Schedules of fees to be paid in relation to requests for access to information
8. Regulations made in terms of the act

Copies of this guide will be available as soon as it is published by SAHRC. Enquiries regarding the guide can be addressed to the SAHRC, the contact details of which are as follows:

Post South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone (011) 4848300

Fax (011) 4840582

Website www.sahrc.org.za

E-mail PAIA@sahrc.org.za

4. CATEGORIES OF RECORDS OF STRIDE DISTRIBUTORS CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2)

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

5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are kept in accordance with applicable legislation as required from time to time.

6. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY STRIDE DISTRIBUTORS CC AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED

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 head of the private body, or his duly authorised deputy. 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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she 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 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 head of the private body.

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 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 head of the private body will then make a decision on the request and notify the requester in the required form.

7. OTHER INFORMATION AS MAY BE PRESCRIBED (Section 51 (1) (f))

None

8. AVAILABILITY OF THE MANUAL (Section 51 (3))

The manual is available from the South African Human Rights Commission.

9. FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

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	R 1,10
b	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
c	For a copy in a computer-readable form on -	

	(i) stiffy disc	7,50
	(ii) compact disc	70,00
d	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
e	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
3.	The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.	
4.	The access fees payable by a requester referred to in regulation 11(3) are as follows:	
1	(a) For every photocopy of an A4-size page or part thereof	1,10
	(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
	(c) For every copy in a computer-readable form on -	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
	(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
	(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
	(f) To search for and prepare the record for disclosure, R30,00, for each hour or part of an hour reasonably required for such search and preparation.	
2	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.	
3	The actual postage is payable when a copy of a record must be posted to a requester.	

9. PRESCRIBED REQUEST FORM

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: STRIDE DISTRIBUTORS CC

B. Particulars of person requesting access to the record

- | |
|--|
| <p>a. <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>b. <i>The address and/or fax number in the Republic to which the information is to be seen must be given.</i></p> <p>c. <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></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><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>

Full names and surname:

Identity number:

D. Particulars of record

- | |
|---|
| <p>a. <i>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.</i></p> <p>b. <i>If the provided space is adequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</i></p> |
|---|

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.*

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

Notes:

- a Compliance with your request in the specified form may depend on the form in which the record is available.*
- 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.*
- c 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 images	<input type="checkbox"/> copy of images*	<input type="checkbox"/> transcription of the images*
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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)
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4 If record is held on computer or in an electronic or machine-readable form:		
printed copy of record*	printed copy of information derived from the record*	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
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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

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